



HALTOM
CHRISTIAN SCHOOL

Family Handbook
2019 – 2020

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Dear Parents,

Welcome to Haltom Christian School! We are honored that you have chosen to partner with us on your child's academic journey.

We greatly value each of our families as our school model relies entirely on the relationship and involvement between parents, teachers, and students. Together we strive to cultivate an environment that creates a love of learning and a curiosity to explore and discover among our children.

I am privileged to say that our teachers and staff have a passion not only to teach academics, but to guide students as they discover their purpose and walk towards fulfilling their greatest potential.

We nurture students to exemplify honorable character. We equip them to be persistent and determined even in the face of adversity. We are devoted to the Great Commandment – to love the Lord our God with all our hearts and to love others as we love ourselves (Matthew 22:36-40).

We look forward to everything the school year holds before us. May we all be diligent, devoted, distinctive in character as we labor in love together to provide our children with an unforgettable educational experience!

Love Never Fails,

Heather Gonzales
Principal

Hours of Operation

Elementary Grades (Kindergarten and Up)	8:30 a.m. – 2:30 p.m.	Monday – Thursday
Preschool for Fours (Pre-K4)	8:30 a.m. – 2:30 p.m.	Monday – Thursday
Preschool for Threes (Pre-K3)	8:30 a.m. – 2:30 p.m.	Tuesdays and Thursdays

Fridays are reserved as a homeschool and/or field trip day.

Inclement Weather:

In the event of inclement weather, Haltom Christian School will observe the same school closings or delays as Birdville Independent School District (BISD).

Haltom Christian School's holidays and closings will be listed on the school calendar. No reduction of fees will be made for holidays, closings, or absences.

Foundation of Haltom Christian School

Our Mission:

To provide a Christ-centered education that enriches state standards and elevates the character and the minds of students by developing critical thinkers and lifelong learners.

Our Vision:

To build a biblical foundation by which children can grow academically and spiritually to achieve their fullest potential in Christ, equipping them to impact the world.

Our Foundational Scripture:

“That you may walk worthy of the Lord fully pleasing Him, being fruitful in every good work and increasing in the knowledge of God...”

- Colossians 1:10

Our Core Values:

The aim of our ministry is to nurture students academically and spiritually, so they may thrive and triumph in the world today. We aim for excellence, and we impart the following core values to guide us toward our target. May each Haltom Christian School Archer recognize their target and hit the mark!



Academic Excellence

Responsibility

Charity

Honesty

Endurance

Respect

Statement of Faith

We believe that there is one living and true God, eternally existing in three persons: The Father, the Son, and the Holy Spirit, equal in power and glory; that this triune God created all, upholds all, and governs all things.

(Genesis 1:1; Deuteronomy 6:4; Matthew 28:19; John 10:30; Hebrews 9:14)

We believe that the scriptures of the Old and New Testaments are the Word of God, fully inspired without error in the original manuscripts, and the infallible rule of faith and practice. The Word of God is the foundation upon which this school operates and is the basis for which this school is governed. We believe that the Word of God supersedes any earthly law that is contrary to the Holy Scriptures.

(Isaiah 28:13; Nehemiah 8:8; John 17:17; 2 Timothy 3:16-17; Hebrews 4:12; 1 Peter 1:23-25; 2 Peter 1:21)

We believe in the person of God the Father, an Infinite, personal Spirit, perfect in holiness, wisdom, power and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and death all those who come to Him through Jesus Christ.

(Deuteronomy 33:27; Psalms 90:2; Psalms 102:27; John 4:24; 1 Timothy 1:17; Titus 1:3)

We believe in the person of Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings, his substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people and personal, visible return to earth.

(Isaiah 7:14; Micah 5:2; Matthew 1:23; Mark 16:19; Luke 1:34-35; John 1:1-2; John 8:58; John 11:25; 1 Corinthians 15:3-4; Hebrews 1:8; 1 John 1:2; Revelation 1:8)

We believe in the person of the Holy Spirit, who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify and empower for ministry all who believe in Christ.

(Acts 1:8; 2 Corinthians 3:18; John 16:8-11; Romans 15:13,16; Hebrews 9:14)

We believe the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding helper, teacher, and guide.
(John 14:16-17, 16:8-11)

We believe that all people are sinners by nature and, therefore, are under condemnation; that God regenerates based upon faith by the Holy Spirit, those who repent of their sins and confess Jesus Christ as Lord.
(Acts 8:15-17; Titus 3:5)

We believe in the universal church, the living spiritual body, of which Christ is the head and all who are born again are members.
(1 Corinthians 12:12-13; Ephesians 4:15-16)

We believe that the Lord Jesus Christ committed two ordinances to believers: full immersion water baptism and the Lord's Supper.
(Matthew 28:19; Acts 2:38; 1 Corinthians 11:23-26)

We believe in the Second Coming of Jesus Christ which is His personal, visible return to earth and the establishment of His millennial kingdom, in the resurrection of the body, the final judgment and eternal blessing of the righteous and endless suffering of the wicked.
(Matthew 16:27; Acts 1:11; Revelation 19:11-16, 20: 11-15)

We believe in a literal Heaven and a literal Hell and that all those who place their faith, hope and trust in Jesus Christ will spend eternity in Heaven with the Lord, while those who reject Jesus' free gift of salvation will spend eternity separated from the Lord in Hell.
(Matthew 5:3, 25:31-34; Hebrews 12:23; 1 Peter 1:4; Psalm 9:17; Matthew 5:22, 18:9; Luke 12:5)

We believe marriage is an exclusive union between one man and one woman as defined by scripture. We believe that God intends sexual intimacy to occur only between a married man and woman and should not occur outside of the marriage covenant.
(Mark 10:5-9, 1 Corinthians 6:18-20, 1Thessalonians 4:3)

We believe that God created mankind in His image: male (man) and female (woman), sexually different but with equal personal dignity.
(Genesis 1:26-28)

Philosophy of Education

At Haltom Christian School, we embrace a Relational Philosophy of Education. Members of HCS recognize that our relationship with Christ is of paramount importance, and the relationships between teachers, parents, and students are equally as important as the content of the curriculum.

- **Our Relationship with Christ**

The ministry of our school compels our teachers and staff to model a fruitful relationship with Jesus Christ and teach students about the relationship God desires to have with them. We believe that “we are ambassadors for Christ... reconciled to God” (2 Corinthians 5:20).

- **Our Relationship with Parents**

We respect each family’s decision to entrust their child(ren) in our care. Our school model revolves around a working partnership between parents and teachers which is essential to the success of each student. Haltom Christian School is intended to be an extension of the learning that is instilled in the home. Each member of our staff is fully invested in the mission and vision of Haltom Christian School, and together with the parent we strive to “be like minded, having the same love, being of one accord, of one mind” (Philippians 2:2).

- **Our Relationship with Students**

Educators at HCS know children beyond their name; they have the opportunity to nurture each child's character and individual learning style. Teachers at HCS believe that learning is enlivened and thrives when they connect with their students and create a safe environment of academic exploration. Teachers and staff focus on developing each student's critical thinking and analytical skills while instilling biblical truths and moral character. We hope to say of each of our students “from a child thou hast known the holy scriptures, which are able to make thee wise unto salvation through faith which is in Christ Jesus” (2 Timothy 4:17).

- **Our Relationship with Curriculum**

Teachers emphasize and build upon conceptual relationships within academic content using cross-curricular learning, spiral learning, and thematic units. A

traditional curriculum is utilized to lay a solid educational foundation while a love for learning is awakened and kindled using hands-on learning opportunities. Students of every learning style (visual, auditory, and kinesthetic) will be engaged across all academic subjects and will have joy in learning – “happy is the man who finds wisdom, and the man who gains understanding” (Proverbs 3:13).

Staff:

Our teachers and staff realize that we are more than a school, we are a ministry. Therefore, it is essential that our teachers see their profession as a calling and model a relationship with Jesus Christ.

The teachers and staff at Haltom Christian School provide exceptional academic teaching and model a passionate love of learning. Each of our staff undergo an extensive application and interview process along with a thorough criminal history and background check. All HCS teachers have received an undergraduate and/or advanced degree in their subject area of teaching. All HCS teachers also hold a valid teaching certification through the Association of Christian Schools International (ACSI), and the majority of them hold a state teaching certification as well. To continue to grow, learn, and hone their spiritual gift, teachers participate in several hours of curriculum and education training through state and/or ACSI approved professional development providers.

Course Descriptions

Preschool:

At Haltom Christian School, we strive to make our preschoolers feel safe and comfortable in the classroom. Our teachers display a warm and positive personality as they meet the physical needs of each child and stimulate their curiosity and love of learning. Through reading, singing, and intentional play, students are introduced to letters, numbers, colors, and shapes.

Creativity and curiosity are key to our curriculum as children explore the wonder of God's creation. We provide resources for discovery through imaginative and sensory centers as well as engaging and educational manipulatives and toys.

Students enrolled in preschool classes must be fully toilet trained.

Students must be three years old by September 1st to enroll in the Preschool for Threes (Pre-K3) class.

Students should be four years old by September 1st to enroll in the Preschool for Fours (Pre-K4) class; however, Haltom Christian School is open to case by case considerations for students whose birthday falls before December 1st.

Preschool for Fours students attend chapel once a week.

Elementary:

Haltom Christian School provides elementary students with interactive learning opportunities along with a traditional core curriculum to reinforce foundational academic skills. Biblical truths and values guide the scope of learning across all academic subjects as students take part in hands-on learning opportunities including sensory centers, living history presentations, STEM activities, science experiments, and educational games. A thematic unit approach is utilized to make learning more engaging and to increase each student's depth of understanding.

HCS also implements an individualized accelerated reading program so that students can lay solid foundations and grow at their own developmental level.

All elementary students attend chapel once a week.

Grade Level	Curriculum Resources
Preschool for Threes (Pre-K3)	Horizons Preschool for Threes
Preschool for Fours (Pre-K4)	Horizons Preschool
Elementary Grades (Kindergarten and Up)	Bible – Bob Jones University History – Abeka Math – Horizons Penmanship - Abeka Phonics and Reading – Horizons Science – Abeka Spelling and Vocabulary – Horizons

"The function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education."

- Martin Luther King, Jr.

Admissions

There are many avenues for educating children, and we are privileged any time we are considered as a partner in a child's education. For a family to begin the enrollment process at Haltom Christian School, parents must complete the following:

Step 1: Request a School Tour	We love to meet with our prospective families to show them our facility, answer any questions, and tell them more about HCS.
Step 2: Submit an Application	After attending a school tour, applications may be submitted online or delivered to the school's front office along with the application fee.
Step 3: Entrance Assessment	Prospective students will participate in an entrance assessment to assess their academic skills.
Step 4: Family Interview	We look forward to building relationships with our HCS families. Interviews are an opportunity to get to know parents and students as we discuss how we can best partner with families along their academic journeys.
Step 5: Register	After acceptance into HCS, an email will be sent directing parents on how to complete the registration process through Gradelink, our administrative software. Acceptance status depends on completion of all required forms and documents.

Haltom Christian School will communicate an enrollment decision to the family within two weeks of submitting all registration documents. All families must sign in agreement with Haltom Christian School's Statement of Faith so that HCS may fulfill its mission and vision.

Entrance Assessments:

Haltom Christian School administers entrance exams and/or placement tests upon enrollment to determine a student's academic grade level and to provide teachers with insight on grade-level material that may merit review.

Non-Discrimination Policy:

Haltom 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. Haltom Christian does not discriminate based on race, color, national and ethnic origin in the administration of its educational policies, admissions policies, and other school-administered programs.

Inclusion Policy:

Haltom Christian School is dedicated to meeting the academic, spiritual, and behavioral needs of our students. Our educators vary and tailor instructional strategies to accommodate each of our students and to provide a productive learning environment in the classroom. However, Haltom Christian School reserves the right to deny admission to any student whose academic, behavioral, or physical needs exceed the resources available through the school's general education program.

Children must have successfully graduated from the prior grade to enter Haltom Christian School on grade-level. If a student scores below grade level on his or her entrance assessment and/or displays a significant delay in reading or math skills appropriate for his or her grade level, Haltom Christian School may deny admission.

At this time Haltom Christian School is limited in our ability to provide the necessary services for students with special learning differences and/or disabilities. If a child has previously qualified for special education assistance through the public-school system, a meeting with an administrator will be held to determine the level of support the school is able to provide. If a child is diagnosed with a learning difference after admittance into Haltom Christian School, the parent is responsible for securing academic assistance and/or tutoring opportunities from outside sources as necessary.

If at any time a student's behavior and/or learning difference consistently affects the cohesion of the class, a meeting with the parents and an administrator will be held to determine continued participation and involvement with Haltom Christian School.

Tuition

A deep desire to impact future generations and their effect on the Kingdom of Heaven compels Haltom Christian School to offer competitive tuition costs:

Tuition Expenses		
Application Fee	\$25	Per Student
Registration Fee	\$250	Per Family
Annual Tuition *Pre-K4 and Elementary Grades	\$5,500	Per Student
Annual Tuition *Pre-K3 (Tuesdays and Thursdays)	\$3,000	Per Student

Financial Agreement:

Parents are required to sign a financial agreement upon enrollment. HCS provides monthly, bi-annual, and annual tuition payment options which are outlined in the financial agreement received during the family interview. Tuition payments should be paid in full on the due dates selected on each family's respective payment plan.

All payments must be made in the form of cash, check, or money order and must be mailed or delivered to the office.

Should tuition accounts become more than 30 days past due, a late fee of \$50 will be added to the student's tuition account. In the event a tuition account becomes more than 90 days past due, students may be released from admittance.

If a payment is returned unpaid, the parent is responsible for a returned check fee of \$40 along with any additional bank fees incurred by HCS. If more than two checks are returned, parents must make tuition payments in cash.

If a student is withdrawn or dismissed from involvement with Haltom Christian School, HCS is not responsible for tuition reimbursement. We request a two week notice in the event a family decides to withdraw their child from enrollment at HCS.

Haltom Christian School does not apply any tuition discounts at this time; however, if a student enrolls in HCS after the beginning of the school year arrangements will be made to prorate the cost of tuition.

Parent Involvement

Parent-Educator Partnership:

At Haltom Christian School, we believe that parent involvement is the key to a student's academic success. To provide the most effective and memorable learning experiences for our students, HCS depends on parent participation. Parents and teachers work together to educate children and to present biblical teachings in every aspect of a child's life. HCS provides a support system for parents to engage their child academically and to impress the Word of God on their child's heart (Deuteronomy 6:5-9). *Fridays are reserved as a homeschool day* where parents review and engage in their child's curriculum from the previous week. Worksheets, mini lessons, and hands-on activities will be sent home along with ideas and suggestions for fun activities such as experiments and free field trip locations.

Parent-Teacher Conferences:

To create unity and to foster academic growth, parent- teacher conferences will be scheduled throughout the year to discuss each student's progress. If additional conferences are needed, parents may contact the teacher at any time throughout the year to request a meeting. All conferences must be scheduled before or after school hours. Please do not speak with teachers regarding student or classroom information during class time or during student drop-off/ pick-up.

Parent Teacher Fellowship (PTF):

“As each one has received a gift, minister it to one another, as good stewards of the manifold grace of God.” (1 Peter 4:10)

It is our passion to provide exciting educational opportunities for our students while teaching them to love and serve one another. Haltom Christian School's Parent Teacher Fellowship is foundational to our school community and mission. An environment of encouragement and a place for families to fellowship and support one another, the PTF provides an opportunity for parents and family members to utilize their God-given talents and spiritual gifting to further the educational opportunities of our students.

We deeply encourage parents and family members to participate in a committee as they model a heart of service and invest in providing teachable moments for HCS students. We believe that a love of learning is developed through opportunities for involvement.

*“Tell me and I forget. Teach me and I remember. Involve me and I learn.”
- Benjamin Franklin*

Volunteers

Haltom Christian School greatly values the effort and care volunteers invest in our school as they serve alongside our staff to impact the culture and traditions of HCS through shared ideals and beliefs.

All volunteers must be at least 18 years of age and must undergo a yearly background check. Volunteers must submit a Volunteer Application, sign in agreement with our Statement of Faith, adhere to HCS policies and procedures, provide a pastoral reference, and model a fruitful relationship with Christ.

Throughout the year, volunteers may occasionally be asked to attend meetings for requested duties.

Volunteer Sign-In:

To ensure the safety of our students, volunteers should enter through the administrative doors on the south side of the building. Volunteers must provide photo identification and will be issued a temporary badge for the day.

Volunteer Teachers:

Educators at HCS believe that we are partners with parents in each student's educational journey. Our teachers and parents work together to invest in each child's educational growth. Because of this philosophy, HCS encourages parents and/or family and friends of HCS students who are gifted in a special skill, talent, or knowledge set to get involved in the classroom by teaching a hands-on, educational, and engaging thirty-minute course to HCS students. Examples may include gardening courses, in-depth art classes, living history presentations, dance lessons, etc.

To become a volunteer teacher, volunteers must complete a Volunteer Application and a federal background check. Volunteer parent teachers do not receive compensation for their services, and they are not required to hold a valid teaching certificate.

Once approved, an administrator will contact the volunteer to schedule a time to discuss the content of the class, resource needs, student activities, etc. and fill out a lesson plan template. Parents and family volunteers will then schedule a time with an administrator to teach in the classroom.

Visitors

The safety of HCS's students and staff are of the utmost importance. During school hours, all doors to the building will remain locked. After school begins at 8:30 a.m., visitors may gain access into the building by entering through the administrative doors on the south side of the building at 5617 Diamond Oaks Drive South.

Visitor Sign-In/Sign-Out:

Press the call button on the right side of the administrative door, and a member of the office staff will buzz you into the building. All visitors must sign-in in the office every time they visit a student or classroom.

To sign in, visitors must provide a valid driver's license or photo identification. A visitor's pass will be issued for the day.

Visitors must sign-out in the office and return their badge before leaving the facility.

Visitors who would like to visit a classroom must first schedule a time with the teacher. The teacher will submit the requested date and time to be approved by administration. Parents and family members of students may not visit classrooms without a visitor's pass.

Parents and relatives are encouraged to have lunch with their students as they are available. Family members interested in eating lunch with their students must check-in at the office and receive a visitor's badge.

Visitors who would like to meet with an administrator must call the office to schedule an appointment.

Attendance

Tardiness:

Students are expected to be seated in their classrooms and ready to begin instruction by 8:30 a.m. Please make every effort to arrive to school on time each day as late arrivals often disrupt the classroom environment.

If a student is tardy, his or her parent or guardian must check the child in through the administrative office doors.

Tardies may only be excused with a written note or telephone call from a parent or guardian and with a valid reason (i.e. car trouble, major traffic delays, etc.) If a student arrives after 10:00 a.m., he or she will be marked absent for the day.

Three tardies during a six-week grading period will be considered one unexcused absence.

Absences:

For students to have the fullest academic experience at Haltom Christian School, students must regularly attend their classes.

Parents should notify the office by 8:45 a.m. by email or phone if a student will be absent. Advanced written notification of an absence is requested when applicable.

Once a student returns to school after an absence, he or she must submit a signed note to the teacher. The teacher will deliver the note to the office staff. Written notes should include the following information: student's name, parent's name, reason for absence or tardy, date, parent signature.

Only absences due to illness, family emergencies, or dentist/ doctor appointments may be excused with a doctor's note or a written note from the parent explaining the absence. All other absences will be considered unexcused unless prior approval is received by an administrator.

If a student exceeds more than ten absences and/or late arrivals, he or she may be subject to a loss of credit for the year. A meeting will be held with the parents, teacher, and HCS administrators to determine whether a child may promote to the next grade level.

Whether an absence is excused or unexcused will have no merit on the credit ruling. Exceptions may be granted by HCS administration under unusual circumstances.

Haltom Christian School reserves the right to dismiss students from involvement with HCS due to excessive absences and/or tardies.

Make-Up Work:

Students are responsible for any work missed during an absence including tests, quizzes, class assignments, and homework assignments.

- Students are responsible for any homework and/or class assignments that were due prior to an absence upon their return to school. Assignments turned in after his or her return date will result in a ten-point deduction from the student's grade for each day the assignment is late.
- Make-up work will be given by the teacher upon the students return to class. Students will be given one day for each day missed to complete assignments.
- If assignments are not completed within the allotted time frame, a penalty of ten points per day late will be deducted from the grade of the assignments. If a make-up assignment is not turned in to the teacher, a zero will be entered in the grade book.
- Tests and quizzes must be completed before or after school. It is the parent's responsibility to schedule a time with the teacher to complete these assignments.

Student Arrival and Departure

Student Drop-Off:

Parents may drop their child(ren) off under the portico on the south side of the building. Students may begin entering the building at 8:05 a.m. A staff member and/or parent volunteer will be available to supervise student drop-off from 8:00 a.m. – 8:30 a.m.

Students enrolled in preschool classes must be escorted to their classroom by a parent or guardian.

Doors lock promptly at 8:30 a.m. If a student is tardy, a parent must accompany his or her child to class through the office doors on the south side of the building.

Student Pick-Up:

*Haltom Christian School **does not provide after school care.*** It is imperative that parents and/or guardians arrive to pick up their child(ren) promptly between 2:30 p.m. to 2:45 p.m. If a student has not been picked up by 2:45 p.m., **a late fee of \$5 for every ten minutes the parent is late will be charged to a family expense invoice** that will be billed monthly.

Students will be dismissed under the portico on the south side of the building and will be released to their parent or designated guardian.

Students may be released only to adults listed on their Authorized Pick-Up Form.

A valid driver's license or photo identification is required for anyone picking up a child who is not a parent. HCS staff cannot release children to any person not listed on the Authorized Pick-Up Form. Should an incident arise that requires someone other than an adult listed on the form to pick up your child from school, the parent must notify the office and/or teacher as soon as possible by phone, email, or a handwritten note.

Student Sign-Out:

If a parent or guardian needs to pick up a child early from school, please notify the office in advance by phone, email, or written note.

The office will notify the teacher and will escort the student to the main office for parent pick-up. Parents or guardians must be present to sign a student out early.

Students will not be permitted to exit the building unattended for any reason.

If a student is signed out early more than six times throughout the year, a meeting with administrators and parents will be held to review the circumstances.

Please do not park under the portico during drop-off and pick-up hours. If a parent has an appointment or would like to visit their child during school hours, please park in the designated parking lot.

Dress Code

Adherence to Haltom Christian School's standardized uniform policy provides an academic atmosphere conducive for learning and creates unity among students.

Preschool for Threes (Pre-K3) Dress Code:

Parents of children enrolled in the Tuesday/Thursday three-year-old preschool class should adhere to the following dress code:

- Comfortable clothing fit for play
- Closed toe shoes with rubber soles (*No sandals*)

Standard Dress Code:

Pre-K4 and Elementary Grade students should adhere to the following dress code.

Boys

- Black, gray, white, or maroon uniform polo shirts or button-down shirts (*short or long sleeve*)
- Black, navy, or khaki bottoms which may include pants or shorts
- Black leather belt (*optional*)
- Black or navy sweater or fleece jacket
- Closed toe shoes with rubber soles

Girls

- Black, gray, white, or maroon uniform polo shirts or button downs (*short or long sleeve*)
- Black, navy, or khaki bottoms which may include pants or shorts
- Black, navy, khaki, or black and white plaid uniform skirts or dresses
- White, black, or navy leggings or tights may be worn under skirts and dresses. Leggings and tights may not be worn alone as pants.
- Black leather belt (*optional*)
- Black or navy-blue sweater or fleece jacket
- Closed toe shoes with rubber soles (*No sandals*)

These items may be purchased at any retailer.

Chapel Dress Code (Mondays):

On chapel days, students should adhere to the following dress code:

Boys

- Maroon polo shirts (*short or long sleeves*)
- Black pants or shorts

Girls

- Maroon polo shirts (*short or long sleeves*)
- Black pants or shorts
- Black or black and white plaid skirt or dress

Field Trip Dress Code:

Students must wear blue jeans or blue denim shorts along with a Haltom Christian School t-shirt that will be issued at the beginning of the year. This will aid in locating students and classmates at field trip locations.

General Dress Code Policies:

- Shorts, skirts, and dresses may be no more than two inches above the knee.
- Shirts must remain tucked in while on school campus.
- Please provide children with a pair of tennis shoes on P.E. days so they may safely participate in active play.
- Boys and girls should always be well groomed; hair should be neat and appropriately trimmed or pulled back.
- Girls may wear hair accessories including bows and barrettes.
- Please do not send students to school wearing jewelry such as rings, necklaces, or bracelets. Girls may wear stud earrings.
- Students should dress appropriately for the weather.

Uniform Violations

Students may be given a written notice that must be signed by the parent and returned to the teacher the next day. If dress code violations become persistent, parents may be contacted to provide the proper attire.

Classroom Policies

General Classroom Policies:

- Only water may be brought into the classroom.
- Label all items (clothing, water bottles, etc.) with the child's name.
- Do not bring any play items from home into the classroom unless the teacher has requested an item.

Preschool Classroom Policies:

Parents of children enrolled in Pre-K3 and Pre-K4 classes should observe the following procedures:

- Supply a change of clothing to be kept in your child's bag at all times in case of accidents or spills.
- **Provide a wipeable nap mat** to be left in the classroom. Children will have a designated thirty-minute rest time each day, and during this time children may nap or sit quietly on their mats with a book.

Electronics Policy:

Students may not bring any electronic devices (cell phones, tablets, etc.) into the classroom unless specifically requested by a teacher for educational purposes.

If a student brings an electronic device to school, it will be turned off and stored in the office until the end of the day.

Meals and Snacks

Breakfast:

At this time, Haltom Christian School does not provide breakfast options.

Lunch:

Currently, Haltom Christian School does not offer a hot lunch option.

Parents must send their child(ren) with a sack lunch every day. Please consider healthy food options when packing lunches.

If a child forgets his or her lunch, the teacher or an office staff member will contact the parent. Simple lunch items will be kept in the café in the event the parent is unable to bring the child's lunch before his or her class's lunch time.

If a child consistently forgets his or her lunch, a fee of \$4.00 per lunch provided by Haltom Christian School will be added to a family expense invoice that will be billed monthly.

Snacks:

Children should bring a small, leak-proof water bottle to class every day. *Only water is allowed in the classroom.*

Children will have the opportunity to eat a snack in the classroom every day as long as students maintain a clean classroom.

Teachers will coordinate a schedule with classroom parents and assign a family to provide snacks for the entire class for a specific week. Snack guidelines will be provided by each classroom teacher.

Peanut-Free Campus:

Due to severe food allergies, Haltom Christian School is a peanut-free campus. No peanut products may be brought to school for classroom snacks or in student lunches.

If a child has a food allergy or dietary restrictions, please notify the child's teacher and the office staff as soon as possible.

Grading Policy

Preschool and Kindergarten:

Students receive letter grades in all subjects.

Letter Grading System	
ES	Exceeding Standards
MS	Meeting Standards
AS	Approaching Standards

Elementary:

Students in first grade and up receive numerical grades for reading, English, spelling, mathematics, science, and social studies. Elementary students receive letter grades in all other subjects.

Minimum passing grade is 70.





Numerical Grading System	
A	90-100
B	80-89
C	70-79
F	Below 70

Trending Assessment Grading System:

Haltom Christian School imparts a growth mindset among our students, parents, and staff that embraces challenges and views effort as the path to mastery. A student's trending assessment provides an opportunity for teachers to recognize a student's teachable spirit and level of effort.

The student's trending grade is predicated on how well the student follows instruction, receives correction, participates in the classroom, and embraces opportunities to learn and grow. Indicated by an arrow, five levels are used to evaluate the student's overall growth trend in relation to academic effort and behavior.

The result of a student's trending assessment is used to assess and support academic and/or behavioral areas that need improvement. The student, parents, and teacher will work collectively to create a plan to have students trending up and soaring.

Trending Assessment Grading System		
	Soaring	Student displays an above and beyond effort.
	Trending Up	Student displays a strong effort toward improvement.
	Trending Steady	Student displays a good effort toward improvement.
	Trending Down	Student displays minimal effort toward improvement.

Assessments:

Students will be assessed informally and formally throughout the school year. It is imperative that the results of these assessments be presented as a means to celebrate areas of content mastery while developing a strategy to address opportunities for academic growth.

Progress Reports:

Progress reports will be sent home periodically throughout the year to inform parents of their child’s academic and behavioral progress.

Report Cards:

Report cards will be sent home every nine weeks. Parents must sign their child’s report card and return it to the teacher within two days.

Parents may schedule a conference with a teacher at any time throughout the school year to discuss progress reports and report cards.

Discipline Policy

HCS teachers and staff strive to equip children with the necessary tools to make wise decisions and behave honorably and with integrity.

Honorable Character:

At Haltom Christian School, we use a positive based classroom management system through **Honorable Character**. The Honorable Character code of conduct nurtures the spiritual and emotional development of each student as it allows teachers to praise positive behaviors and address negative behaviors with the precepts of the Bible. Parents will receive weekly Conduct Cards that detail the positive behaviors displayed by the child along with areas for improvement.

Students are expected to:

1. Listen
2. Obey
3. Work Hard
4. Tell the Truth
5. Share
6. Display Self-Control

For more information on the Honorable Character System, please refer to:
<https://www.honorablecharacter.com/cart>

General Discipline Policies:

Students should always be respectful towards teachers, staff, parents, and classmates. If a student continuously disrupts the classroom, he or she will work with the teacher to discover a way to restore the time that was lost in the classroom, such as a loss of privileges or completing a classroom chore.

The school's facility and property should be respected at all times. Malicious or careless damage of school property will result in appropriate disciplinary action which may include replacement of damaged or destroyed items by the student's parent or guardian.

If behavioral issues are frequent and/or consistently disruptive to the class, a parent-teacher conference will be held with an administrator to find a solution to address the

issue. In the event of severe discipline problems where a child's behavior continually interferes with classroom instruction or the safety of other students, Haltom Christian School reserves the right to suspend or expel the child from school.

Love Never Fails:

Love Never Fails is the foundation of Haltom Christian School's discipline policies. HCS teachers and staff desire to offer grace, display love, and provide opportunities for redemption toward our students. Students are taught the biblical definition of love, and opportunities for behavioral development and constructive discipline are filtered through the following lens:

“Love suffers long and is kind; love does not envy; love does not parade itself, is not puffed up; does not behave rudely, does not seek its own, is not provoked, thinks no evil; does not rejoice in iniquity, but rejoices in the truth; bears all things, believes all things, hopes all things, endures all things. Love never fails.” (1 Corinthians 13:4-8)

Bullying:

Bullying is defined as the “abuse and mistreatment of someone vulnerable by someone stronger, more powerful, etc.” and often includes hostile behavior using words and actions.

Haltom Christian School has a zero-tolerance policy for any manner of bullying including verbal, physical, cyber, etc. Teachers and staff are required to report incidents of bullying to an administrator, and students and parents are highly encouraged to do the same.

Reports may be made verbally or in writing, and records of the incident will be confidential and kept on file in the office. Anonymous reports may be made if desired.

Parents of the students involved in a bullying incident will be notified. An administrator will speak with the students involved, and a meeting with the teacher(s) and parents will be held to discuss the matter and find a solution.

If a student repeatedly displays bullying behaviors, he or she will be subject to disciplinary action up to expulsion from Haltom Christian School.

Conflict Resolution

To provide our students with the most engaging and effective educational experience possible, the function of Haltom Christian School heavily relies on partnership between teachers and fellow parents. Should a conflict arise among parents or between a parent and a teacher, Haltom Christian School follows the tenants of Matthew 18:15-17:

“Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that ‘by the mouth of two or three witnesses every word may be established.’ And if he refuses to hear them, tell it to the church.” (NKJV)

The guiding principle at HCS is Love Never Fails, and as such we strive to handle all issues promptly and fairly. All conflicts and complaints must be handled in the following manner:

- 1. Fill out a Conflict Resolution Form**

In order to follow the biblical precepts of conflict resolution, any two or more people involved in a conflict that feel burdened by a relationship or experience in relation to the school must fill out a Conflict Resolution Form provided by HCS.

- 2. Schedule a Meeting with the Involved Persons**

All involved parties should schedule a time to discuss the issue of disagreement and possible resolutions.

- 3. Schedule a Meeting with an Administrator**

The Conflict Resolution Form must be turned in to an administrator if the matter remains unresolved, and a time will be scheduled to meet with the involved persons to aid in resolution.

If a conflict or complaint remains without satisfactory resolution, a written appeal may be submitted to Haltom Christian School’s board of directors. *An appeal may be submitted only when all three steps listed above have been completed.*

To protect the integrity of Haltom Christian School, all matters involving internal differences or disputes should remain confidential and should not be discussed with any person that is not directly involved with the matter. Out of respect for our peers and partners, at no time should a member of HCS post information regarding such matters on any social media platform.

Extracurricular Activities

Specials:

Haltom Christian School provides extracurricular classes including music, art, Spanish, physical education, and technology on a rotating schedule during school hours.

Occasionally guest speakers may be invited to host an assembly. Parents or relatives of students may teach a special thirty-minute course related to class curriculum. Family members interested in teaching a class must fill out a Volunteer Application and schedule a time to teach with an administrator.

Chapel:

Students will attend chapel once a week, and Bible lessons will be presented by teachers and HCS staff according to the perceived needs of the students. Family members are encouraged to attend chapel with HCS students.

Library:

Students will visit the library weekly and will have the opportunity to check-out library books. We ask that students and families care for the school's library books and return them on time. Parents are responsible for replacing damaged or destroyed books.

Before or After School:

At various times throughout the year, Haltom Christian School may provide the facility for private music and/or dance classes. *However, these classes are not provided by HCS.* HCS will maintain the schedule for these private lessons, but payments will be made directly to the teacher or tutor conducting the lesson.

Special Occasions:

Haltom Christian School will host holiday parties throughout the year along with special family events. Families are highly encouraged to attend.

Birthdays:

Teachers and staff enjoy celebrating student birthdays in the classroom. If a parent would like to bring a special, nut-free item for the class, please notify the child's teacher in advance.

Birthday party invitations may be brought into the classroom only if the entire class is invited. If a parent prefers to invite only a few of his or her child's closest friends, please do so outside of the classroom.

Field Trips

Haltom Christian School desires to provide students with memorable learning experiences. Teachers and staff correlate class field trips with class curriculum as they create opportunities to enliven and enrich the content that students are currently learning in the classroom.

Parents will be notified in writing prior to field trips and will be asked to sign a permission slip and provide any designated costs if applicable. Students are expected to attend all scheduled class field trips and are to adhere to the field trip dress code (denim shorts or pants and an HCS field trip t-shirt).

Field trips are intended to be a cherished time between children and parents where they learn and explore together. We encourage parents and relatives of HCS students to attend or volunteer to chaperone field trips.

Due to providing our field trip venues with accurate attendee counts, we ask that siblings not attend field trips intended for specific grade levels.

Field trips will be scheduled primarily on Fridays, the school's homeschool day. Thus, parents must provide transportation to these events.

On-Campus Childcare:

As a convenience to HCS families, Haltom Christian School will provide childcare at the school for siblings of students scheduled to attend a field trip. Parents must reserve a seat for their younger children on these days. It is recommended parents notify their child's teacher as soon as possible if they will be utilizing this service. We ask all parents to be prompt in returning from field trips to pick up their younger children from Haltom Christian School's campus.

Haltom Christian School assumes no responsibility for lost or stolen items at field trip locations.

Transportation

Currently, Haltom Christian School does not provide student transportation to or from school.

At this time, Haltom Christian School does not provide transportation to or from field trip locations. Parents or relatives of students must bring their child to the field trip location and stay with their child throughout the duration of the trip.

If parents would like to allow another HCS parent or staff member to transport a student, they must adhere to the following guidelines:

- Parents and/or guardians must provide documentation of appropriate automobile insurance coverage and a copy of a driver's license to be kept on file in the office.
- Written permission to transport a child must be on file in the office and signed by all students' parents.
- Students must be secured in the appropriate safety restraints (i.e. car seats, booster seats, etc.) as required by law.
- Safety seats must align with the student's height and weight and must be utilized according to manufacturer's instructions.
- Children must be loaded and unloaded in a secure parking area.
- Children may not cross the street unaccompanied by an adult at any time.
- Children may never be left unattended in a vehicle.

Haltom Christian School assumes no responsibility for accidents or injuries sustained by students in the care of another driver.

Illness and Medication

“Beloved, I pray that you may prosper in all things and be in health, just as your soul prospers.”

- 3 John 1:2

Medical Policies:

If a child has any medical condition that may prohibit his or her ability to participate in class activities or has any food allergies, please notify the office and the child’s teacher.

Your child should not attend school if he or she experiences any of the following:

- Temperature of 100.3 degrees or higher
- Diarrhea
- Vomiting
- Undiagnosed rash
- Profuse nasal discharge or discharge from eyes or ear
- Symptoms of a contagious illness such as but not limited to severe congestion, red eyes, sore throat, abominable pain, etc.

Children should not return to school until they are free from any of the above symptoms (without the assistance of medications such as Tylenol, Motrin, etc.) for 24 hours or unless they have a doctor’s note permitting the child to return to school.

Should a child become ill at school, he or she will be removed from class. A parent or guardian will be notified and will be asked to pick up his or her child immediately.

Haltom Christian School does not have a nurse on staff. To ensure the safety of our students, Haltom Christian School provides the following:

- On-call nurse
- First-aid kits
- Defibrillator
- Emergency Medical Equipment
- Basic medications such as Tylenol, Motrin, Benadryl
- All HCS teachers and staff are CPR certified

Immunizations:

Parents must provide current immunization records for their child(ren) unless a written, documented religious exemption prohibits children from receiving immunizations.

In the event of a communicable disease outbreak, unimmunized students may be excused from school until a medical authority determines the child may return.

Medication:

If your child requires medication during school hours, the following must be regarded:

- Written permission from the parent or guardian must be on file for HCS staff to administer medication. A separate form is required for each medication.
- Medication must be in the original container with the child's name on it.
- Specific instructions must be provided in writing (i.e. refrigeration, dilution, etc.)
- Medication must be administered in the prescribed dosage and within the designated time frame. *Prescribed antibiotics administered only once or twice daily should be administered at home prior to student drop-off.*
- Liquid medications must be accompanied by an appropriate measuring device.
- Medications used to prevent severe reactions (such as epi-pens, inhalers, etc.) may be left on campus in the office and/or in the classroom depending on the severity of the medical condition.

Parent Notification:

For all non-emergency medical incidents, parents will be notified by phone call, text, or email. Upon arrival at the school, parents will be asked to sign an Incident Report to acknowledge and review the incident. Haltom Christian School maintains documentation for all medically related incidents including incident reports, medication administration, etc.

For emergency accidents or injuries, Haltom Christian School will call 911 and immediately notify a parent.

Medical Release Form:

Students must have a Medical Release Form on file in the school office in case a parent or guardian cannot be reached in the event of an emergency.

All students must have at least one emergency contact's phone number on file in the office.

Exceptions from Physical Activity:

A written note from a physician must be on file with the school for a student to receive exemptions or modifications from physical activity including recess, physical education, etc.

Safety Procedures

“Behold, children are a heritage from the Lord, the fruit of the womb is a reward.”
- Proverbs 127:3

Child Abuse:

As a precious gift from God, it is the responsibility of teachers and staff at Haltom Christian School to ensure the safety of every child in our care.

According to Texas state law, teachers and HCS staff are required to report suspected child abuse, sexual abuse, or neglect to the local police and to the Texas Department of Family and Protective Services. Failure to do so is a criminal offense.

If child abuse is suspected, an anonymous report can be made at www.TxAbuseHotline.org or by calling the child abuse hotline at 1-800-252-5400.

Safety Drills:

Haltom Christian conducts several safety drills throughout the year to prepare teachers, students, and staff for various emergency situations. All safety procedures are kept on file in the office, and staff and volunteers are trained on how to respond during emergency situations.

Haltom Christian School will conduct the following safety drills throughout the school year:

- Fire Drills – Monthly
- Severe Weather Drills – Quarterly
- Lockdown Drills – Bi-Annually

During school lockdowns and lockdown drills, no person will be permitted to enter or exit the building. Parents will only be allowed on campus after the lockdown has been lifted. Students will only be released from the building into the care of their parent or guardian after the lockdown has been lifted.

Office Procedures

Student Records:

Haltom Christian School maintains cumulative student records including but not limited to the following documents: personal information, medical records, incident reports, grade reports, conference documents, and disciplinary action documents.

Volunteer Records:

Volunteer records will be kept on file in the office. Documents include but are not limited to applications, background checks, pastoral and personal references, conference documents, and signed HCS policy documents.

Record Updates:

Please notify the office immediately if there are any changes to student or volunteer records.

Release of Records:

In the event of a student withdrawal or transfer, Haltom Christian School will provide grade reports and medical records upon receipt of an official written request from another school.

Student records may not be released if a student's tuition account is delinquent.

Lost and Found:

Any items left at school at the end of the day will be taken to the designated lost and found bin in the office. Students and guardians may check this bin as needed during designated times.

Lost items that are not reclaimed within a reasonable time frame will be donated to an appropriate charitable organization. Haltom Christian School assumes no responsibility for lost or stolen items.

Accreditation

Haltom Christian School is a member of the Association of Christian Schools International (ACSI) and is researching and preparing for accreditation.

All Haltom Christian School administrators and teachers hold valid certifications through ACSI.

Questions or Concerns

Haltom Christian School prospers because of the relationship between parents and staff. If you have any questions or concerns, please do not hesitate to call, email, or schedule an appointment with one of our administrative staff.

Haltom Christian School Office:

817-838-8393



Family Handbook Acknowledgment

I have read and reviewed Haltom Christian School's Student Handbook and agree to comply with the policies and procedures listed therein.

Parent's Name: _____

Date: _____

Parent's Signature: _____

Student's Name: _____

If you have any questions, please contact the office at 817-831-8877.

Please return this form to your child's teacher.