

Student handbook 2009/2010



“Behold, children are a heritage from the LORD”
Psalm 127:3

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TABLE OF CONTENTS

STUDENT HANDBOOK 2009/2010	1	"INCOMPLETE"	9
WELCOME	4	LOCKERS.....	9
THE FOUNDATIONS OF HERITAGE CHRISTIAN SCHOOL	4	LOST AND FOUND.....	9
EXPECTATIONS FOR STUDENT CONDUCT	5	NOTEBOOKS.....	10
ABSENCES	6	PERSONAL ENTERTAINMENT EQUIPMENT	10
ANNOUNCEMENTS.....	6	PLAGIARISM	10
ASSIGNMENTS.....	6	RELIGIOUS EDUCATION	10
LATE SUBMISSIONS OF ASSIGNMENTS.....	6	REPORT CARDS	11
CHAPEL.....	7	SCHEDULE	11
CHEATING	7	SIGN-OUT/SIGN-IN	11
CLASS ROTATION	7	SMOKING.....	11
CLASSROOM RULES	7	SPORTS POLICY.....	11
COMPUTER LAB.....	7	STUDENT COUNCIL	11
CORRESPONDENCE COURSES.....	7	STUDENT OPPORTUNITIES.....	11
COURSE LOADS & CHANGES	8	TELEPHONE	12
DETENTIONS.....	8	TESTS.....	12
DISPLAYS OF AFFECTION	8	TEXTBOOKS & SUPPLIES.....	12
DRUGS AND ALCOHOL	8	TRUANCY	12
EXAM PROCEDURES.....	8	UNIFORM POLICY & DRESS CODE.....	12
FUNDRAISING.....	8	VEHICLE PRIVILEGES.....	14
GUIDANCE	9	VISITORS AND GUESTS.....	14
HOMEWORK	9	VANDALISM	14



HCS Calendar

2009/2010

September 3	Open House
September 8	First Day of School
October 12	Thanksgiving Day
October 13 & 15	ES Parent/Teacher Conferences
October 29 & 30	P.A. Days – Conventions
November 6	SS Interim Reports Issued
November 12	SS Parent/Teacher Conferences
November 13	P.A. Day
November 20	ES Pupil Progress Reports issued
Nov. 24 & 26	ES Parent/Teacher Conferences
December 10	HCS Christmas Program
December 18	Last day of classes
Dec. 21 – Jan. 1	Christmas Holidays
January 4	School Resumes
January 19 & 21	Secondary School Exams
January 22 & 25	SECONDARY INTERIM SEMESTER DAYS
January 26	2 nd Semester begins for Secondary School
January 29	SS Reports issued for 1 st Semester
February 12	P. A. Day
February 15	Family Day
March 12 - 19	March Break
March 26	ES Pupil Progress Reports issued
March 30	ES Parent/Teacher Conferences
April 2	Good Friday
April 5	Easter Monday
April 16	Grandparents Day
April 16	SS Mid-Term Progress Reports
April 20	SS Parent/Teacher Conferences
May 11 - 14	HCSS Trip Week
May 14	ES Field Day
May 24	Victoria Day
June 15 & 17	SS Exams
June 21	ES Graduation
June 25	Last day of school
June 24	SS Graduation

Welcome

I'm pleased to welcome you to a new academic year at Heritage Christian School. Whether you are new or returning, we look forward to working with you and we wish you a very satisfying and fulfilling year.

I wish for you a year in which you experience positive, healthy relationships and in which you consider yourself to be a valuable member of the HCS community. I challenge you to commit yourself to a year of learning what it means to live the Christian life.

As we strive to serve our Master together, be diligent in your studies, work hard, be friendly and cooperative, and participate in music, arts, sports and other activities. Demonstrate the fruit of the Spirit. Take the challenge and experience the joy and peace that results. I pray that the Lord will bless you!

Mr. Harsevoort
September 2009



The Foundations of Heritage Christian School

Heritage Christian School is rooted in the infallible Word of God and holds to the Creeds of the Reformation. A Reformed world and life view is actively promoted and is the basis for our curriculum. Committed parents formed our school association in 1992 with the specific aim that we provide distinctively Reformed Christian education for you in all the classes and activities that you will participate in during your stay at Heritage Christian School.

We promote the following Biblical principles for education at Heritage Christian School:

- That all things have been created by God so that all creatures will glorify God the Father, God the Son, and God the Holy Spirit
- That God, by his wise covenant arrangement, has appointed parents to be responsible for training their children to become living disciples of Jesus Christ.
- That the training of the child that has begun in the home shall be continued in a school that provides a comprehensive, God-centred program. The program at HCS represents a sincere effort by our Christian teachers to integrate our religious vision with our learning. We believe that "the fear of the Lord is the beginning of wisdom." (Proverbs 9:10) Our faculty is dedicated to upholding the authority and absolute dependability of the Bible. In God's Word we find ordering principles that are intensely relevant for education and which require us to bring the whole Word of God, in all of its power, to impact upon education at Heritage Christian School.

Expectations For student Conduct

We expect HCS students to conduct themselves in a manner that is becoming to Christian young people, and in a manner that brings honour to the name of God in the school and in the community. Students will be respectful of other persons and property, actively demonstrating the fruit of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. (Galatians 5)

Heritage Christian School students will:

- demonstrate respect for and obedience towards the Word of God. This respect means that opinions, decisions and conduct are submitted to the authority of the Scriptures. This also includes a willingness to be corrected by the Word of God.
- stand up for what is right before the LORD. This may mean speaking out against wrongdoing. It includes encouraging peers in doing good rather than evil.
- obey the school rules without complaint or subterfuge.
- acknowledge responsibility for wrongdoing, apologize, and accept the consequences.
- use language respectfully in service to God and neighbour.
- exhibit the Christian qualities of love, respect and courteousness towards teachers and towards other students.
 - demonstrate respect for and obedience to the teachers as those set in authority over them
 - address teachers politely as Mr., Mrs., Miss, Sir or Madam
 - demonstrate respect for fellow pupils
 - avoid verbal abuse, name calling, ridicule, excessive teasing
- demonstrate respect for school and personal property by taking care of the things entrusted to them and leaving alone what does not belong to them.
 - certain rooms of the school are intended for the use of the staff members. These include offices, staff room, staff washrooms, supply and storage rooms and custodian's rooms. If students need to go to the teachers' room, one of the offices, or another classroom, rules of courtesy direct that one should knock politely and wait for a response.
- refrain from leaving the school grounds during class time unless permission has been obtained from the office and a pass has been issued after signing out.

Heritage Christian School teachers work cooperatively with families to promote positive student behaviour. When children do wrong at school it falls to the teacher to correct them in love based on a true concern for their well being. Punishments must be just and appropriate to the nature of the offence and the character and age of the child. Corporal punishment is not practiced at Heritage Christian School. Parents will be informed about serious infractions or persistent misbehaviours.

When students do not respond properly to discipline the school will take stronger measures of correction. The progressive steps of discipline include detentions, suspensions, and expulsion. The Principal has full authority to suspend pupils. The Principal will inform the Board of Directors about all suspensions. When there is no longer a willingness to accept and respond to correction then such a student must be removed from the school by formal expulsion. The Board of Directors will determine expulsion upon the recommendation of the Principal.

Policies and Procedures

Absences

In order to receive a credit according to the Ministry of Education guidelines, a secondary student must attend 110 hours of class. When a student does not attend all scheduled classes, he risks forfeiting his credit. Extra assignments may have to be given to make up lost time. Absences are excused for unavoidable circumstances such as for illness, funerals, or family emergencies. (Please see further comments under Late Submissions of Assignments, Truancy & Tests). For excursions, field trips, athletics, work experience, etc., the student must contact the teacher of the class that he or she will miss, at least two days prior to the absence to determine what assignments, homework, and tests will be missed. In some cases, special arrangements will have to be negotiated with the teacher prior to the absence.

Announcements

Announcements are made each day at 9:55 AM (towards the end of period 1). All announcements must be submitted to the office prior to 8:30 AM on the day of the announcement, and are subject to the approval of the office.

assignments

Assignments are designed to reflect curriculum expectations and as such, are crucial to the assessment and evaluation of the student's achievement of these expectations.

Late Submissions of Assignments

It is the expectation of all students enrolled in HCS that all assignments shall be submitted by the due date at the start of class. Teachers will strictly enforce this policy and their establishment of a due date is final. Any work not handed in on this date is late.

It is up to the discretion of the teacher to grant extensions on deadlines. Special arrangements may be made for extenuating circumstances such as legitimate absences, personal emergencies and mitigating circumstances. Students should not assume that special arrangements will automatically be made; therefore, they must discuss their unique situation with the teacher involved.

If a student does not submit the assignment on the due date and has not taken the responsibility to negotiate a deferred date, the following will apply:

- 1.1. The assignment may be submitted, but must be accompanied by a clearly written reason for the assignment being late. If the reason is deemed legitimate, the assignment will be accepted, but will be subject to a late penalty.
- 1.2. The assignment must be submitted before any of the assignments have been returned to the class by the teacher.
- 1.3. Should students not fulfil the conditions the assignment will not be accepted and a mark of zero will be given since there is no evidence of achievement with respect to the curriculum expectations evaluated on that assignment. If a student is working with a partner or partners and the assignment is submitted late, all members of the group will bear the consequences.

Major independent research projects which are published in the syllabus for the course have a fixed due date. The assignment (or any work completed) must be submitted for evaluation on this date (see "Incomplete").

CELL PHONES

We recognize that cell phones are important for communication between students and their homes, especially for those who drive to school. However, they are not to be used on the school grounds or in the building. Digital camera features on cell phones may not be used at school either; they are a serious invasion of privacy. Cell phones may be brought to school, but must be turned off while at school and locked in vehicles, or securely stored in lockers. Misuse of cell phones will lead to their confiscation.

Chapel

Throughout the school year, we meet together for chapel with the entire high school student body and faculty. Students are expected to bring their Bibles and songbooks. Students who wish to make contributions to a Chapel, such as with musical instruments, speaking, or singing, are very welcome to see the Chapel Coordinator.



Cheating

Cheating is any attempt to give or obtain assistance in a formal academic exercise (i.e. test, assignment or exam) without due acknowledgement. Clearly, cheating is not acceptable; it is a form of theft and dishonesty. Students who are found to be cheating on a test, assignment or exam will receive a zero grade for the assignment, test or exam. If a student helps another person cheat by giving an assignment to be copied, that person may also receive a zero. (see also Plagiarism)

Class Rotation

Between each period there is a short break of five minutes. Classes are dismissed by the teacher, not by the bell. Students may visit the washrooms and go to their lockers, but it is their responsibility to be in their next class on time. It is suggested that students take whatever they need for two classes so it is not necessary to go to their lockers after every class. Students should be quiet in hallways so that other classes are not disturbed.

Classroom Rules

There are a few basic rules that apply to all classes at Heritage. Some teachers may have others to add, but these apply to all classes. Students will

- arrive promptly so that classes can begin immediately upon the ringing of the bell
- refrain from eating or drinking during classes
- be properly prepared for each class and have all of their necessary materials at hand
- contribute to a positive classroom climate that encourages good progress for all students
- refrain from speaking when others (students or teacher) are speaking
- keep assignments up-to-date at all times

Computer Lab

The Computer Lab is equipped with a reasonably up-to-date network of computers. Students are permitted to use the computers only under direct teacher supervision. Students are not to eat or drink in the computer lab at any time, even if they are not directly operating a computer. Each student has a unique number and password for security reasons. Please keep yours confidential. Students are not permitted to attempt to access another user's files without his/her permission, or to cause a nuisance for others in any way. Floppy disks or software (games, etc.) may not be uploaded or downloaded to the server.



Correspondence Courses

Also known as Independent Learning Centre (ILC) Courses, these courses are available to students 16 years of age or older for a fee payable to Heritage Christian School. In some cases the fee will be reimbursed to the student upon successful completion of the course. Students who take ILC courses while at Heritage, will be obligated to adhere to a schedule for lesson completions. If a student fails a course that uses ILC materials at Heritage, he/she cannot take it here again. See the Guidance Officer for further details.

Course Loads & Changes

Every effort is made to choose courses that are in the best interest of the students. Unless there are compelling reasons for students to change their course selections, they will not be changed after course selection sheets have been signed by parents and returned to the school. Course Change Request Forms are available from the Guidance Office. Requests will be considered in consultation with parents and teachers concerned and will be determined by the Principal. Requests for changes after a semester has begun will be considered only for exceptional circumstances. All students are expected to take a full course load. Senior students who are taking a heavy "U" level load may be granted a "study" period by the Principal if their circumstances require it.

Detentions

- Detentions are issued to students for serious infractions or for repeated offenses.
- Students will serve detentions on Mondays from 3:15 to 4:15 PM. Students will be given adequate notice of detentions so that they can arrange transportation. (i.e. Detentions issued on a Monday will not be served until the following Monday.)
- It is the student's responsibility to remember his or her detention. A skipped detention will result in an additional detention.
- Detentions take priority over all other activities.
- Accumulated detentions may result in suspension.

Displays of Affection

Students are not to publicly display romantic affection in or around the school.

Drugs and Alcohol

Use or possession of illegal drugs and/or alcohol is forbidden in the school, on school property, and at school events. Students who use drugs and/or alcohol will be reported to their parents. Depending on the situation, police may be involved and charges may be laid.

Exam Procedures

1. Exam schedules and locations will be posted throughout the high school. Students who are writing in the gym should take note of which row(s) their exam will be written in, before they enter the gym.
2. Students will be permitted to enter the exam room at 8:45a.m. and 12:45p.m. Please stay out of the gym until that time.
3. When entering the gym, please remain quiet as you find your seat and wait for devotions to begin.
4. Students may bring a bottle of water into the gym. No other food, candy or drink is permitted.
5. While exams are being written, please stay out of the high school lounge and be quiet while in the high school washroom. Specific rooms will be designated as quiet study rooms.
6. When you are done your exam, remain seated and put up your hand. If the required minimum time has passed, the supervising teacher will dismiss you.
7. After the morning exams, students may leave the school, if they have written and dated permission from their parents. Students must sign out at the office. Normal procedures for driving other students must still be followed.
8. Uniform policy is in place during the exam days. Girls may wear uniform pants instead of kilts.
9. Textbooks are to be placed on the carts outside of the library. Ensure that your name is written inside the front cover. There will be a \$10 fee per textbook that is not returned during exam week.
10. Any student who is too sick to write an exam, should not come to school. Parents should call the school before 8:30 a.m. to notify the office. Arrangements will be made to write the exam as soon as possible on an alternate date.

Fundraising

Homeroom classes are encouraged to organize fundraising activities for their respective class trips. Those who raise more funds than the amount required for the trip may carry it over to following year's trip. Grade 12 students with more than they need, or students who transfer out of Heritage, may designate the funds to a cause within the school, such as Student Council, etc. The funds do not become personal funds.



Guidance

We have guidance services available for the benefit of all students. The guidance office has much useful information for career planning, colleges, and universities. If you have specific questions, make an appointment with our Guidance Officer using an appointment request form at the guidance office.

There is much that a student can do to plan for a career or an academic future. We encourage students to browse through course calendars of various institutions to see what their entrance requirements are. Students are reminded that they, together with their parents, have primary responsibility for course selections and career planning.

Homework

Homework should be an expected element of virtually all classes at HCSS. It is expected that students participate fully and actively in their education by completing their homework assignments. Should a student not understand the assignment, he/she is expected to request help from the teacher before the assignment is due. If a student uses his/her time wisely in class, the total homework time outside of class on average should follow these guidelines:



- Grade 9/10 90 minutes per day
- Grade 11/12 120 minutes per day

Teachers routinely check homework. Parents will be informed when homework is consistently not complete or when a major assignment is not handed in.

"Incomplete"

There are three ways in which a student can receive an "incomplete" on his report card:

- 1.1. By not completing an assignment that was included in a pre-defined list for a course. Each course outline will list any major assignment that must be completed by a student before he can receive his final grade.
- 1.2. By being an exceptional case. There may be cases such as prolonged illness, personal trauma, or a circumstance beyond the school's control. In these cases the teacher may decide to give the student an "incomplete." The teacher may only do this with the approval of the parents and the Principal. Other options should also be discussed.
- 1.3. Upon the recommendation of a teacher. If a student fails to complete a major part of the course the teacher may request that this student receive an "incomplete." This "incomplete" will be subject to the approval of the Principal.

Lockers

- At the beginning of each school year, students are assigned lockers. Lockers are to be used for the school-related storage of personal effects of the student. At no time may illegal or unsafe material be kept in lockers.
- Care must be taken to protect the lockers from damage. Accidental damage must be reported to the office immediately, or the student may be held responsible for the repair or replacement of the locker(s).
- Lockers are to be locked at all times. If a lock becomes missing or damaged, it is the student's responsibility to acquire a new one.
- Lockers are to be kept neat at all times. Objectionable posters, slogans, or writing are not permitted on the inside or on the outside of lockers. Locker checks may be conducted at any time at the discretion of the Principal.

Lost and Found

Any books, binders, etc. left in classrooms or hallways will be stored in the front office. Clothes left in the halls, classrooms, or change rooms will be put in the bin in the hallway unless otherwise noted. Items left unclaimed for a reasonable period of time (e.g. four weeks), will be donated or discarded. Students must write their names in all their books, binders, and on any other personal belongings to prevent losses. Any student who fails to recover a lost textbook will be required to purchase a new one.

Notebooks

All notebooks are to be neat and orderly at all times. Students are expected to write in headings and dates for each lesson.

Personal Entertainment Equipment

Students are not permitted to bring on the bus, to school, or on class trips radios, iPods, MP3 players, televisions, etc. Cell phones may be brought to school, but must be turned off while at school and securely stored in lockers (see Cell Phones).

Plagiarism

Students at HCS will only hand in assignments that are their own work. To plagiarize is to be dishonest with yourself, your teachers, your peers, and your sources. Plagiarism is academic theft. It is also a serious breach of trust. Plagiarized work, whether in whole or in part, will receive no grade. Plagiarism includes copying the organization of another work, even if the words themselves are not copied.

HCS students must give credit to:

- Direct quotations from another source
- An indirect or paraphrased idea taken from a source
- Examples
- Statistics
- Graphs
- Visual images
- Sound and video recordings
- Electronic resources

HCS students must not:

- Use translator programs
- Copy or steal any visual image from art or music
- Used purchased, copies, or previously submitted work
- Copy directly from a friend, the Internet, books, or articles. All sources must be identified in a Works Cited page

Consequences of Plagiarism

- The student will receive a mark of zero on the work
- The teacher will discuss the incident with the parents

Integrity in Learning

- Responsibly use all sources when you are completing assignments, reports, and essays. Teachers have access to search capabilities to trace sources for work that may appear inconsistent with a student's abilities. Be certain to acknowledge the sources that you do use. Teachers will gladly show you an appropriate way to acknowledge sources in your final presentation. Learning requires effort, thought, and time. When you provide someone else with previously completed work, you are denying that person a learning opportunity. If a student presents your work as his or her own, you may also be held accountable for this type of plagiarism.

Religious education



Religious education is central to our purpose here at Heritage Christian School. We hold Religion classes to give students the opportunity to study the Word of God as a foundation for all other activities in the school. In order to receive a Heritage Christian School Graduation Diploma, students must pass the Religious Education courses during each year of attendance.

Report Cards

Report cards are distributed twice during each semester; at mid-semester, and after final exams. A copy of the final report card stays in the student's official file (the OSR). The following marking scheme is used to assess student achievement.

A	80 – 100 %
B	70 – 79 %
C	60 – 69%
D	50 – 59%
E	less than 50%

Schedule

Period 1	8:45 – 10:03
Period 2	10:08 – 11:21
Period 3	11:26 – 12:34
Period 4	12:34 – 1:47
Period 5	1:52 – 3:05

Sign-out/Sign-in

For safety reasons, all students who leave the school property must sign-out before leaving. Grade 12 students may submit a permission note signed by their parents to allow them to leave school property during non-class time valid throughout the school year. All other students require a dated note from their parents for each time they wish to leave school property. Each student must sign-in again upon return to school. Failure to sign-out or in will result in a detention.

Smoking



Smoking is strictly forbidden at any school-organized activity, and on school property before, during, or after school. Smoking near the property such as at the road in front of the school or on the adjacent church property is not permitted.

Sports Policy

Being a member of a sports team at Heritage Christian School is a privilege. This privilege will be revoked if a student does not perform satisfactorily in either his/her studies or in behaviour and attitude. School or team uniforms are required for all students on the way to and from games played off campus. Only team members and coaches may accompany the team to athletic events. Please see the complete Sports Policy in the Athletics Handbook for more details.



Student Council

The Student Council is your opportunity to provide wholesome activities throughout the school year and to provide leadership to the student body. The executive consists of a President, a Vice-President, a Treasurer, and a Secretary. Each September a representative is elected from each homeroom to bring concerns, requests, and compliments from your class. Make it a pleasure for the Student Council to serve you this year!

Student Opportunities

Besides the Student Council, there are numerous opportunities for students to be of assistance to the operation of the school. It is a good sign when students show eagerness to help and do not merely benefit from the work others do for them. Here are some of the opportunities:

Athletic Council

Students are involved with organizing various aspects of the extra-curricular athletics program including intramurals. Join up and make a difference.

Peer Tutors

There are students who really benefit from peer help with their subjects. This may involve going over some math problems or French exercises a few times a week. If you would like to help someone, let our Special Education Teacher or another teacher know.

Mouthpiece

The student newspaper is published regularly with many fine features for your reading enjoyment

Sound System Team

We need a regular team of 2-3 students to set up and control the sound system for special functions such as assemblies, chapels, programs, etc. Please sign up at the office.

Yearbook

Each year we ask for organized, dedicated, and fun-loving individuals to put our yearbook together. If you are able and interested to help, please sign up at the office.

Telephone



The pay phone in the front foyer is for student use. Students are not to use or ask to use the telephones in the offices.

Tests

Tests are scheduled as reviews of units and/or concepts and are a major component of student evaluation. They are to be considered as major assignments. Therefore, missed tests could result in an "Incomplete" for the course and a loss of credit. Test dates are announced in advance and students are expected to write the test on the day that it is scheduled. The only legitimate reason for missing a test is illness. If a student misses a test due to illness, he or she is expected to write the missed test on the first day back to school after the absence unless prior arrangements have been made with the teacher. Tests that are missed due to unexcused absences result in a mark of zero. (see also Truancy)

Textbooks & Supplies

The required textbooks for secondary school courses will be supplied by the school. Please be responsible for caring for your texts and for returning them in good order. Students will be charged for excessive damage and/or lost texts. Course textbooks are to be returned to the subject teacher prior to the final exam for the course. Students are responsible for their own supplies of paper, pens, notebooks, calculators, etc.

Truancy

"Truancy" is defined as unexcused absence from classes or school functions. Consequences for truancy include the following:

- a mark of zero on tests missed
- a penalty for assignments due during the time missed and/or additional assignments to make-up missed time

Uniform Policy & dress code

Dress & Appearance

Students are expected to reflect a Christian life-style in dress and appearance.

- They should be well-groomed and wear neat and clean clothing. Modesty is an essential requirement. This means that clothing must not be distracting to others or sexually provocative.
- Clothing, including footwear, should be practical and functional, and should not be confused with beach attire or other styles inappropriate to a school setting.
- During school hours and on school property, and while on school-sponsored day trips, all students must wear shirts and sweaters with the school logo and name supplied by R.J. McCarthy.
- Shirt and sweater sizes must avoid excessively baggy or tight fits. Clothing must be worn so that modesty is maintained at all times.
- Boys are not allowed to wear earrings while in the school building or participating as members of a school team. Any form of face piercing is also not permitted. Except for the wearing of earrings, the same applies to the girls.
- Coats are not to be worn in classrooms.
- Hats and sunglasses are not to be worn anywhere in the school building.

Uniform Regulations

1. Students are required to arrive in proper school uniform and to remain in uniform until leaving the school. Those who come (or stay) for sports practices may wear the sports uniform instead.
2. Students who are not in proper uniform will receive a verbal warning for the first offense and the parents will be informed. Upon second offense, the student may not attend class, a detention will be issued and parents will be called to bring the required uniform piece(s) to school in order for the student to return to class, or the student will be sent home. Students who persist in challenging the uniform policy will be sent home and a parental interview will be arranged to resolve the problem.
3. Only white T-shirts may be worn under the uniform top. Neither non-white, nor printed T-shirts are acceptable.
4. Hats or coats are not to be worn in the classroom at any time.
5. Occasionally the Student Council may organize "school spirit" days to highlight special events. Students are still expected to dress modestly and in Christian taste. Those who choose not to participate in the event must be in regular uniform.
6. For field trips and one-day class trips students are to be in full school uniform, unless otherwise indicated.

UNIFORM POLICY & DRESS CODE – SECONDARY SCHOOL

All secondary students are required to purchase the complete uniform from the approved uniform supplier (R. J. McCarthy Ltd.) This includes: plaid kilt, men's/women's navy pants, men's/women's navy walking shorts, white long sleeved/short sleeved Oxford shirts, white long sleeved/short sleeved polo shirts, and white turtlenecks. All shirts will have the HCS logo stitched on them. The following pieces are also available as an option for all secondary school: navy V-neck vest, navy V-neck pullover sweater, blue cardigan, navy hooded zippered sweater, and navy kilt.

For school programs, (choir functions) the following rules apply for all students:

- Women: plaid kilt or x-kilt, white Oxford or polo shirt with HCS logo, navy tights, pantyhose, or knee socks, and dress shoes. Kilts are to be worn at a maximum of 3" above the knee.
- Men: navy dress pants, white Oxford or polo shirt with HCS logo, navy dress socks, and dress shoes.
- No vests, cardigans, v-neck or zippered hooded sweaters.

On all other regular school days, the following rules apply:

Women

- navy pants
- navy walking shorts
- plaid kilt (mandatory on Tuesday & Thursday)
- navy kilt
- white long/short sleeved polo shirts
- white long or short sleeved oxford shirts
- blue cardigan
- navy V-neck pullover sweater
- navy V-neck vest
- navy zippered hooded sweater
- navy or white socks, navy tights, or panty hose (skin-tone or navy)

Men

- navy dress pants
- navy walking shorts
- white long or short sleeved polo shirts
- white long/shorts sleeved oxford shirts
- blue cardigan
- navy V-neck pullover sweater
- navy V-neck vest
- navy zippered hooded sweater
- navy or white socks

Infractions

Homeroom teachers report uniform infractions on the morning attendance slip. Any infractions noted after attendance is taken must be reported to the office.

Graduation Dress Policy

Graduation gowns and vee-stoles will be supplied by the school for each individual grade 8 and grade 12 graduate on loan to the student for graduation. Black caps and tassels will be given to the Grade 12 graduates as a keepsake. Grade 12: Black gowns, red/white/blue vee-stoles, black grad caps
Gowns are to be worn during the ceremony and receiving line. Proper "Sunday attire" to be worn under the gowns.

Vehicle Privileges

Students may drive to school provided that they

- park in the east lot
- stay out of their cars during school time, including study periods
- are not to have passengers without the express permission of all of the parents involved
- G2 drivers 19 years of age and under may carry only one passenger

Visitors and Guests

Students may not invite visitors or guests to any school related activities without prior permission from the Principal or Vice Principal. Prospective HCS students that are visiting our school are welcome to sit in and observe classes and chapel at HCS. Student-visitors that have no immediate plan to become a student at HCS are not permitted to sit in during classes or chapels. They are welcome to visit during long lunches. All visitors to the school must report to the office upon arrival where they will be issued a Visitor Pass.

Vandalism

Students who damage equipment or school property, or who engage in behaviour that could reasonably be expected to cause such damage, will be charged for repair or replacement costs.

