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All information included in this 2023-24 handbook outlines the current operating procedures used at HCCS. When new policies and procedures are developed and adopted by the school board, parents receive new pages to insert in the handbook. Please keep this handbook so you may reference policies quickly. HCCS reserves the right to change this handbook at any time, for any reason. This document does not contractually bind the school in any way.

HCCS MISSION STATEMENT

All scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that the servant of God may be thoroughly equipped for every good work.

2 Timothy 3:16-17

At HCCS, “We proclaim Jesus...” (Col 1:28) in all we do. We use God’s word as the basis for training our students to become well-rounded, mature citizens; who are equipped to serve their Savior “in every good work.”

BASIC BIBLICAL PREMISE

The Bible teaches that parents are responsible for the total training and education of their children (**Deut. 6:4, 25; Eph. 6:4; Prov. 22:6**). In reality, parents cannot provide all the necessary training and educational experiences for their children. Therefore, they entrust to others the authority to assist them in carrying out this responsibility.

PURPOSE

The main purpose of our school, then, is to support, supplement, and cooperate with the parents in training their children through an educational program of academic excellence based on Biblical principles.

The secondary purpose of our school is to provide training for children from non-Christian homes through an educational program of academic excellence based on Biblical principles (Deut. 31:11-13). We realize that, while our basic premise is focused on assisting Christian parents in training and educating their children, our school has the God-given responsibility for evangelization (Matt. 28:19-20).

The Biblical principles require that the training offered focus on shaping all the basic aspects of a student's whole being. Specifically, our goal for the student is that they would mature in the following areas:

- Mentally —** to acquire sufficient knowledge for living and to develop their mind to its fullest potential.
- Spiritually —** to develop a God-centered view of life by integrating Biblical truth with academic learning so that their faith and practice are Christ-honoring; to develop leadership potential in each student; and to provide stimulating opportunities for continual spiritual growth.
- Morally —** to develop knowledge and discernment of right and wrong according to the Scripture so that personal convictions may be developed and lived out.
- Physically —** to be trained in the areas of physical fitness and proper stewardship of the body.
- Socially —** to develop positive friendships and learn to properly relate to others and be sensitive to their needs.
- Emotionally —** to be trained in developing appropriate emotional expression and a balanced response to life's situations.

HCCS STATEMENT OF FAITH

This Statement of Faith represents the common beliefs of the staff and board of Harrah Community Christian School. If this statement of faith is also a statement of your Christian beliefs, please indicate this by your signature on the enclosed form. If at any point you disagree with the statements listed below, please state your viewpoint next to the statement.

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God. We believe the Bible to be complete containing 66 books, 39 in the Old Testament and 27 in the New Testament. (Hebrews 4:12, 2 Timothy 3:16-17)
2. We believe that there is one true God, existing eternally as three persons, the Father, Son, and the Holy Spirit. (Matthew 28:19, Ephesians 4:6)
3. We believe in the deity of our Lord Jesus Christ, (John 10:30,33), in His virgin birth, (Isaiah 7:14, Matthew 1:23) in His sinless life, (Hebrews 4:15) in His miracles, (Matthew 11:20) in His vicarious and atoning death through His shed blood, in His bodily resurrection, (I Corinthians 15:3-4) in His ascension to the right hand of the Father, and in His personal return in power and glory. (John 11:25, Acts 1:11)
4. We believe in the present ministry of the Holy Spirit, His deity, and His work in each believer. We believe in the indwelling of the believer at the moment of regeneration, and the resultant filling of the believer with power for Christian life and service. (Romans 8:9)
5. We believe that man (humankind) was created by God in God's image. He created each person as male or female and these two distinct, complementary genders together reflect the nature and image of God. Genesis 1:26-27
6. We believe in the subsequent fall of man into sin resulting in spiritual death, necessitating the new birth for his salvation. (John 3:3)
7. We believe in the complete and eternal salvation by God's grace alone; that salvation is received as a gift of God through personal faith in the Lord Jesus Christ and His finished work. This faith is demonstrated by the confession and subsequent forsaking of all sin. (John 3:16, Romans 3:23, 6:23; I John 1:9)
8. We believe in one true church, the body and bride of Christ. We believe that Christ's church functions as an organization of its members into local churches of worship for edification of the believers and for world-Gospel witness. (Ephesians 2:6, Revelations 21:9)
9. We believe the Christian life to be a life of righteousness, good works, and of separation unto God from the evil of the world. (Titus 2:11-12) We believe the Christian life to be manifested by speaking the truth, (Ephesians 4:15) maintaining the sanctity of the home *(Genesis 2:23-24) settling of differences between Christians in accordance with the Word of God, not engaging in carnal strife but showing a Christ-like attitude toward all men, (Matthew 18:17-34) exhibiting the fruit of the Spirit, (Galatians 5:22-23) and maintaining a life of prayer. (Luke 18:1)

10. We believe in the existence of Satan and his personality as the great adversary. We believe in his judgment and final doom. (2 Thessalonians 2:9-12)
11. We believe in the personal, visible, and imminent return of Christ. (Acts 2:11)
12. We believe that heaven and hell are definite places. We believe in the conscious existence of the dead, the resurrection of the body, the judgment and condemnation of unbelievers, the eternal life of the saved, and the eternal punishment of the lost. (Matthew 10:28, Hebrews 11:16)

THE BELIEFS LISTED IN THE ABOVE STATEMENT OF FAITH REPRESENT MY BELIEFS AS A FOLLOWER OF THE LORD JESUS CHRIST.

SIGNATURE _____

SIGNATURE _____

DATE _____

PLEASE SIGN BELOW IF YOU ARE UNABLE TO SIGN THE ABOVE STATEMENT OF FAITH.

I understand that the truth in the above Statement of Faith will be taught to my child(ren). I agree to support this teaching even though I may not agree with each statement.

SIGNATURE _____

SIGNATURE _____

DATE _____

***Sanctity of the Home Definition**

We believe the term "marriage" has only one meaning; The uniting of one man and one woman in a single, exclusive union, as outlined in Scripture. (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (We believe that any form of sexual immorality is sinful and offensive to God.) (Matt 15:18-20); I Cor. 9-10

This statement of faith does not exhaust the extent of our faith. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind; is the sole and final source of all that we believe. For purposes of HCCS's faith, doctrine, practice, policy, and discipline, our HCCS school board is the final interpretive authority on the Bible's meaning and application.

Non-Discrimination Policy

Harrah Community 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. It does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its current and future educational and admission policies.

Harrah Community Christian School does reserve the right to select students based on their academic performance, (See Admission Procedures) and their commitment to conduct based on a *biblical lifestyle*. (See Biblical Morality Statement) Amos 3:3 states that “two cannot walk together unless they are agreed.” This scripture speaks to the vital necessity of agreement when working together to educate children.

HCCS will continue its practice of meeting biblical standards in the way we treat all people. We require and expect all students, parents/guardians, and employees of the school to demonstrate a Christ-like lifestyle in all interactions.

Biblical Morality Statement (Policy)

Harrah Community Christian School’s biblical role is to work with parents to train students to become like Christ. This entails an understanding of the qualities or characteristics that exemplify a Christ-like lifestyle. The school reserves the right to refuse admission of an applicant, or to discontinue enrollment of a student, if the activities of the student are counter to, or are in opposition to, the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school.

In addition, I agree to support the school’s position on marriage and gender roles, as outlined in the Statement of Faith, #5 and #9.

A copy of this statement is included with the application and both parents must sign and return the document.

LEARNING OBJECTIVES

The instructional program of Harrah Community Christian School includes not only the core subjects necessary for a basic education; but also, the spiritual, physical, moral, and emotional training necessary for the adequate development of the individual into a mature, responsible Christian citizen.

The primary objectives of the school are the following:

1. To assist each student in discovering and developing his God-given talents and abilities.
2. To promote self-discipline by training students to be respectful, consistent, appreciative, responsible, and thorough.
3. To assist each student in seeking God's purpose for his life of service.
4. To compensate for inadequate educational backgrounds.
5. To provide opportunities for the development of the uniqueness of each individual.
6. To help each student learn how to honor the Lord by meeting the daily responsibilities that God entrusts to him.
7. To instill an appreciation and respect for authority, constitutional government, our Christian, national, and state flags, and officials in national and local places of authority.
8. To encourage student-parent interaction in order to involve parents in fulfilling the educational responsibilities of their children.
9. To direct the growth process by utilizing appropriate discipline when necessary.
10. To work toward each child coming to a saving knowledge of Jesus Christ.

To achieve the above goals, the school as a whole, and classroom teachers in particular, will institute systems that promote responsibility, thoroughness, self-discipline, and respect. Please make sure to read such policies carefully so you may help your child adhere to the requirements listed.

ADMISSION POLICIES

Harrah Community Christian School does not discriminate on the basis of race, color, sex, or ethnic background in the administration of its admission policies, athletics, education, and other school-administered programs.

Enrollment in the school will be by order of preference as follows:

1. Children of current school families;
2. According to the date of receipt of the application.

Harrah Community Christian School recognizes that it cannot meet the educational needs of all children. HCCS offers a high-quality Christian education, but it is not designed to be a correctional institution for problems arising beyond those usually encountered in average school children. While we love children with extra physical, emotional, and behavioral needs, the school is not staffed or equipped to meet those needs.

Some children do not adjust to a disciplined academic environment and find excuses to criticize the policies and decisions of the staff and administration. In such cases, the school reserves the right to have full discretion in discipline, to place such students on probation for a reasonable period of time, or to dismiss any student who does not cooperate with the total educational process. All students are automatically on nine weeks probation from the first day of school. *

Parents must agree to support the school and to call the school for the complete facts in case of any disagreement or misunderstanding involving their child.

Any applicant with a history of the following must appear before the HCCS school board for consideration:

- Has used drugs, alcohol, or tobacco
- Has been arrested;
- Has been dismissed/expelled from any other educational institution;
- Has run away from home.
- Has been disciplined for stealing or cheating.
- Has a pattern of disrespectful behavior.
- Has engaged in sexual misconduct or immoral behavior.

* See ACADEMIC PROBATION

***ACADEMIC PROBATION**

All new students are on a nine-week probation period. This probation period will be applied to all middle school students at the beginning of each new school year. The following procedure will be used to determine continued enrollment at HCCS after the probation period.

Step 1- When a student earns a grade point average below 2.0 on the first progress report (4 weeks), the student will be required to meet with the teacher to develop a plan of improvement.**

Step 2- When a student earns a grade point average below 2.0 on the first quarterly report card, the student will be placed on academic probation. A conference will be held with the parents and student to discuss strategies for improvement. During this probation, the student will not be able to participate in any extra-curricular activities, which include field trips.

Step 3- When a student fails to raise his/her grades after three grading periods of below a 2.0 average, a conference will be scheduled with the parents and student to determine if HCCS is the best fit for the student's continuing education. The level of commitment the student has shown in improving his/her grades during the probation period will be a determining factor in deciding future enrollment at HCCS.

** A child that is on an Individual Education Plan or other academic plan will have this policy adapted to their learning goals.

ADMISSION PROCEDURE

Although there is no established deadline for a student to apply to HCCS, applications will be considered on a first-come, first-served basis. Each application is processed as follows:

1. An application for admission is filled out by the applicant's parents or guardian and returned to the school secretary. The following information will be required:
 - A transcript from a child's previous school (These records are requested by HCCS after the registration fee and application has been received.)
 - a completed Certificate of Immunization (found in the information packet) --this needs to be signed by the parent or guardian.
 - a birth certificate or other proof of age for 5 and 6-year-old applicants. **A child must be 6 years old by May 31 to enter first grade.**
 - an emergency data card (found in the information packet).
 - a signed Statement of Faith (found in the information packet).
 - a signed Parent Commitment Form (found in the information packet).
 - A signed Biblical Morality Form (found in the information packet)
 - Handbook Signature page (found in information packet)
2. It is recommended that the child have a physical examination. This requirement is not mandatory for school-age children but is required for a preschooler. The medical history form (found in the school's information packet) must be completed along with the Certificate of Immunization status.
3. An entrance exam will be given to each student going into the second through eighth grades. The purpose of the exam is to aid in the placement of the student in the curriculum.
4. An interview is arranged with the applicant's parents, the school administrator, and the board chairman or his/her designate. The purpose of this interview is to describe to the parents the school's function, purpose, and goals; to answer questions from the parents regarding school policy, and to discuss the parent's goals for their child and how these stated goals can be addressed by the staff of HCCS.

To enter 1st grade:

The child must take tests given to HCCS Kindergarten students in the spring and pass at the 50th percentile in total reading and total math. The K-teacher, or the administrator, will administer the testing. The child will also be evaluated using the kindergarten checklist and must have acceptable levels of competence on all items.

To enter 2nd -7th:

The child must take the spring test of the grade just completed and pass in the 50th percentile in total reading and total math. Also, the child must be able to read at the appropriate grade level. For example, to enter 3rd grade a child must pass total reading and total math on the spring 2nd grade SAT test and must read a reading book at the same level as an average HCCS 2nd grader entering 3rd. The results of the assessments will be evaluated by the class teacher or the administrator.

To enter 8th: -We do not take students entering the 8th grade.

(Continue on next page)

Options if a child does not meet the requirements of testing:

1. The child may be re-tested before school starts to see if the child can meet the requirements.
2. The child repeats the former grade.
3. HCCS is not staffed to help this child and thus the child will not be enrolled.

SCHEDULE

School begins at 8:30 and ends at 3:00. Half days end at 11:30 (No lunch on these days.). Students may be dropped off no earlier than 8:15. If students are still at school at 3:10, and we have not heard from the parents, we will begin to call the emergency numbers listed on the emergency card. Please call if you will be late.

LATE START OR SCHOOL CLOSURE

When weather requires school closure or a late start, we will notify families by 7:00 either by text or a GroupMe text(2023) In addition, we will notify a local radio station with the information. The current radio station we use is KIT 1280 am.

We may follow the Mt. Adams school district's decisions as to late starts and closures, but please listen for our school's name to be mentioned in the radio announcement.

STUDENT PICK-UP

If you need someone to pick up your child that is not listed on the emergency card, please send in a note with your child. We will not release children to anyone without prior authorization from the parent. If your child is going home with a friend, please notify the office in writing. Please make arrangements for after-school plans before school is out, as we cannot allow students to go back and forth between cars to make plans.

GENERAL CONDUCT STANDARDS

The administration and staff of Harrah Community Christian School are dedicated to the development of student conduct that will exemplify Christian virtues. All students are expected to refrain from attitudes and actions that will bring reproach upon the Lord Jesus, His church, or the school. Some behaviors deemed acceptable in our society, would not be acceptable behavior at HCCS. These behaviors include, but are not limited to:

- classroom disruptions.
- defiance of authority.
- verbal or physical abuse.
- dress code violations.
- deceptive behavior.

Students will be disciplined for these actions using age-appropriate measures. The Administrator is the final authority in these matters.

Disciplinary action will be immediately implemented for any of the following infractions:

- skipping class including extended tardiness and truancy.
- critical or uncooperative attitude;
- slander or libel, including postings on social media
- possession of pornographic or sexually explicit material.
- physical, sexual, or verbal abuse.
- unauthorized possession of a weapon including guns, knives, batons, bladed tools, pepper spray, and any other items considered dangerous by the school administration.
- behavior that potentially endangers another's safety.
- cheating, including plagiarism; or intentionally assisting another student to cheat.
- actual violence and/or damage against physical property;
- smoking, drinking, gambling, drug, or narcotic abuse;
- improper sexual conduct or immoral behavior; especially relating to gender issues and inappropriate displays of affection.
- fighting
- profanity, obscene or lewd behavior; including inappropriate language
- behavior requiring law enforcement action

DRESS STANDARDS

It is recognized that the way a person dresses can affect the way a person behaves. The purpose of a dress code is to provide guidelines that will encourage dress that does not interfere with behavior and that gives a positive Christian testimony. Students' dress must conform to the school's accepted norms that relate to one's biological sex.

- Clothing should be comfortable, modest (not calling attention in an inappropriate way), neat, and otherwise becoming to a Christian. The following are considered inappropriate and are not permitted: tank tops, spaghetti straps, sheer blouses, tattoos, or extreme hairstyles. Modest sleeveless apparel will be allowed.
- Teachers prefer that hats or hoodies are not worn in the classroom. This decision will be at the teacher's discretion, depending on the child's behavior with the item.
- Hair color can be a fun thing to do! Hair color and styles that are not distracting or disrespectful in any manner will be allowed. However, please consult the administrator before doing any major changes to hair color. The procedure for inappropriate color or style that is too distracting will be as follows: The person will be asked to change to a more appropriate color or style within 2 days.
- Pants or shorts should be worn to the waistline, and not show the student's underwear. Pants that have torn areas must have leggings, tights, shorts, etc. worn under them. The fingertip length rule** will apply to torn areas on shorts or pants. When leggings are worn as pants, the shirt worn must extend to the top of the thighs. In addition, when girls are wearing skirts or dresses, shorts should be worn underneath for modesty during playground play.
- Small and unobtrusive ear or nose piercings are allowed as long as the student can take care of their piercings without teacher assistance. If the piercing becomes a distraction, the child will be asked to not wear the jewelry at school.
- Please avoid clothing with ungodly or disrespectful sayings, symbols, or pictures. This applies to any clothing item and hairstyle.
- Appropriate footwear must be worn at school. If shoes worn to school are not appropriate for recess or PE, a second pair of shoes will be needed.

Parents of students are asked to comply with these standards when visiting or volunteering at the school.

Students will be allowed to wear shorts to school in the fall until November 1* and in the spring after March 15*. Shorts must be no shorter than "fingertip length." ** No cut-offs or running/athletic shorts will be allowed. (* At administration's discretion.)

****Fingertip length- This is determined by holding arms straight down at sides with fingertips straight.**

The administration will be the final judge of what is acceptable. Those improperly attired may be sent home to change. Time lost due to this action will have to be made up. Requests for any exceptions to the dress code shall be brought to the board for consideration.

The major responsibility for compliance with these standards lies with the parents. Cheerful, cooperative observance of these standards will greatly help maintain a positive atmosphere for learning in the school. If there is a question on the appropriateness of any article of clothing, please ask BEFORE your child wears the clothing to school.

Willful disregard of these standards will result in disciplinary measures.

STATEMENT ON DISCIPLINE

Most Americans rate discipline as a major concern regarding the education of their children. For this reason, it is important that Christian schools have a clear policy in this regard.

Teachers or supervisors will administer disciplinary actions on school premises when deemed necessary. Employees will use professional judgment in each situation.

The best discipline is accomplished when the goals are clearly understood and the word discipline is equated with training. Discipline should be administered as soon as possible after the alleged infraction has been brought to the attention of the proper authority. The discipline will be fair to all the parties involved with ample opportunity given for comments and investigation. Parents will be notified when discipline of their child has become necessary in a school situation.

The following guidelines are used at HCCS whenever there is a situation requiring discipline:

1. Discipline should begin by showing love and appreciation for the child. Positive reinforcement (generally verbal) is always the easiest way and the most welcome form of training for discipline.
2. Establish the boundaries and verbalize the rules in advance. In other words, instruct.
3. Be consistent! This way the child will know what is expected of them
4. Should a rule be broken, make sure the rule was understood and a warning given.
5. When a child deliberately defies the rule and those in authority, the child expects correction. Not giving that correction conveys to the child a lack of caring and love and thus promotes insecurity.
6. Many forms of correction can be used (e.g., sitting with head down, missing recess, loss of a privilege, consultation with parents). Often a talk with the parents will alleviate the situation without further need for correction.
7. A child will not be corrected for mistakes, accidents, or being a child.

Suspension

At HCCS, each classroom has its classroom management plan. These management plans include consequences for bad behavior and rewards for good behavior. There are times, however, when the classroom plan is not adequate to address more serious behaviors and these behaviors warrant more severe consequences. The administration will assist the teacher in determining the appropriate consequences for such behaviors. These consequences may include "in-house" or "out of school" suspension.

Expulsion

When a student has shown that he/she disregards the school's rules and regulations consistently by the lack of cooperation in the above-mentioned areas, he/she will be expelled. If a student has been expelled from HCCS, they will not be allowed to re-enroll. This decision can only be reversed by a full board motion and a change in the student's attitude, behavior, and conduct.

ATTENDANCE/ TARDY POLICY

Being at school and being *on time* are two commitments that will serve students for a lifetime. Guidelines have been established to help ensure that positive habits are being formed. In addition, students are required to comply with the Washington State Compulsory Attendance Law.

Roll will be taken at the beginning of each day. If a student is absent, an attempt will be made to contact the parent/guardian to learn the reason for the absence. It is the responsibility of the parent and student to bring a dated note, when returning to school, indicating the reason for the absence. A determination will then be made as to whether this absence is excused or unexcused. (RCW 284.005.0)

The school recognizes three types of absences:

Excused Absences- An excused absence includes illness, medical or dental appointments, family emergencies, bereavement, or school-sponsored activities. A physician's excuse will be required for an extended illness that lasts for more than five (5) days. Students will have one day, for each day missed, to make up work from an excused absence.

Prearranged Absence- Families may apply for up to five days of prearranged absences per school year. A student or parent must request a Prearranged Absence at least three days in advance. The teacher and student will determine a due date for assignments missed. Work may be required to be completed in advance of the absence. Schoolwork for prearranged absences will not be accepted after the agreed-upon due date.

Unexcused Absences- An unexcused absence means a student was not in school and failed to meet the policy for excused or prearranged absences. Five unexcused absences within a calendar **month** or ten within a school year require the filing of a petition with the juvenile court reporting violation of the compulsory attendance laws. (RCW 28.A.225.020 and 28.A.225.030) Students will have one day to make up work that has been missed from each unexcused absence. Work turned in from an unexcused absence will be graded as late work.

SCHOOL BEGINS AT 8:30 AM. STUDENTS ARRIVING AFTER THAT TIME ARE CONSIDERED TARDY. All students must obtain a tardy slip from the office to be admitted to the classroom. Tardy slips must indicate the reason for the tardy and be signed by the parent. A determination will be made as to whether this tardy is excused or unexcused. The school recognizes two types of tardies:

Excused Tardy- An excused tardy includes illness, medical or dental appointments, family emergencies, bereavement, or school-sponsored activities. Work that is missed from an excused tardy will be due the next day.

Unexcused Tardy- An unexcused tardy means a student was not ready for class by 8:30 and failed to meet the policy for an excused tardy. Three unexcused tardies count as one unexcused absence. Five unexcused absences within a calendar month or ten within a school year require the filing of a petition with the juvenile court reporting violation of the compulsory attendance laws. (RCW 28.A.225.020 and 28.A.225.030) Schoolwork missed due to an unexcused tardy will be due the next day and will receive 1/2 credit.

TECHNOLOGY POLICIES

Technology is a fascinating and helpful tool, and it is constantly changing. These policies are in place to ensure HCCS standards of excellence are maintained. The over-arching principle, in using any technology, is to consider how the communication will affect the Lord's name. At HCCS, we strive to uphold the principle stated in I Corinthians 10:31, "... whatever you do, do it all for the glory of God."

Cell Phones

Cell phones are not to be used during school hours. The phones must be kept in backpacks and turned off. If phones are used or heard during the school day, they will be confiscated and held until a parent picks up the item. Continual violations will require additional disciplinary steps.

Other Devices

Cameras, video cameras, and personal audio devices are not to be on the school property and are subject to the above action if used during school hours. Any inappropriate pictures taken of classmates, self, or staff will be cause for disciplinary action.

Social Networking Sites/Texting*

Any inappropriate communication directly related to school personnel, school policies, or school procedures, posted by students, will be subject to disciplinary action.

A good rule to follow here is: If you would not say the comment to the person involved face to face, then it should not be written for all to see.

Parents are asked to refrain from posting negative comments about school matters. Please follow the Matthew 18 principle in handling conflicts and misunderstandings. Teachers may use technology to communicate with students or parents when such communication is related to school matters. We ask that parents not request to be "friends" with staff, because of 'conflict of interest' matters.

*Policy subject to change

FIELD TRIP POLICY

Occasionally, teachers will arrange for educational field trips for their students. Field trips are a privilege, and students are eligible to attend a field trip if their schoolwork is current. Upper-grade students must have a 2.0 GPA. A permission slip must be signed by the parent and returned to school BEFORE a student may participate in the planned outing. Only HCCS students enrolled in the grade(s) scheduled for the trip will be allowed to participate in the field trip. Parents agree to not hold the school, administration, or faculty responsible in case of an accident. HCCS staff will properly supervise these educational trips. Parents must have a copy of their driver's license and current insurance coverage on file before transporting HCCS students and drivers must be 21 years of age or older

PARENT PARTICIPATION

Parental participation is critical to the quality of our program and to our ability to keep tuition as low as possible. There are two main fundraisers each year, the food booth at the Central Washington State Fair and the annual HCCS auction in May, where all families are *required* to put in a minimum number of hours.

In addition to the hours spent at the fair booth and auction, each family is required to put in a minimum of 20 volunteer hours, and 4 hours of cleaning, each year from August 1 through July 31. There is a volunteer hour tally sheet posted in the office to record hours worked. Please do not record any hours related to the fair or auction, as these two fundraisers do not count for this requirement. It is the parent's responsibility to record their volunteer hours as they are worked. As the year progresses, those hours will be added beside your name on a summary sheet so that you can see at a glance how many hours you have accumulated.

The list below clarifies the parent participation requirements.

Cleaning Hours

4 hours per year are required. If these hours are not worked, a fee of \$30 per hour will be assessed. This requirement is fulfilled with 2 hours during spring cleaning and 2 hours before school starts. Missed cleaning hours must be made up within the cleaning timeline, which is one week before and one week after a scheduled cleaning day.

Fair

14 shifts are required of each family. A \$80 fee will be assessed for each missed shift. A shift is the scheduled time set up by the school. 50 % of all shift workers must be 18 years or older. Only those in high school and older can work at the windows or help with slicing and cooking. Students in grades 6-8 are only allowed to do pop and condiments. These students can only work as needed.

No hours worked for the fair fund-raiser applies to total volunteer hours needed per year.

Auction

Each family is required to donate 5 new items with a value of \$20 or more per item. In addition, 7 hours of help is required of each family. This requirement is fulfilled by working 5 hours the night of the auction, and 1 hour in the days before, and 1 hour after the auction. A fee of \$30 per hour for work not completed will be assessed. (Subject to change)

No hours worked for the auction fund-raiser applies to the total volunteer hours needed per year.

Required Hours

20 hours are required of each family per year for help at the school. This help may be reading with children, cutting laminating for teachers, or doing the weekly laundry, etc. The fee for hours not worked is \$30 per hour.

Before School Meeting

In addition to the hours required, attendance at a Before School Parent Meeting to address policies, paperwork, hours, conflict resolution steps, etc. will be required of each family. Students will not be allowed to attend school until ALL paperwork is complete. This includes permission slips, immunization records, Statement of Faith signatures, etc. The ½ day parent/student orientation will fulfill this requirement.

PROCEDURE FOR ADDRESSING PARENT’S CONCERNS

Parents have the God-given responsibility to educate their children, and they have delegated a portion of this responsibility to the school. Their children are sent to Christian schools because these schools are in harmony with their religious beliefs. Therefore, parents, teachers, and administrators must share their concerns regarding the education of Christian youth. At HCCS, we follow the Matthew 18 principle in dealing with conflict and misunderstandings. In order that these concerns are heard, and problems are identified and corrected, HCCS recommends the following channel of communication for effectively dealing with problems arising at school:

1. **TEACHER.** As a first step, a parent is encouraged to speak directly with the teacher with whom he or she has a complaint.
2. **PRINCIPAL.** If no satisfactory resolution is reached, the parent is strongly encouraged to speak with the principal. The principal will make every effort to help the parents and the teachers resolve the situation.
3. **SCHOOL BOARD CHAIRMAN.** If **either party** is not satisfied with the principal's decision, it is recommended that the situation be taken to the board chairman or his/her designate.
4. **SCHOOL BOARD.** If either party is not satisfied with the progress being made in reaching a solution to the stated problem, the matter may be taken to the school board in a special administrative meeting. All involved parties should be represented at the meeting, and each party will be allowed to express their view of the situation.

This procedure is intended to establish an effective means of communication in solving school-related problems. HCCS assumes that all parties are willing to abide by the scriptural procedures outlined in Matthew 18.

A system of conflict resolution steps may be used to facilitate communication between the parties involved.

HEALTH POLICY

When a child becomes ill at school, the child will be isolated from the rest of the children in an appropriate area and the parents will be called to pick up their child. A staff member will supervise the child while waiting for pick-up. The following guidelines will help you determine if your child is too sick to come to school. If you believe your child is too sick to go outside for recess, then this is an indication that he/she should stay home. We are not staffed to provide both inside and outside recess at the same time.

Guidelines

1. Fever of at least 99 degrees under the arm (auxiliary) or 100 degrees orally AND one or more of the following symptoms: Headache, earache, sore throat, rash persistent coughing or sneezing, fatigue that prevents participation in regular activities
2. Vomiting on 2 or more occasions within the past 24 hours.
3. Diarrhea- 3 or more watery stools within the past 24 hours.
4. Any suspected communicable skin infection such as impetigo, pinkeye, or scabies.
5. Open or oozing sores, unless properly covered and 24 hours have passed since starting antibiotic treatment, if necessary.
6. Fatigue that prevents participation in regular activities.

Children must be symptom-free of the above conditions for 24 hours before returning to school.

Lice

Children may return to school after treatment for head lice and no nits are visible.

MEDICATION POLICY

In the event medication must be given at school, a form will be filled out and signed by the parent before any medication will be dispensed. This requirement includes such things as cough drops, Tylenol, and cold medicine. The school does not have any over-the-counter medications on hand, so please do not call and request such medication be given to your child. By law, we must have a signed note to dispense medication. All medication must be given to the teacher, not kept in a backpack or lunch box. This requirement applies to all grades.

EMERGENCY PROCEDURES

HCCS has a Crisis Plan in place that is designed to minimize danger to anyone occupying the school premises should an emergency occur. Our main objective is to attend to the health and welfare of your child(ren) in the event of an emergency. Any crisis will disrupt the "normal" way of operating. Therefore, we have instituted safety drills, and procedures to follow in case of emergency.

Safety drills are conducted regularly. The students will practice fire, lock-down, earthquake, and other drills. We require all students to participate in the drills and to follow instructions quietly.

In most emergencies, your children will remain and be cared for at the school. In the rare event of an emergency affecting the school that requires evacuation, the children will be moved immediately to our school's alternate site, which is the Harrah Community Church. (2023-24) We will follow the recommendations of emergency personnel when determining evacuation to our alternate site.

The children will remain at the school or alternate site until parents are notified and can come to pick up their children. Please wait to come to the school or alternate site until school personnel have notified you as to where and when we may release the children. This procedure will allow emergency vehicles and others to attend to the emergency effectively. There will be a sign-out procedure for everyone to follow during this process. This procedure is in place to ensure the safety of all.

The procedure to follow if there is a school emergency is as follows:

- **Turn on your radio or television.** We will keep the media accurately informed of any emergency.
- **Please do not telephone the school.** We have limited phone lines and these must be used to respond to the emergency.
- **Please do not come to the school.** Emergency vehicles and workers must be able to access the building and grounds without interference. The administrator or designee will contact you with pertinent information as soon as possible.

TUITION AND FEE SCHEDULE

Tuition payments are due the 1st of the month, and become past due on the 15th. If there is an issue with a payment, please communicate the reason for a late payment and the plan to bring the account current, with the school treasurer as soon as possible. See Late Tuition Policy below for more information.

Tuition payments may be mailed to the following address:

HARRAH COMMUNITY CHRISTIAN SCHOOL
P.O. Box 100
Harrah, WA 98933
509-848-2418

FEE SCHEDULE*

TESTING	One-time fee for new students	\$ 50.00
REGISTRATION FEE	Per Family (non-refundable)	\$180.00
(Due June 10 th)	(if paid before June 10 th - \$155)	
JANITOR FEE	Per Family	\$205.00
(Due June 10 th)		
MATERIALS -	Per Student - Grades 1–8	\$400.00
(Due July 10 th)	Per Student - Kindergarten	\$320.00
	Per-Student - Preschool	\$175.00
TECHNOLOGY FEE	Per Student- Grades 3-8	\$215.00
(Due July 10 th)		

TUITION SCHEDULE*

There will be ten (10) monthly payments beginning in August with the last payment due in May.

Number of Students Month	Tuition Per Month	Total Due Per
1	\$475.00	\$475.00
2	\$475.00 + 380.00.00	\$865.00
3	\$475.00 + 380.00.00 + 345.00	\$1,220.00
4	\$475.00 + 380.00.00 + 345.00 + 330.00	\$1,560.00

The 5th child and each additional child will be \$100.00 each. (*subject to change)

Late Tuition Policy

When an account becomes 30 days past due, the family will be required to meet with the school board(treasurer) to discuss a repayment plan. After an account is past due 60 days, or the family has not complied with the agreed-upon terms of the payment plan, a certified letter will be sent detailing the steps required to bring the account current so that enrollment at HCCS may continue.

HCCS reserves the right to withhold student records and transcripts, for returning and transferring students, until the account is paid in full. All accounts must be paid in full before the beginning of each new school year for enrollment to proceed.
 (*subject to change)

PRESCHOOL HOURS AND RATES-2023-24

3 ½ - 4-year Preschool

Children must be at least 4 years old by January 1. The child may start in September, if ready.

All preschool students must be able to use the restroom independently.

Hours: 8:30-3:00, Monday-Friday

Non-refundable Registration	\$180 per family
Janitor Fee	\$205 per family
Materials	\$175 per student
Tuition	\$475 per month

Tuition is payable on the first of each month and will be paid at the school office, beginning in August and ending in May. Tuition payments are due on the first day of each month and are delinquent after the 15th.

*** subject to change*

All required parent hours apply to preschool families. You will find these requirements on page 18 of this handbook. Please request a Preschool Handbook if you wish to enroll a preschooler.

3-year Part-Time Preschool (Schedule will follow school calendar days)

Hours: 8:30-11:15, Tuesday and Thursday

Non-refundable Registration	\$180 per family
Janitor Fee	\$110 per family
Materials	\$ 90 per student
Tuition- (approx. 8- ½ days per month)	\$150 per month

Requirements:

Student must be potty trained and capable of using the restroom on their own.

Student must be 36 months old by August 31

Student must be able to leave family (mom) for school.

Enroll in HCCS Preschool with all the paperwork requirements.

Support HCCS by completing ½ of the required work hours. See the parent participation form.

Enrollment will be prioritized for families wishing to enroll in HCCS Full-time Preschool in the future

An interview will be required.

HOMESCHOOL ENRICHMENT DAY

HCCS would like to offer enrichment opportunities to the homeschool community. The homeschooled student would attend HCCS on Wednesdays, from 8:30-3:00. The student would participate in 30 minutes of chapel time and 1 hour each of PE and music. They also would participate in recess and lunch times with the HCCS community of students. During the time of classroom instruction, the homeschooled student would work on their schoolwork in the classroom closest to their grade level.

A typical schedule would look like this:

Wednesday --8:30-3:00

8:30-9:30- Independent homeschool work
9:30-10:00- Chapel
10:00-10:30- Recess with other students- free time play
10:30-11:30- Independent homeschool work
11:30-12:00- Lunch with other students- (Sack lunch provided by parents)
12:00-12:30- Recess with other students
12:30-12:45- Get ready for music/PE
12:45-1:45- Music
1:45-2:45- PE
2:45-3:00- Get ready to leave

REQUIREMENTS FOR PARTICIPATION

Enroll in HCCS part-time for insurance purposes.
A Commitment to Participate form is completed.

Students and parents will abide by the school standards for discipline, dress code, speech, etc. that is required of enrolled families.

COSTS:

Registration of \$155 per family per year. \$50 janitor per year.
\$150 per month for the first student, and \$50 per month for additional family members.

Additional Information

Grades would be given for music and PE. Grades will be printed every quarter.

Homeschool students would be welcome to participate in the Christmas program, and all other scheduled school activities, such as open gym nights and field trips.

Families would be asked to volunteer for fund-raisers.

ENROLLMENT CHECKLIST

All items listed below are required for admission. Please return these forms along with the registration fee to the school office. We will begin the process of admitting your child when all paperwork is complete.

- APPLICATION

- BIRTH CERTIFICATE

- SIGNED FORMS
 - Statement of Faith
 - Parent Commitment
 - Handbook Signature page
 - Biblical Morality Statement

- EMERGENCY CARD-front and back

- PREVIOUS SCHOOL RECORDS- We can request these if needed

- IMMUNIZATIONS RECORD
 - Must be on the card included in the packet and signed by a parent

Thank you!