

HARTVILLE CHRISTIAN SCHOOL HANDBOOK

Historical Sketch

In 1956, a group of parents, having a conviction for a Conservative Mennonite Christian Day School, called several meetings to discuss plans and to draw up a constitution for such a school. Construction of the Hartville Christian School began in September, 1956. By December of the same year, the building was completed. Ninety students and four teachers moved from the rented building near Alliance into the present day elementary school building. Initially there were ten grades. In 1963, the eleventh grade was added, and in 1964 the twelfth grade was added. The first high school graduating class, the Class of '65, consisted of seven students. At the present, the school consists of grades kindergarten through twelve.

Philosophy of Education

The purpose of Christian education for Hartville Christian School is to provide the opportunity for each child to develop his ability to the maximum, under the guidance of qualified teachers, who uphold the doctrines and practices of the Word of God as believed by the Patron's Association.

It is the aim of the Christian school to teach each child the worth of the individual, the immortality of the soul, the dignity of man, respect for God, and the freedom and responsibility to make choices according to his ability.

It is the school's aim to have every child respect and appreciate the institutions of our society such as the home, the church, the school, and the government.

It is essential to guide each student to develop talents and potentialities, to master the tools of learning, and to give opportunity for moral, spiritual, academic, and physical development.

The continuing aim of this school shall be to recognize the Word of God, the Bible, as the final authority in problems pertaining to this life. In all school studies the teachers shall indoctrinate the children with the principles of the Word of God by specific application to the problems of our time and shall impress the students with their freedom and responsibility to make choices according to the Bible and the direction of the Holy Spirit under the guidance of parents and the church.

Statement of Faith

1. We believe the Bible to be the inspired and only infallible authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and the Holy Spirit.

3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return in power and glory.
4. We believe that for salvation of lost and sinful man, regeneration by the Father, Son, and Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of life for the believer in Christ, and those who reject Him are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.
8. We believe the Christian life is a life of holiness, not conformed to the world but separated unto God.
9. We believe the Christian life is a life of love for all people and is exemplified by spoken word and acts of love to friends and enemies alike.

Admission Requirements

Applications for admission must be filed with the principal. An interview with the parents of the prospective student is required for all new students. New students entering the first grades will be required to take a medical examination and/or file medical history forms. All students are required to have received proper inoculations or file waiver forms.

All students interested in securing a Christian education are welcome to enroll regardless of denomination or racial background. Applicants will be expected to abide by and support the ideals and standards of the school.

We recommend that families with television control their children's television watching, and ask them to avoid the discussion of television programs with other students.

Transfer of students will be classified upon the basis of the official transcript of credits received from the school in which the applicant was previously enrolled. This transcript should be sent directly to the school office.

Tuition

The tuition is calculated in such a way that a single family income is not taxed by regular multiples of the number of students. The amount of tuition is calculated on a descending scale which corresponds to the number of students in the individual families. There is no charge beyond the third child.

All tuition must be paid by the beginning of the next school year. If tuition is not paid by the end of the school year, report cards will be held until the tuition is paid. Every three months of school at least one third of

the tuition must be paid. The student will not be permitted to attend the next school year if the previous year's tuition is not paid. If a student is withdrawn from school and tuition is still due, no grade transcripts will be released. If a student withdraws after the first three weeks, the tuition for that entire semester is to be paid in full.

Financial hardship cases will be considered individually by the Board at your request.

ACADEMIC INFORMATION

Attendance

The staff and administration of Hartville Christian School encourage all students to attend school regularly. Academically, it will be to the student's advantage to avoid absence. However, certain circumstances may require absence. We understand that and will follow these policies when absences occur.

The staff considers the following factors to be an excused absence from school:

1. Illness of the student
2. Illness in the immediate family
3. Death in the family
4. Emergency at home
5. Medical appointment – for the time necessary
6. Driver's license examination – half day maximum
7. Vacation with parents – if vacation policy is followed*
8. Marriage in the family
9. Any other reason for not attending school must be approved in advance by the principal.

Parents must notify the school in advance of a planned absence.

*Vacation policy:

- a form is available in the office and must be completed
- students must be accompanied by a parent

All other absences will be considered unexcused. Students will not receive academic credit for work missed on an unexcused day. In other words, they may make up the work they missed but will not receive a grade.

Parents must notify the school after 8:00 am, on the day a student is absent unless notification has been given ahead of time. If the school is not notified, the secretary will contact the parent.

To receive credit for a course, a student must not miss more than ten days per semester. These are not accumulative. In addition to this, a student is allowed five vacation days during the school year, providing the proper vacation policy is followed. Vacation privileges will be considered for those who have not exceeded the ten day maximum prior to the request of vacation days.

Teachers will keep record of any tardiness to class. Three unexcused tardies count as one absence. If a student is more than fifteen minutes late, he/she will be considered absent.

Exempted Absences

The following absence shall NOT be counted toward the credit attendance policy.

1. Absence due to illness if the student returns with a slip signed by a doctor
2. Funeral
3. A maximum of two documented college visitations

Any exceptions to this policy must be approved by the principal and staff.

Tardies

Students arriving after the 8:30 bell will be considered tardy. Such tardies will be entered on the attendance record sheets unless they are excused. For an excusable tardiness, a note from the parent is required stating the cause. Certain emergency situations may be considered excusable. Any student who misses over two periods will be charged with 1/2 day absence. Anyone absent for more than four periods will be considered absent for the entire day.

The School Building

The school building and its facilities are not to be abused. Students are not to come to school before 8:00 a.m., and are to leave promptly at dismissal. Students are not to be in the school building unless accompanied by a teacher or advisor. Students wishing to use the school building after hours for extra curricular activities (Lantern, etc.) are required to receive permission from the principal.

Transfer or Withdrawal from School

If it becomes necessary to transfer to another school, the parents are to submit a request. A transcript of the student's grades and credits will be issued to the school which requests it. The transcript will only be sent when all the financial obligations of the parent to the school have been met.

State law requirements make it compulsory for students to attend school until the age of sixteen. In the case of parents whose convictions are opposed to high school education, a working permit may be obtained

from the County Office of the Superintendent of Education after the student has passed the eighth grade. In such situations, the school will serve as a counseling and advisory service.

Report Cards

The school year is divided into two semesters of two nine-week grading periods each. Report cards are issued at the close of each nine week grading period. These report cards serve to advise the parent concerning the progress of the student's academic and behavioral development. Parents are requested to examine report cards carefully, sign them, and return them within two days after they are issued.

The school urges the parent to counsel with the student's teacher concerning the progress report. Periodically, written reports may be sent to parents by the teacher if the student is not making satisfactory progress.

Grading System and Standards

Grades are important since they are a measure of the student's achievement. They are also meaningful because they are the result of the professional judgment of the teacher regarding the student's progress. Several aspects considered in grading a student's achievements are: completion of work in meeting course requirements, work habits, attitudes and effort, conduct, and classroom relations.

Grades have lasting meaning beyond the school year since college administrators and prospective employers are often influenced by student grades and attendance reports, as well as by detention records and other special issues that are included on the permanent record.

Grades are recorded by numbers on report cards in grades 7-12.

The following scale is used:

| | | |
|----------|---|-----------------------|
| 100 – 94 | A | Excellent |
| 93 — 87 | B | Above Average |
| 86 — 77 | C | Average |
| 76 – 70 | D | Below Average |
| 69 – 0 | I | Incomplete or Failure |

The following scale is used for grades K-6:

| | | |
|--------|---|-----------------------|
| 100—92 | A | Excellent |
| 91—84 | B | Above Average |
| 85—77 | C | Average |
| 76—70 | D | Below Average |
| 69—0 | I | Incomplete or Failure |

The grade of “I” is given for incomplete work or work not finished in time when justifiable reasons are given. The grade “I” must be removed within three weeks after it is given, or it will automatically be changed to “F”.

All students who maintain a minimum “B” average for one grading period will be recognized by being placed on the honor roll.

General Requirements

Hartville Christian School requests students to plan their courses of study so that they will meet the prescribed requirements of the State Board of Education and of Hartville Christian School. A minimum of 24 units of credit must be earned. A unit of credit is given upon the successful completion of each prepared subject scheduled for 200 minutes per week for a total of 36 weeks or 400 minutes per week for a total of 18 weeks.

The minimum requirements are as follows:

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|---|---------|
| Bible..... | 4 units |
| English..... | 4 units |
| Social Studies (US Gov’t required)..... | 3 units |
| Science..... | 3 units |
| Math..... | 3 units |
| Speech..... | ½ unit |
| Mennonite History..... | 1 unit |
| Computer Keyboarding..... | 1 unit |
| Computer Programming..... | 1 unit |
| Phys. Ed..... | 1 unit |
| Music..... | 2 units |
| Electives..... | 1 unit |
| Health..... | ½ unit |

Students who have studied all four years at Hartville Christian will graduate with 26-28 units.

List of Courses for High School Students:

| GRADES NINE & TEN | | GRADES ELEVEN & TWELVE | |
|----------------------------|---------|---------------------------|---------|
| Subject | Credits | Subject | Credits |
| Bible I (Gen.-Esther)..... | 1 | Bible III (Job-Mal.)..... | 1 |
| English I..... | 1 | English III..... | 1 |
| Algebra I..... | 1 | Chemistry..... | 1 |
| Biology..... | 1 | American History..... | 1 |
| World History..... | 1 | Home Ec. II (Sewing)..... | 1/2 |

| | |
|----------------------------|-----|
| Music I..... | 1/2 |
| Physical Education..... | 1/4 |
| Bible II (Matt.-Acts)..... | 1 |
| Physical Science..... | 1 |
| English II..... | 1 |
| Geometry..... | 1 |
| Home Ec. or elective..... | 1/2 |

GRADES NINE & TEN

| Subject | Credits |
|--------------------------------|----------------|
| Industrial Arts or elective... | 1/2 |
| Computer Keyboarding..... | 1 |
| Music II..... | 1/2 |
| Physical Education II..... | 1/4 |

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|-----------------------------|-----|
| Industrial Arts II..... | 1/2 |
| Human Physiology..... | 1 |
| Music III..... | 1/2 |
| Physical Education III..... | 1/4 |
| Speech..... | 1/2 |
| Bible IV (Matt.-Acts)..... | 1 |
| English IV..... | 1 |

GRADES ELEVEN & TWELVE

| Subject | Credits |
|---------------------------|----------------|
| Sociology..... | 1/2 |
| U. S. Government..... | 1/2 |
| Mennonite History..... | 1/2 |
| Economics..... | 1/2 |
| German or Spanish..... | 1 |
| Algebra II and Trig..... | 1 |
| Music IV..... | 1/2 |
| Physical Education..... | 1/4 |
| Computer Programming..... | 1/2 |

Study Hall Policies

Students are assigned to specific rooms for study hall. Promptness in arriving and quietness are as essential as in regular classes.

Students are to be quietly seated when the tardy bell rings, and have sufficient books and supplies to study for the entire period. Students may only communicate with each other with the permission of the teacher or monitor in charge of the study hall.

Desks, tables, or chairs are to remain at their normal positions during study hall. Students leaving a classroom or study hall must obtain permission from the teacher or monitor.

Library Policies

A study hall atmosphere of quietness shall be present in the library at all times. The library is not a place for group study.

No reading material shall be taken from the library without first checking it out at the desk.

All reference books and magazines are to remain in the library and should be returned to their proper location. Class assignments must be completed prior to leisure reading.

Lunch Period

Eating is permitted only during the provided lunch period or the 10:20 break. All eating is to be done in the lunch room. Lockers or shelves are designated places for the sack lunches. Food items can be purchased in the lunch room on a cash basis.

Telephone

Students will not be called to the phone except in case of an emergency. Only brief, valid outgoing calls are permitted (with school staff permission).

Cellular Telephones

Student cell phones must be stored in the office, and are available only at lunch time. Visible cell phones will be confiscated. If confiscated, the student can pick it up at the end of the day from the attendance office. Subsequent confiscations may result in disciplinary actions. Once a phone is confiscated, the student will forfeit all expectations of privacy.

Detention & Suspension of Students

Maintaining a well disciplined and organized student body is a basic goal of the school. It is important that a clear line of communication exists between parents and faculty when dealing with a discipline problem. Minor discipline problems not warranting suspension will be dealt with by after-school detention. In addition to the student being counseled by a faculty member, it is expected that parents will pick up students at the school when the detention period is terminated.

Students receive demerits for misconduct, lack of cooperation, or for any other violation the teacher or monitor determines. With the third demerit, the student receives a detention, beginning at 3:10 and continuing until 3:40. The one-half hour will be spent as the principal or teacher in charge determines.

A school suspension shall be viewed as a decisive disciplinary action for unacceptable student conduct. Upon suspension by the school administration, a student shall not be permitted to return to the campus during the suspension period. At the discretion of the administration, missed school work shall be completed in full, or a "0" will be applied to each class missed.

The day following the suspension a parent-student conference with the principal shall be held to clear the offense and reaffirm the pledge of support and cooperation.

Bicycle and Auto Use

Bicycles, mopeds, and cycles are to be used only as transportation to and from school and are not to be used for play on campus.

Cars must be parked in the assigned student area. Students using automobiles for transportation may not enter autos for lounging or loitering. Special permission must be granted for the use of vehicles other than for regular transportation. Vehicles are not to be driven on the lawns. Vehicles are to leave at dismissal in single

file. Safety rules and all laws must be obeyed by student drivers. The right to use a vehicle may be taken away from offenders.

Visitors

Visitors are welcome to visit the school during the day. All visitors are requested to stop at the office first and register before attending any classes. Students who bring visitors are responsible to see that the visitor checks at the office before attending any class and will have the courtesy to ask permission in advance. Visitors are subject to the school's rules of conduct.

STUDENT ACTIVITIES

Service Opportunities and Chorus

In order to develop and strengthen missionary zeal and conviction in young people, various opportunities are present for witnessing. The entire high school participates in a chorus which gives several programs in the community during the school year. Some years the chorale may take a weekend tour.

Junior/Senior Fellowship Dinner

Every spring the Junior class plans a dinner for the Senior class. The occasion is formal and is usually held in a local restaurant. A guest speaker is invited to give an inspirational talk. All plans need the approval of the Board through the principal. The occasion requires that students and guests be within the school dress code.

Class Organizations

Every fall at the beginning of the school, each high school class elects its officers. Each class votes in a president, vice-president, and a secretary-treasurer by a simple majority vote. No elected officer may hold the same position two years in succession. Elections are to be made with the support of the principal. Class advisors are to be from Jr. High and High School teachers.

Student Chapel Committee

A student chapel committee is elected by the student body each semester to plan with a faculty advisor the various student chapels during the year. Chapel programs planned and conducted by students are normally held once a week.

School Publications

The Lantern is the school annual published every summer by the Senior Class as a record of student, personnel, and campus activities. The Lantern shall be supervised by the principal or an appointee of the principal.

CODE OF CONDUCT

Conduct Guides

1. Students must abstain from boisterous conduct, profanity, tobacco, drugs, alcohol, objectionable literature, and immoral practices and talk.
2. Gum chewing is not permitted in the school building except by consent of a teacher.
3. Students are expected to respect the school property and thoughtfully care for the building and equipment. Any intentional damaging of school property, will be considered a breach of honor; and payment or replacement will be necessary.
4. Students shall consider each other with mutual respect and in all relations and follow the "Golden Rule".
5. All teachers shall be given due respect. They have the student's best interest at heart and are there for your benefit.
6. Textbooks are to be covered and free from indelible marking unless the student agrees to purchase the book at the beginning of the year.
7. All literature, tapes, cds, dvds and electronic equipment brought to school must be approved by the principal.
8. All student activities must be planned and approved in cooperation with a faculty member and the principal.
9. Students are expected to aid in maintenance of a studious atmosphere in the school building at all times. Running in the halls, raucous laughter, and loud talking are not permitted.
10. All signs, notices, and advertisements to be placed on bulletin boards must be approved by the principal. Defacing or tampering with items displayed on bulletin boards or posted elsewhere will result in punishment.
11. Students will address teachers with the title "Mr. or Miss/Mrs.", whichever is appropriate, along with the teacher's last name.
12. Students are not allowed to enter the teachers' workroom or the office without permission.
13. Students are not to take home or use school property without permission.
14. School standards apply to all school functions.

APPEARANCE GUIDELINES

Boys

Boys shall dress neatly and modestly. Flashy and loud prints, or clothing with writing, logos, or pictures are not permitted. Shirts must have collars and buttons. T-shirts are not permitted, except under regular shirts with no exposed T-shirt tails.

Dress or casual pants are recommended. Bleached (stone-washed and acid-washed), torn or patched denims are not permitted.

Hair must be neatly trimmed and combed, not covering the ear. Hair must be trimmed and thinned in the back, and above the shirt collar.

Dress or casual shoes are required.

Girls

Dresses or skirts and blouses must be modest in weight of material, cut of neck, length of skirt and sleeves. (Sleeves to be half way between the shoulder and elbow.) Skirt length must be sufficient to cover the knees while sitting or standing, with no slits in skirts. No slacks are to be worn at any time except under the dress during recess or PE. No clothing with writing, logos, or pictures is permitted.

Hose are not required except for formal school and choral programs.

Dress or casual shoes are required.

No makeup, nail polish, or jewelry is permitted.

Grade six and under girls are expected to have hair worn in such a way as to keep it out of the eyes and not free-flowing.

For Jr. High and High school girls a covering or hanging veil (black or white) shall be worn at all times while at school. The size of the covering or veil must be as large as the model displayed in the office. Hair shall be put up in a neat and simple manner.

P.E.

The appearance guidelines apply for P.E. except during scrimmage games and practice for competition. (No tank tops or shorts.)

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Home school students must conform to the HCS Handbook appearance guidelines.

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The school administration has the right to determine if clothing meets the standard of modesty.

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School personnel (teachers, secretary, etc.) must conform to follow the school dress code.