HCS Houma Christian School
Home of the Warriors

A ministry of Living Word Church

Vision and Mission Statement

Designed with a purpose,
Fearfully and wonderfully made,
We will pursue academic excellence, harmonious culture, and a personal relationship with Jesus Christ.

ELEMENTARY SCHOOL HANDBOOK
2026 - 2027

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Houma Christian School
Statement of Faith

1. **We believe in one God eternally existing as one essence and three distinct persons: God the Father, God the Son and God the Holy Spirit. Each person is fully, equally and eternally God, yet there is one God. Each person has precisely the same nature and attributes and is worthy of precisely the same worship, honor and praise. The entire Christian faith is bound together with the confession of God's Trinitarian nature.**
2. **We believe the Scriptures, the 66 books of the Old and New Testaments, are the inspired Word of God and are, therefore, without error in their original writings. These writings alone constitute the verbally inspired Word of God, which is utterly authoritative and free from error. The Scripture is sufficient for all that God requires for us to believe and do.**
3. **God made humanity—male and female—in His own image (Gen. 1:27-30). Set apart as His image bearers, every human being is sacred. All men and all women, bearing the image of God, are meant to represent God in His creation (1 Cor. 10:31). God declares the created order to be very good. The genders of Adam and Eve were established by God and defined by their physiological sex at creation. Subsequent to creation, God determines the gender of all other humans by their physiological sex at the time of birth. Thus, all attempts to redefine human sexuality beyond the physiological male-female distinction (whether framed biologically or culturally) and all attempts to change one's birth gender are sinful rebellion against our Creator. Adam and Eve were made to complement each other in a one-flesh union in the covenant of marriage that establishes the only God-ordained pattern of sexual relations for men and women.**
4. **Through the temptation of Satan, humanity transgressed the command of God and fell from their original holiness and righteousness (Gen. 3). Now the entire human race inherits a corrupt nature that is opposed to God and His law (Rom. 3:9-20). Therefore, all humans are under condemnation.**
5. **According to Scripture, everyone is guilty of sin: There is no man who does not sin (1 Kings 8:46). That doesn't mean we're incapable of performing acts of human kindness. But we're utterly incapable of understanding, loving or pleasing God on our own (Rom.3:10-12). Romans 10:9 says, "If you confess with your mouth Jesus as Lord, and believe in your heart that God raised Him from the dead, you shall be saved." Even though God's justice demands death for sin, His love has provided a Savior who paid the penalty and died for sinners (1 Pet. 3:18).**
6. **The consummation of all things includes the future, physical, visible, personal and glorious return of Jesus Christ; the resurrection of the dead and the glorification of those alive in Christ; the judgment of the just and the unjust; and the fulfillment of Christ's kingdom in the new heavens and the new earth.**

STATEMENT OF PHILOSOPHY

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

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

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

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

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

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

History of Houma Christian School

Houma Christian School was founded by Pastor Rene Monette. Pastor Monette had a desire to offer a Christian education to the people of Houma, Louisiana. After noticing a school sign in Texas, Pastor Monette mentioned to his wife, Vicki, that if he ever opened a school, he would name it Houma Christian School. From there, God placed a desire on Pastor Monette's heart. Houma Christian School was founded in 1984.

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Academic Policies

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

Homework

1. Students are required to do their own homework. Homework is given to provide the student an opportunity to practice/study subject material.
2. All homework is subject to grading.
3. Students will not have written homework on Wednesday nights.
4. Parents are **not** allowed to bring a child's homework, class work, and/or projects, etc. to school during the school day. Students will not be allowed to call home for homework, class work, and/or projects, etc. ***Note:*** *Parents may drop off supplies needed for after-school events during the school day. Students can pick up these items as they are on their way to dismissal.*

Communication with Parents

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

Houma Christian School uses the **HCS App** as the official source for school communication. Through the app, parents, students, teachers, coaches, and administrators can access important information in one convenient location. Communication between teachers, coaches, parents, and students will take place through **Rooms**, a feature within the HCS App powered by Apptegy. Using Rooms allows all school-related communication to remain organized, secure, and easily accessible within a single platform. Teachers will establish scheduled office hours during which they will review and respond to parent messages. Please allow up to **48 hours** for a response during regular school days. Messages received on weekends, holidays, or school breaks may be answered on the next school business day. By housing communication within the HCS App, we are able to provide a simple, consistent, and efficient way for families and school personnel to stay connected.

In addition to communicating with teachers through the HCS App, parents may also contact the school office and leave a message with the secretary. The teacher will return the call as soon as possible.

Teachers in first grade through sixth grade will send test folders (Warrior folders) home once a week (Wednesdays) to be signed and returned to school by Thursday. (Parents can write a note to the teacher if the test folders need to be kept for a longer period of time.) The tests included in your child's Warrior folder will be those completed during the previous week of school. To provide timely feedback on student progress, teachers may enter grades into the gradebook before the Warrior folders are sent home. This allows families to stay informed while also giving students the opportunity to bring home their graded work for review. NOTE: The following week's tests will not be sent home until the previous week's folders are returned.

The Student Progress Center (SPS) allows parents to access grades, attendance, and discipline.Parents can receive real-time updates about your child, such as absences, check-outs, etc. You can access the Student Progress Center by using both the internet and an app. WEBSITE: services.edgear.net/progress;
APP: You can search for "JCampus" on either the Apple App Store or Android Google Play Store.

The final report card for the year will be sent home with the students. All report cards for each nine weeks can be viewed in the Student Progress Center in EdGear.

Kindergarten report cards will be sent home each nine weeks.

Pre-K report cards will be sent home twice a year. Pre-K progress reports will be sent home several times a year.

Grading System for First through Sixth Grade

A = 100 - 90
B = 89 - 80
C = 79 - 70
D = 69 - 60
F = Below 59 (Denotes failing work)

NOTE: First grade will be ungraded for the first and second nine weeks of school. Parents will receive progress reports from the teacher throughout the first and second nine weeks. First graders will receive grades and report cards for the third and fourth nine weeks of school.

Honor Rolls for First through Sixth Grade

Honor Rolls for Each Nine Weeks

Houma Christian School maintains the following criteria for achieving Honor Roll each nine weeks.

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

End-of-Year Honor Rolls

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

1. **Faculty Honor Roll –** To qualify for the Faculty List, a student must have all "A's" & "B's" on the report card in academics and in conduct for all four nine weeks.
2. **Principal's Honor Roll–** To qualify for the Principal's List a student must have all "A's" on the report card in academics and in conduct for all four nine weeks.

Promotional Requirements

First Grade

In order to be promoted, students in first grade must meet the following criteria:

1. Pass English Language Arts with a minimum of a D average for the year
2. Pass math with a minimum of a D average for the year
3. Meet expected minimum attendance requirements (A student cannot have more than 10 unexcused absences in a school year.)

Second and Third Grade

In order to be promoted, students in second and third grade must meet the following criteria:

1. Pass reading with a minimum of a D average for the year (An F in the 4th Nine Weeks will result in referral to administration for possible retention.)
2. Pass either math or English with a minimum of a D average for the year
3. Meet expected minimum attendance requirements (A student cannot have more than 10 unexcused absences in a school year.)

Fourth Grade through Fifth Grade

In order to be promoted, students in fourth and fifth grade must meet the following criteria:

1. Pass four out of the five major subjects with a minimum of a D average for the year
   Major subjects: English, reading, math, science, history
2. Meet expected minimum attendance requirements (A student cannot have more than 10 unexcused absences in a school year.)

Sixth Grade

In order to be promoted, students in sixth grade must meet the following criteria:

1. Pass four out of the five major subjects with a minimum of a D average for the year
   Major subjects: English, reading, math, science, history
2. Meet expected minimum attendance requirements (A student cannot have more than 10 unexcused absences in a school year.)
3. If a student fails only **ONE** subject, the student will be required to enroll in the summer Edgenuity online course aligned with the failing content area (Reading or Math). The cost of the course is approximately $350.

Absences and Tests Missed

When a student is absent from school, the student will have three days upon their return to school to make up any tests that were missed. If the student receives an incomplete on a report card, the work must be completed within two weeks from the end of the grading period or the "I" will automatically become an "F".

Teachers will assist students in making up work. Extended illnesses may be subject to additional time and accommodations upon administrative request.

**Assignments at Houma Christian School are not optional. Students who do not complete their assignments will be subject to disciplinary action.

Warrior Accommodation Program

The Warrior Accommodation Program (WAP) exists to provide minor accommodations to students in need. This program is ancillary and requires an additional fee. Students who qualify receive additional academic and testing accommodations as deemed necessary by the WAP team.

Issuance of Textbooks and Chromebooks

Students will be issued textbooks with the condition recorded at the beginning of each course. Students in first grade through sixth grade will be assigned a chromebook. (Students' chromebooks will remain at school.) Students are responsible for their textbooks and chromebooks. Textbooks and/or chromebooks that are lost or damaged will be charged to the students' FACTS account.

Arrivals and Dismissals

Arrival to School

1. Pre-K, Kindergarten, and first through sixth grade students must be at school before the first bell which rings at 8:00 am.
2. Pre-K, Kindergarten, and first through sixth grade students may arrive at school no sooner than 7:40 am (unless enrolled in before care or free sibling care if dropped off with high school siblings from 7:10 am until 7:22 am).
3. Students enrolled in before care will be dropped off at the vestibule from 6:50 am to 7:40 am.
4. Students not attending before care are to be dropped off in front of the gym from 7:40 am until 8:00 am. After 8:00 am elementary students must check in with the office before proceeding to class.

Late To School

Elementary students who arrive after 8:00 am are late to school. Elementary students need to be signed in by a parent or guardian (carpool driver). *There will be a $25.00 fine on the fourth, eighth, and every fourth subsequent late arrival.*

Dismissal from School

1. Pre-K students dismiss at 2:40 pm outside of the vestibule.
2. Kindergarten through sixth grade students dismiss at 3:00 pm under the shelter by the gym.
3. Elementary students who remain at school after 3:15 pm will be sent to aftercare and will be required to pay for that day's care.
4. High school students who are waiting for an elementary sibling to be dismissed will not be charged for aftercare if the students are picked up before 3:15 pm. They will wait in the sanctuary for elementary students to be dismissed to the gym.
5. Please make arrangements for your child's ride home before the child comes to school in the morning. A note to the teacher is the best way to make us aware of your child's riding arrangements. It is understood that sometimes matters beyond your control cause these plans to

change. If this should happen, please call the office as soon as possible, and the message will be given to your child.
6. Students will not be allowed to leave campus with anyone other than the people listed on the blue Emergency Card.
7. When HCS has a home game, practice, or any after-school activities, siblings of the students participating in the events are not allowed to stay after school. Parents must secure a ride home for them, or they will be assigned to aftercare and charged a fee.

Dismissal Rules

1. Remain in vehicles. (Parents/guardians may not walk to the gym doors to pick up their child.)
2. Form 6 lines to pick up students after school.
3. Please do not block traffic flow during dismissal. Pull up all the way to the front of the lane before loading the child.
4. State law states that drivers cannot be on the phone in school zones unless calling in an emergency.
5. Parents must have **a school-issued car tag** visible for each child being picked up. The car tag **MUST hang from the rearview mirror**. SUGGESTION: Car tags can be clipped to pants' hangers and placed on the rearview mirror. If a car does not have the school-issued car tag, the person in the car will be directed to go to the school's office to get permission to pick up the student.
6. High school siblings who drive, must get in the car line to pick up their elementary sibling.

Attendance

Student Photo Identification Cards

All HCS students, staff, and support personnel will be issued photo identification (ID) cards. Student ID cards are also a free season pass into every HCS sport home game with the exception of football games and playoff games.

Policies Concerning Absences

Failure of a student to attend school will be considered an absence. Each absence will be considered excused or unexcused. An absence is considered "excused" if it involves illness as documented by a physician, court excuses, or a death in the family. These excuses must be turned in within 3 days of the student returning to school or the absence will become an unexcused absence. Excuses should be sent to the teacher or the front office.

Parents are asked to schedule doctor and dental appointments so as not to conflict with class time.

After 10 unexcused absences, the Child Welfare and Attendance office will be notified that the student is truant. An attendance hearing must be conducted for any student at HCS having 10 or more unexcused absences.

Student Check-Out

Parents must come to the office to check-out a student. If a student checks out BEFORE 11:30 am and does not return to school, that absence will be counted as a whole day's absence.

If the student is to be checked-out by someone other than an authorized person, a note of consent from the parent must be emailed or brought to the office before the student will be allowed to leave. This is to ensure your child's safety.

If there is a change in a student's usual way for dismissal from school, the best way to notify the school is for the parent/guardian to send their child to school with a note indicating the change. The student will give the note to his/her teacher. If there are unforeseen circumstances and/or emergencies which require a change of transportation during the school day, call the school office to notify the secretary of the change. Do NOT send an email to the secretaries, teachers, and/or administrators. (Staff may not have an opportunity to check these messages prior to dismissal.)

Student Behavior

School Conduct

Conduct for elementary grades (1st through 6th) will consist of daily conduct grades that will be averaged at the end of each week to obtain a weekly conduct grade. Weekly conduct grades will be written in each student's Warrior folder that is sent home on Wednesdays. (Daily conduct grades may not be sent home.) *NOTE: First graders will begin receiving conduct grades in the third nine weeks.*

A student may receive a major office referral due to an accumulation of infractions or due to a severe inappropriate action or behavior.

In-School Detention

This detention will be served during lunch.

After-School Detention

Elementary students will serve after-school detention on Mondays, Tuesdays, Wednesdays and/or Thursdays from 3:00 pm - 4:00 pm. The student reports to the detention room to write elementary school rules and reflect on ways to improve behavior.

Saturday Detention

This detention will be served from 8:00 a.m. - 10:00 a.m. The student reports to school in full uniform to write elementary school rules and reflect on ways to improve behavior.

Suspension

The administrator has at all times the authority to suspend a student. The length of suspension will be 1-5 days as determined by the administrator. After serving a suspension, the student may be required to be counseled by school personnel. When a student is suspended from school, the student will have three days upon their return to school to make up any tests that were missed.

The following acts **may** result in suspension of the student:

- Using cell phone on campus
- Cursing
- Fighting
- Disrespect for authority
- Continued deliberate disobedience

- Lying to a staff member
- Inappropriate Social Media Posts
- PDA (Public Display of Affection)
- Racial comments
- Harassment
- Serious breach of conduct either on or off campus

Expulsion

The following acts **shall** result in an expulsion of the student:

- Felony conviction of federal, state, or city law,
- Possession, use, or sales of drugs, tobacco products, vapes, or alcoholic beverages
- Possession of a weapon or instrument that could be used as a weapon
- Battery/assault
- Confirmed bullying
- On the third suspension in the same school year (In lieu of the third suspension, parents and students may choose to participate in the school's Redemptive Discipline Program.)

Students who are expelled from Houma Christian School are not eligible for readmission.

The following acts **may** result in an expulsion of the student:

- Involvement in a break-in or vandalism of any property
- Sexual misconduct
- Inappropriate Social Media Posts
- Racial comments
- Fighting
- Serious breach of conduct either on or off campus
- Other behaviors that interrupt the instructional process and/or school environment

Before any expulsion is imposed, the principal or designee shall inform the student of the specific misconduct alleged and the basis for the allegation. The student shall be given an opportunity to respond and present his or her account of the circumstances.

The principal or designee shall notify the student's parent or legal guardian of the recommendation for expulsion. Upon such recommendation, the Head of School or designee shall conduct a hearing within ten (10) school days to review the facts, consider relevant information, and determine whether the student's conduct warrants expulsion.

The student's teacher(s) may attend the hearing and provide relevant information. Until the hearing is held, the student shall remain suspended but shall have access to class assignments and the opportunity to earn academic credit.

Following the hearing, the Head of School or designee shall notify the parent or legal guardian of the decision. If it is determined that the student's conduct warrants disciplinary action, the Head of School or designee shall decide whether expulsion, withdrawal from Houma Christian School, or another appropriate disciplinary measure is warranted.

Bullying

Bullying occurs when a person or group is intimidated, frightened, excluded, belittled or hurt by a pattern of behaviors directed at them by others.

The following ongoing may constitute types of bullying:

- Physical aggression including hitting, punching, kicking
- Teasing or verbal abuse including putdowns, insults, name calling or racial/sexual remarks
- Intentional exclusion from activities or friendship groups
- The setting up of humiliating experiences
- Damaging a person's property/possessions or taking them without permission
- Threatening gestures, actions, or words
- Written/verbal/electronic messages that contain threats, putdowns, gossip, or slandering
- Cyber-bullying through Facebook, SnapChat, Instagram, TikTok, etc. or other electronic and social media means
- Coerce, harass, intimidate, or maliciously disseminate or sell any video or still image of another person that was created by artificial intelligence (AI).

Students being bullied should report it to staff, parents, or another adult. Students who are aware of bullying should report it to the teacher.

All reports of bullying will be taken seriously and thoroughly investigated. Parents or guardians of all students involved will be notified when a report is received and will be informed of the investigation's outcome. If an investigation determines that bullying has occurred, the offending student will be expelled from Houma Christian School, and the incident will be referred to law enforcement.

Cheating / Forgery/ Plagiarism

Cheating, forgery, and plagiarism are serious offenses. It involves taking information from another source and presenting it as one's own information. Teachers are required to take precautions in terms of test security and the structure of the classroom testing environment in order to protect students from unnecessary temptation. Cheating is defined as copying homework, handing in another's work, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes. Forgery is lying about a parent's knowledge of grades, discipline forms, or assignments. Papers generated by ChatGPT or other means of artificial intelligence will fall under the consequences of plagiarism.

If it is determined that a student has cheated on a test, forged a parent's signature, or plagiarized a major writing assignment(s) the student will be recommended for disciplinary action.

Drugs, Alcohol, Vapes, and Tobacco

Total abstinence and absence (use or possession) from any tobacco product, smokeless tobacco, or marijuana product in any form, or any smoking object/device including, but not limited to, electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices , alcoholic beverages, non- prescribed use of drugs or inhalants is expected of all students at all times. (Twenty-four hours per day - seven days per week.) Students are not allowed to possess or take any medicine or prescribed drugs unless administered by the school nurse. Any violation of

these policies will be dealt with severely including suspension and possible expulsion, depending on circumstances.

HCS reserves the right to randomly drug test students and employees. HCS will randomly bring in police dogs for searches.

Any violation of federal or state criminal laws committed on school property will be addressed and prosecuted in accordance with applicable law. School officials, teachers, and all Houma Christian School (HCS) employees are required to report such violations to school administration. Administration will then notify the appropriate law enforcement agency and cooperate fully with law enforcement and the prosecuting attorney's office throughout any investigation or prosecution.

Any student who distributes, sells, delivers, or otherwise provides a controlled dangerous substance, as defined by state law, to another student or any other individual while on school property shall be subject to expulsion in accordance with applicable state laws, regulations, and school policies.

Cell Phones and Smart Technology

Elementary students should not have cell phones, smart watches, or other electronic devices, etc. on campus. Smart watches cannot be worn during instructional time for any reason. If a device goes off during school hours by ringing, vibrating, or is visible in any manner, the device will be confiscated and will be returned to the parent/guardian, and the student will receive an administrative disciplinary consequence such as but not limited to out of school suspension, Saturday school, or detention. All confiscated devices can and will be reviewed by the administration. If confiscated devices show another student using a device during school hours, they will also be subjected to the same disciplinary action.

Racially Discriminatory Acts or Remarks

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

Gum Rules

1. Students are not allowed to have or chew gum at school.
2. The consequence for chewing gum is a $25.00 fine for each offense.
3. Continuous gum chewing may result in after-school detention or Saturday detention.

Media

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

Reciting the Pledge of Allegiance

The Pledge of Allegiance is an important component of our daily schedule at HCS. We believe that God and patriotism are seamlessly connected and interwoven together. All students of Houma Christian School are required to stand during the Pledge of Allegiance at any school function or event. Failure to do so will result in a disciplinary consequence.

HCS Elementary Uniform Policy for 2026-2027 School Year

HCS Pre-K UNIFORM REQUIREMENTS

Uniforms and optional outerwear must be purchased from Jake's or Lands' End and include appropriate school logos.

Pre-K GIRLS

1. **PRE-K SMOCK DRESS:** Plaid dress (only available at Jake's) with HCS logo on the white, Peter Pan collar. Length of the dress must touch the top of the knee. Shorts must be worn under jumpers.
2. **SOCKS:** Gray, navy, black or white, solid color, ankle or crew socks only (No-show socks can't be worn.) Socks may have logos which are one of the school-approved sock colors.
3. **TIGHTS:** Black, navy, or white footed tights **No leggings
4. **SHOES:** Solid or a combination of black, navy, gray or white. Tennis shoes with non-marking soles, velcro or elastic closures only. No lace ups or high tops.

Pre-K BOYS

1. **PANTS:** Navy - elastic waist only, with HCS logo
2. **WALKING SHORTS:** Navy - elastic waist only, with HCS logo
3. **KNIT POLO SHIRTS:** Gray - short or long sleeve, with HCS logo on the left chest
4. **SOCKS:** Gray, navy, black or white, solid color, ankle or crew socks only (No-show socks can't be worn.) Socks may have logos which are one of the school-approved sock colors.
5. **SHOES:** Solid or a combination of black, navy, gray or white tennis shoes with non-marking soles. velcro or elastic closures only. No lace ups or high tops.

OPTIONAL ITEMS FOR PRE-K

SWEATERS: Must be purchased at Jake's or Lands' End, with the Warriors outerwear shield logo on the left chest. (Sweaters must button-up or zip down. Sweaters cannot pull over the head.)
JACKETS/COATS: Must be purchased at Jake's or Lands' End, with the Warriors outerwear shield logo on the left chest.
CLUB/SPORTS OUTERWEAR: These can be worn over a uniform shirt.

HCS ELEMENTARY K-6th UNIFORM REQUIREMENTS

Uniforms and optional outerwear must be purchased from Jake's or Lands' End and include appropriate school logos. Every article of the uniform must have a logo with the exception of the girls' plaid. Plaid jumpers, shorts and skirts are only available at Jake's.

GIRLS (K-6)

1. **JUMPER: K-3rd** only plaid jumper (Length: The jumper must touch the top of the knee.)
   SKIRT: 4th-6th only plaid skirt (Length: The skirt must touch the top of the knee.)
   WALKING SHORTS: plaid (Length: 4 inches from the top of the knee)
2. **SHIRTS:**
   - **K-3rd**
     a. White Peter Pan collar button up blouses (with white or navy piping) must be worn under jumpers.
     b. White or navy polos (short or long-sleeved) must be worn with plaid shorts.
   - **4th-6th**
     a. White short or long-sleeved oxford shirt may be worn with skirts.

b. White or navy polos (short or long-sleeved) may be worn with plaid skirts or plaid shorts.

3. **SOCKS:** Gray, navy, black or white, solid color, ankle or crew socks only (No-show socks can't be worn.) Socks may have logos which are one of the school-approved sock colors.
4. **UNDERGARMENTS:** Shorts should be worn under all jumpers/skirts for all grades. Any undergarment worn under the shirt must be 100% solid white.
5. **SHOES: Kindergarten**: must wear Velcro tennis shoes & be solid or a combination of black, navy, blue, gray, or white. **1st - 6th** Girls/Boys - solid or a combination of black, navy blue, gray or white lace style, tennis shoe with non- marking soles. No high–tops may be worn. No "Hey Dude" or similar style shoes may be worn. Velcro is okay. **4th - 6th** graders may also wear Sperry's (Lanyard, Bluefish, Billfish 3-eye, or Surveyor K2-eye) See pictures below.
6. **WINTER WEAR:** During winter months, girls may wear solid white, navy, gray, or black footed tights. No leggings

BOYS (K-6)

Pants and shorts must be worn at the natural waistline.

1. **PANTS:** Gray only. (Tom Sawyer brand offered at Jake's or Arctic Gray styles offered at Lands' End)
2. **SHIRTS:** choice of short or long-sleeved white oxford or short or long sleeve navy or white knit polos
3. **WALKING SHORTS:** Gray only (Tom Sawyer brand offered at Jake's or Arctic Gray styles offered at Lands' End)
4. **SOCKS:** Gray, navy, black or white, solid color, ankle or crew socks only (No-show socks can't be worn.) Socks may have logos which are one of the school-approved sock colors.
5. **BELTS:** Mandatory for boys - must be solid (no stripes, jewels, studs, etc.) navy, black, or brown in leather, cloth or elastic styles. Must be worn with all pants or shorts.
6. **SHOES: Kindergarten**: must wear Velcro tennis shoes & be solid or a combination of black, navy, blue, gray, or white. **1st - 6th** Girls/Boys - solid or a combination of black, navy blue, gray or white lace style, tennis shoe with non- marking soles. No high–tops may be worn. No "Hey Dude" or similar style shoes may be worn. Velcro is okay. **4th-6th** graders may also wear Sperry's (Lanyard, Bluefish, Billfish 3-eye, or Surveyor K2-eye) See pictures below.









****Eastland Solstice shoes are also allowed.**

OPTIONAL ITEMS

SWEATERS: Must be purchased at Lands' End, with the Warriors outerwear shield logo on the left chest.
SWEATSHIRTS: Official HCS sweatshirts or hoodies with the WARRIORS logo will be sold at school. Sweatshirts must be worn over a uniform shirt.
JACKETS/COATS: Must be purchased at Jake's or Lands' End, with the Warriors outerwear shield logo on the left chest.
CLUB/SPORTS OUTERWEAR: Official HCS club/sport outerwear can be worn over a uniform shirt.

Dress Standards

1. No cut, slit in hem, or holes in the knees of pants.
2. Shirts for school typically are knit pullovers or cotton button-downs with collars. Shirts must be worn tucked in trousers or skirts at all times.
3. Regulations regarding haircuts, jewelry, makeup, etc. are as follows:
    a. Earrings are to be worn by girls only and should match. Girls are allowed to wear only two pairs of earrings at a time in the ear lobe only. Oversized jewelry is not permitted to be worn. (The size of the earrings should not exceed the size of a quarter.)
    b. Make-up: Elementary girls should not wear make-up.
    c. No facial hair is allowed. Male students who come to school with facial hair will be given uniform violation. Parents will be called if this problem continues.
    d. No wraps or scarves on head.
    e. No decorative headbands that include such things as unicorn horns, cat ears, etc.
    f. No fake fingernails or excessively long fingernails should be worn.
    g. Students are only allowed to wear two bracelets at a time.
    h. To help keep classrooms focused and free from unnecessary distractions, backpacks and lunchboxes may not have clips or attachments of any kind. This includes plushies, keychains, hand sanitizer bottles, charms, or similar items.
4. Appropriate dress
    a. No crop tops, bare midriffs, short shorts, tank tops, nor tight fitting clothes will be allowed on school property or at school functions on or off campus.
    b. Appropriate dress also applies to parents and visitors to HCS.
5. Skirts, dresses, and evening apparel worn at school events should be modest and no shorter than 4" above the knees. * Disciplinary action may be taken when the student returns to school.

Tattoos and Piercings

Tattoos are highly discouraged at HCS. All tattoos and body piercings shall not be visible.

Hair

Elementary K-6th Boys- Boys' hair cannot be lower than the eyebrow. Also, hair may not be longer than mid-ear or touch the collar. It must be neatly groomed at all times. A uniform infraction will be issued for boys not following hair length guidelines.

Girls and Boys:

- If students dye their hair, their hair must be dyed a natural hair color. No extreme contrasting colors. All hair color is subject to the approval of the administration.
- Hairstyles for boys and girls should not draw undue attention. All hairstyles are subject to review by administration.

Warrior Days Dress Down Expectations

All Houma Christian School students will have the option to dress down each Friday (Warrior Day) to help support the school's Mission Program. Students may pay $34 for the school year and dress down in a Warrior or spirit shirt with any uniform bottom or blue jeans.

Students must adhere to the following if they choose to participate in Warrior Days:

- Wear any Warrior or spirit shirt purchased at Houma Christian School
- Wear blue jeans that are appropriate and not too tight. Pants should not have any holes. Only blue denim material is allowed.
- Jeans must be SOLID blue denim. Jeans should not have designs, sequins, words, etc.
- Capri pants are not allowed.
- Leggings and jeggings are not allowed.
- Athletic shoes are acceptable.
- Boots of any kind are not acceptable.
- All students may wear regulation uniform bottoms (pants, shorts, or skirts) with a spirit shirt.
- Students must wear school-colored socks on Warrior Days.

Lunch

Lunch Times

PK	10:30 - 11:00
K, 1st, 2nd, 3rd, 6th	10:30 – 11:00
10th, 11th, 12th	12:04 - 12:34
7th, 8th, 9th	11:11 – 11:41
4th, 5th	11:32 - 12:02

Ordering Lunches

Students have the following options for lunch:
1. Order lunch from FACTS.
2. Bring lunch from home.
3. Purchase food from concessions.

Students will not be permitted to call home for lunch or lunch money. **Parents are not allowed to drop off fast food or lunches during the school day.**

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Elementary students will not be allowed to warm their lunch at school.

Refund Policy for Lunches

As per our lunch policy, if a student is absent for three or more days and has a doctor's excuse, the student's account can be refunded for the lunches not eaten. (Parents should reach out to the finance office if this situation arises for the refund to be applied.)

Medical

Medication policy:

1. Medications of any type, prescription or over-the-counter, are NOT to be in the student's possession at any time while on campus. This includes but is not limited to medication for acute conditions such as pain relievers, cough drops, homeopathic medications and essential oils. Possession of these medications on school property may result in suspension or expulsion.
2. Students who have life-threatening or potentially debilitating chronic conditions may be approved for self-carrying and self-administering their emergency medications. This requires physician recommendation and properly executed self-carry paperwork to be kept on file.
3. Parents of self-carry students may choose to keep a spare supply of medication in the nurse's office.
4. The school accepts no responsibility for ensuring self-administered medications are taken in the prescribed manner.
5. Any self-administered medication will be reported to the school nurse as soon as possible after the dose has been administered.
6. Medications kept at school due to a student's chronic medical condition require a properly executed, state approved written order/prescription by a certified medical healthcare provider per medication; a parental request to administer form; and a student health information form to be completed annually on or after July 1 of each school year for the current school year. These medications will be limited to those which cannot be administered before and/or after school hours or those which would be needed on an emergency basis.
7. It is the parent's/guardian's responsibility to supply the school with properly labeled, unexpired prescription medication and devices.
8. The initial dose of any medication cannot be administered at school.
9. Students who have medications kept at school may not deliver their own medications to the school or the school health office (see #1). These medications must be checked in and out by the parent or guardian with the school nurse or other authorized staff member.
10. The school specifically forbids and accepts no responsibility for students administering medications to each other. Student participation in these actions will result in suspension/expulsion.
11. Medications that are not FDA approved cannot be administered at school by the nurse, nor can they be self-administered.

    Non-prescription medications to be given on an as needed basis for acute conditions do not require a written order/prescription from a certified healthcare provider. These medications do require written authorization by the parent and health Information form which have been completed for the current school year. Forms from previous school years will not be valid. If an eligible student requests over the counter medications, the parent/guardian will be contacted prior to administration to confirm that medication has not been administered prior to school and for final authorization.

Guidelines for Sick Students:

Students should stay home when they:

- Have fever ≥ 100.4 F.
- Have vomited within the last 24 hours.
- Have had 2 or more episodes of diarrhea within the last 24 hours.
- Have used fever or pain reducers, antidiarrheal or anti-vomiting medications within the last 24 hours.
- Are coughing, wheezing or have other respiratory conditions that disrupts their own or their classmates' learning.
- Have red, swollen eyes accompanied by yellow or green discharge.
- Have symptoms of any contagious disease.
- Have pain or fatigue that prevents learning (i.e. injury, headache, earache, body aches or stomachache).
- Have a new, undiagnosed rash or skin eruption (i.e. chicken pox, Indian fire, molluscum).
- Have head lice or scabies that are untreated.
- Have been advised by their healthcare provider to stay home.

Students may return to or be present at school when they:

- Only have minor cold symptoms and no fever.
- Have not needed pain medication or fever reducers, antidiarrheal or anti-vomiting medications in more than 24 hours.
- Have been prescribed antibiotics and 24 hours have passed since his/her first dose.
- Have been treated for lice or scabies. If head lice or scabies is discovered at school for the first time, they may complete the day at school. They may not return until treated.
- Have received the diagnosis for a new rash or skin eruption and are cleared by a licensed healthcare provider for school attendance. Draining lesions or other lesions that are infectious must be covered unless the healthcare provider advises otherwise.

*If a student experiences any of the above symptoms while at school, parents will be called to pick up the student who is ill.

Emergency Closing of School

If the school closes or delays the start of school on any day because of bad weather, the announcement will be sent via school-wide parent text from HCS and will be posted on the school website/app. Also, please check with local media sources for emergency announcements about school closures.

During hurricane season the policy of Houma Christian School will be the same as that of the Terrebonne Parish Public School system unless notified otherwise.

Visitors and Volunteers

All visitors and volunteers must sign in at the school office and wear a visitors pass while on campus.

School Security

Houma Christian School takes school security very seriously and has implemented the following procedures to keep our facility safe.

1. Having a full-time school resource officer on campus.
2. Having a single-point entry
3. Securing a perimeter around the entire school with metal fencing.
4. Maintaining a video surveillance system that visually monitors the entire campus.
5. Training all staff members in security procedures and protocols.
6. Utilizing metal detectors
7. Scheduling regular safety drills, such as fire drills, lockdown drills, and shelter in place drills

Returning HCS Students

Houma Christian School will send an electronic message to all current parents/guardians asking them to make a decision about the upcoming school year as to whether or not their child will return to HCS. If the parents/guardians choose for their child to return to HCS, a non-refundable registration fee will be charged to their FACTS account.

Withdrawal from HCS

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

In signing the Withdrawal Commitment Form, you are relinquishing your enrollment at Houma Christian School, and the place will be filled by another applicant.
All of the above listed must be fulfilled before records or student transcripts will be sent to the transferring school.