

Parent-Student Handbook

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WELCOME TO HEARTLAND CHRISTIAN SCHOOL

The school board, administration, faculty and staff are excited that you and your family will be a part of the Heartland Christian School family this year.

This school is an exciting venture that God is doing in the Columbiana area. Let us all join with God through prayer and our best efforts in word and deed to see His perfect will accomplished in us, our friends, classmates and families.

God has a good plan for each of us. Let us strive toward the mark and find that good plan by working hard, displaying good attitudes, being motivated to learn, being submissive to authority and praying much.

God is faithful to us! Let us be faithful to Him by doing our very best to accomplish all He has for us to do! (Colossians 3:16, 17, 23, 24; Romans 12:1-2; Ecclesiastes 9:10a)

May God bless you and your family with your greatest year of growth and blessing ever!

Heartland Christian School Board, Administration, Faculty and Staff

PHILOSOPHY

Every child has incredible worth to us and to God! Each student should be fully educated and instructed from the perspective of a Christian worldview. Every child will have the opportunity to know Jesus Christ as his/her Savior and to develop a lifelong commitment to Him. Heartland is committed to an education characterized by excellence and predicated on Biblical truth. We assist parents in ministering to the whole child, striving to develop spiritual, mental, physical, social and emotional maturity.

CORE VALUES

- ◇ We enthusiastically embrace our Tenets of Faith.
- ◇ We are committed to a planned and systematic process of Biblical integration in all subjects.
- ◇ We believe it is a priority to teach students to demonstrate a Christ-like attitude in all school activities.
- ◇ We will employ and develop spiritually mature staff and faculty members who show Godly character by word and action.
- ◇ We believe children learn best by being actively involved in the learning process. Therefore, we encourage hands-on activities and lessons outside of the classroom as a complement to traditional instruction.
- ◇ We, as a non-denominational school, value the ministries of our churches encourage our families to be actively involved in them
- ◇ We desire to demonstrate Christ's love to the community.
- ◇ We believe parents are the primary educators of their children and it is our goal to assist them throughout this nurturing process.

MISSION STATEMENT

Heartland Christian School exists to assist parents in the training and equipping of their children to achieve the fulfillment that God intends for their lives.

VISION STATEMENT

The vision of Heartland Christian School is to develop graduates who are Biblically grounded, academically-qualified and thoroughly equipped to fulfill Christ's calling upon their lives by providing a unified team who facilitates a comprehensive program of excellence within a nurturing environment.

GOALS

Heartland uses traditional time-tested educational techniques combined with strong fundamental Christian values to provide a balanced education, which will provide the greatest benefit for our students. This balanced approach enhances each aspect and when combined with a strong emphasis on character development will produce a well-rounded student, who is able to go out into the world to be a leader and an influencer in his/her world.

TENETS OF FAITH

*We believe the Bible to be the inspired, only infallible,
authoritative, inerrant Word of God.*

II Timothy 3:15, II Peter 1:21

*We believe there is one God, eternally existent in three persons—
Father, Son and Holy Spirit.*

Genesis 1:1, Matthew 28:19, John 10:30

*We believe in the deity of Christ (John 10:33),
His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35),
His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11),
His vicarious and atoning death (I Corinthians 15:4),
His ascension to the right hand of the Father (Mark 16:19)
and His personal return in power and glory (Acts 1:11, Revelation 19:11).*

*We believe in the absolute necessity of regeneration by the Holy Spirit for salvation
because of the exceeding sinfulness of human nature and that men are justified
on the single ground of faith in the shed blood of Christ
and that only by God's grace and through faith are we saved.*

John 3:16-19 and 5:24, Romans 3:23 and 5:8-9, Ephesians 2:8-10, Titus 3:5

We believe in the spiritual unity of believers in our Lord Jesus Christ.

Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28

*We believe in the present ministry of the Holy Spirit,
by whose indwelling the Christian is enabled to live a godly life.*
Romans 8:13-14, I Corinthians 3:16 and 6:19-20, Ephesians 4:30 and 5:18

SCHOOL BOARD AND PARENT INVOLVEMENT

Heartland Christian School is an interdenominational, independent Christian school. As such, the parents have the privilege and responsibility to determine the quality of education their children receive by participating in the school environment as well as on the school committees which make recommendations to the school board.

The school board then acts as a clearing house and facilitator for the parents to efficiently and effectively run the school according to the school's philosophy and stated purpose while adhering to the school's bylaws.

The school board is comprised of parents and individuals who are interested in providing a Christian education for the children of families in this general area. School board members are not elected, but selected from parents and individuals who demonstrate a sincere commitment to Christian education and the purpose and philosophy of HCS by faithfully serving on a school committee or in some other capacity. We believe that "by their fruits, you shall know them" and "promotion comes from the Lord."

Our strong recommendation, for the benefit of our children and their quality education, is for parents to be actively involved in the school and in their children's lives.

Heartland Christian School Board meetings are open to interested individuals. Individuals may address the board with items of concern or suggestion by:

1. Submitting a summary of areas to be discussed to the school administrator or board president and requesting a time on the board agenda.
2. Taking the issue to the committee that deals with the area of concern or suggestion. Action or suggestions can then be made by the committee to the board.

The board may enter into executive session for matters deemed sensitive in nature.

Note: Items must be submitted to the board at least a week in advance of the school board meeting to be included on the agenda. The board meetings are presently scheduled for the third Monday of the month. (Please call the school office to confirm meeting date and time.) A time limit may be implemented for public comment during the board meetings.

CHRISTIAN CONCILIATION

We at Heartland Christian School believe that the Bible commands us to make every effort to live at peace and to resolve disputes amongst and between the school communities through Biblically-based reconciliation efforts. A neutral third party may be selected (at the sole discretion of the school board) to assist in any reconciliation process.

If resolution of a dispute and reconciliation does not result through such efforts, the school board has the sole and absolute authority to remove any student(s) from the school if it determines that the student(s) and or families continued involvement with the school is counterproductive to the school's purpose, philosophy and objective.

VISITOR POLICY

All visitors to Heartland Christian School MUST report to the school office upon arrival in the building. A visitor's pass will then be issued indicating the purpose of the visit and appropriate length of stay at the school. This pass must be returned to the school office when leaving the building. We ask all parents and others to follow this policy so as to assure the safety of our children.

Students from other schools are NOT permitted to visit Heartland during the school day, especially on days their school is not in session. Only the school's administrator/principals can authorize student visitors upon the prospective student's parents' request. Such visits will be considered for no more than a half of a day. Note: Any visiting student at Heartland without the proper approval of the administrator/principals will be sent home!

CLOSED CAMPUS

Heartland Christian School is a closed campus. At no time during the day, ***including the morning when students are dropped off for school***, may students leave the school without ***written or verbal*** parental permission. Such notes requesting students to leave school early must be turned into the school office in the morning (either by bringing them directly to the school office or by giving it to the homeroom teacher) so that they can be sent to the office with the attendance.

ADMISSIONS POLICY

Heartland Christian School recruits and admits students of any race, color, gender or ethnic origin to all the rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, gender or ethnic origin in the administration of its educational programs and athletic/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency-ordered, or public school district-initiated desegregation.

Heartland Christian School will not discriminate on the basis of race, color, gender or ethnic origin in the hiring of its certified and non-certified personnel and in the admission of its students. Heartland Christian School admits students from families that desire to provide a high quality Christian education for their children. The families are not required to be Christian, but must agree that they will support the school and will not attempt to change the nature and philosophy of the school.

The families must follow the admission procedure outlined in the information packet sent to them. There must be a family interview and an examination of the student's records and/or testing results or the school will provide testing for the student to make sure the child will be able to benefit from his/her educational experience at Heartland.

For incoming Kindergarten students, the student needs to be five years old by August 1 to be admitted for Heartland Kindergarten. For students in grades 6-12, the students must verbally commit to being a positive part of our school and be willing to develop a distinctive Christian worldview and lifestyle. All students must be living with their parents and/or guardians and under their authority during their enrollment in Heartland.

Heartland has the right to turn down the admission of a child to the school for any reason it deems necessary. HCS will not accept a prospective student that has been expelled or suspended for more than 10 days in any academic year or has been asked to leave another private or public school.

Since Heartland exists to fulfill a Christian philosophy of education, any student or element that hinders the effectiveness of the school’s ability to deliver its intended program and education will not be tolerated. Therefore, we reserve the right to deny admittance or remove any student or family that upon judgment of the school administration and/or board is counterproductive to the school’s purpose, philosophy and objective.

RESIDENTIAL REQUIREMENT

In order to attend Heartland Christian School, a student must reside in the home of his/her parent/legal guardian(s) and be subject to their authority.

READMISSION POLICY

Once a student has withdrawn from Heartland Christian School, he/she must sit out one semester before becoming eligible for readmission. In the event that any family has withdrawn their students from Heartland Christian School for a second time, their student(s) will not be considered eligible for readmission prior to providing the school administration an acceptable explanation of extenuating circumstances.

WITHDRAWAL POLICY

There will be a \$250 withdrawal fee when a family withdraws a student at any time during the school year.

Daily Schedule		Lunch Schedule	
8:00 am	Teachers arrive	10:45 - 11:08	Grades 4-5
8:05 am	Teacher devotions	11:15 - 11:38	Grades 2-3
8:28 am	Students to class	11:45 - 12:08	Grades K-1
8:35 am	Tardy bell	12:15 - 12:38	Grades 6-8
3:10 pm	Elementary Dismissal	12:43 - 1:06	Grades 9-12
3:15 pm	Secondary Dismissal		

Secondary Schedule: M/T/TH/F

8:35 - 9:20	1st Period
9:23 - 10:03	2nd Period
10:06 - 10:46	3rd Period
10:49 - 11:29	4th Period
11:32 - 12:12	5th Period
12:15 - 12:40	9-12 Activity Period
12:15 - 12:38	6-8 Lunch
12:43 - 1:06	9-12 Lunch
12:41 - 1:06	6-8 Activity Period
1:09 - 1:49	6th Period
1:52 - 2:32	7th Period
2:35 - 3:15	8th Period

Secondary Chapel Schedule: W

8:35 - 9:32	6-12 Chapel
9:35 - 10:12	1st Period
10:15 - 10:52	2nd Period
10:55 - 11:32	3rd Period
11:35 - 12:10	4th Period
12:13 - 12:33	6-8 Lunch
12:13 - 12:43	5th Period (9-12)
12:36 - 1:06	5th Period (6-8)
12:46 - 1:06	9-12 Lunch
1:09 - 1:49	6th Period
1:52 - 2:32	7th Period
2:35 - 3:15	8th Period

ATTENDANCE POLICY

Scripture tells us to “redeem the time.” That means to make good use of it. Therefore, we are to develop good habits and character traits in regards to promptness, punctuality and responsibility.

Every student who has the privilege of attending Heartland Christian School also has an obligation to attend regularly and to abide by the rules and regulations of the school and the state of Ohio. Students that regularly attend class and are not usually tardy are taught responsibility and a proper work ethic to be demonstrated by a Christian. This will help them perform better in school. For these reasons, **minimum attendance standards must be set.**

Absences for the following reasons are **excused only when a parent communicates** to the school office (via school phone or school email) explaining the nature of their child’s absence upon the student’s return to school within two days:

- personal injury or illness
- medical and dental appointments that CANNOT be arranged during non-school hours
- serious illness in the family
- death in the family
- emergency or special reasons as arranged with the administration
- up to two days for college visitation for juniors and seniors (additional days may be permitted at discretion of administration)
- first day of hunting season provided a valid hunting license is presented the day before hunting season begins
- other reasons at the discretion of the administrator

Note: Half day absences are strongly discouraged!

It is the student’s responsibility to contact teachers about any work missed due to an absence. **The student will have the same number of days to make up the work as was missed. A homework notification slip may or may not be issued by a teacher due to work missed during student absences.**

Planned absences:

It is generally recognized that a student should be in attendance at school except when he/she is personally ill or there is a family emergency. The school is sympathetic with emergency needs of the parents. School-year vacations are discouraged. ***If it is necessary for a student to miss school for a family trip or special occasion and provided they have not reached their tenth absence in the current semester, the school requests that a one-week advance written notice be submitted to the administrator.*** Assignments should be secured from all teachers **before leaving** for the planned absence and the work will be due upon return to class in order to receive full credit. Note: The school still has the option to refuse an absence for vacation purposes.

Unexcused absences:

Unexcused absences become part of the student's permanent record.

Note: An unexcused absence may carry with it the penalty of a reduced grade on all class work given on that day/day(s).

Absences and consequences:

1. On the 9th day of absence in a semester, parents will be notified in writing concerning the attendance policy.
2. After the 10th absence, no excused absence will be allowed for the following reasons:
 - a. family trips
 - b. college visitations
 - c. hunting
 - d. Elective doctor appointments (dentist, orthodontist, etc.)
3. After the 12th absence, a doctor's verification will be required for an excused absence to be granted.
4. Course credit does not have to be awarded to a student if he/she misses more than 15 days in a semester. Missing more than 15 days of scheduled classes in a semester makes earning credit and/or a passing grade inconsistent with state standards and Heartland Christian School's expectations. As such, **any semester credit awarded to a student when he/she misses more than 15 days must have the authorization and approval of school administration.**
5. In the secondary, all unexcused absences will appear on the student's permanent record. While a student will be required to complete and turn in all work missed during an unexcused absence, an unexcused absence may carry with it the penalty of a reduced grade on all class work given on that day/day(s). Failure to comply will result in an incomplete for that grading period, which will become a failing grade if the work is not completed within two weeks of the conclusion of the grading period.

In the elementary students may be required to miss recesses and/or specials to make up missed assignments.

6. In-school suspension may be considered either an excused or unexcused absence based on the administrator/principal's discretion.
7. All out-of-school suspensions will be considered unexcused absences.

TARDINESS TO SCHOOL

Anytime a student arrives late to school, he/she must stop by the office to sign in and receive a pass to enter class. Note: In order for a tardy to be excused, a parent must call the school office phone with a detailed explanation or submit a note of explanation stating why his/her child is late in writing or email cogden@heartlandsschool.org.

A student arriving after 10:30 a.m. and before 1 p.m. will be recorded with a half-day absence.

If a student is tardy during any given grading period, consequences are as follows:

1st and 2nd offense: the student may receive a reminder from the teacher about the tardiness policy.

3rd offense: a note will be sent from the school office to the parent.

4th and 5th offense: a 30 minute morning detention will be assigned.

*If the problem continues, the principal will discuss appropriate discipline and consequences with the parent and student.

Bad roads and other extenuating circumstances will most certainly be considered by the administration. If the buses are late, there will be no tardies assigned.

The accumulation of tardies begins anew with the beginning of each grading period.

TARDINESS TO CLASS

Students are expected to be in their rooms when the bell rings. Otherwise, a written excuse/hall pass explaining the reason for tardiness must be presented to the teacher. After the third time a student is tardy to class, he/she will be issued a detention that is to be served with the teacher issuing the detention. After the fourth tardy mark, the student will be sent to see the principal.

EMERGENCY CLOSING POLICY

In the event of hazardous driving conditions, inclement weather, or other emergencies necessitating the cancellation of school, families will be notified by telephone to the numbers they provide in RenWeb. Notification of such closing will also be announced on the following TV and radio stations:

WQXK-105.1 FM Salem
33

WFMJ, Channel 21

WYTV, Channel

WKBN-570 AM Youngstown

WKBN, Channel 27

STUDENT PICK UP TIMES

Students are to be picked up NO LATER THAN 3:30 p.m. Any child through the age of 10 remaining at school after 3:30 p.m. will be sent to the office. If you have an emergency, please notify the school office; otherwise, children not participating in supervised, extra-curricular activities, working for the school or meeting with a teacher, will be expected to leave the building by 3:30 p.m.

TELEPHONE USE

Students may make telephone calls in the School Office only. Calls should be made for important purposes only. Students who violate or abuse this privilege may be refused this opportunity. Students may not leave academic classes to make phone calls.

GENERAL ACADEMIC POLICIES

HCS GRADING SCALE

The following is the grading scale that will be used at Heartland Christian School:

99%-100%	A+	4.3	Advanced Placement (AP) courses grading scale
92%-98%A	4.0		100%-90% A
90%-91%A-	3.7		89%-80%B
88%-89%B+	3.3		79%-70%C
82%-87%B	3.0		69%-0% F
80%-81%B-	2.7		
78%-79%C+	2.3		
73%-77%C	2.0		
71%-72%C-	1.7		
69%-70%D+	1.3		
65%-68%D	1.0		
63%-64%D-	0.7		
0% - 62%F	0		

Numeric grades will be used on the report cards so parents can judge more closely the quality of a student's work.

Specific Elementary classes, such as Art, Computer, Handwriting, Music, Physical Education, and Spanish will use the following grading scale: O-Outstanding, G-Good, S-Satisfaction, N-Needs Improvement and U-Unsatisfactory.

Midterm reports will be emailed home for all students in the middle of each grading period so parents can keep informed of their student's progress. Parents are encouraged to use **RenWeb/FACTS anytime** to check their child's current grades and retrieve homework assignments.

Report cards will be emailed four times a year, once every 9 weeks.

ELEMENTARY READING GUIDELINES

Heartland Christian School uses classroom assessments, standardized test scores, and Dibels test assessment quarterly scores to monitor the reading progress of elementary students. Desiring adequate progress in the area of reading over the course of the school year, students who score below proficient in reading are given reading intervention.

ACADEMIC PROBATION

A student at Heartland Christian School with a SEMESTER G.P.A. below 2.0 will be placed on academic probation for the purpose of monitoring his/her academic progress, which will be reviewed the following semester.

MIDDLE SCHOOL ACADEMIC POLICY

Middle school students (grades 6-8) must pass four out of five core subjects (Reading, Math, History, Science and Bible) in order to be promoted to the next grade level. If the

non-passing subject is English or Math, the student must successfully complete an approved method of remediation prior to the beginning of the next school year. Any cost incurred would be at the expense of the parents.

HIGH SCHOOL ACADEMIC INFORMATION

*Refer to Glossary of Secondary Guidance Information

HOMEWORK POLICY

It is the philosophy of Heartland Christian School to use homework as a tool to enhance the teaching of subject material presented in the classroom. Homework helps indicate the quality of student understanding and gives feedback to the teacher that will assist in guiding further instruction. Therefore, homework will be assigned to assist in the instructional process. It should not be “busy work.” With this philosophy in mind:

1. Teachers will verify that students have the homework assignment and that the students understand what is to be accomplished. In addition, teachers will regularly post homework assignments on *RenWeb/FACTS*.
2. Students are expected to come to class with homework completed.
3. Completed and acceptable homework will be an integral part of the class grade.
4. Should there be a family emergency and the student is unable to complete a homework assignment, the student will need to bring a note of explanation from the parent or guardian. With an acceptable explanation, a teacher may grant a delay for homework completion.
5. Homework should generally be assigned at a rate of 10 minutes per grade level. For example, 6th grade should be able to complete the homework accumulated from all his/her teachers during any given school day in a period of 60 minutes or less.
6. In the secondary school, the total accumulated homework for a high school student should not exceed 2 hours per night which equates to approximately 20-25 minutes per class, with total homework assigned per class average per week not greater than 100 minutes.
7. If a student does not have his/her completed assignment to hand in at the time it is due, a **Homework Notification Form** that indicates what homework assignment is missing or incomplete will be given to the student and expected to be returned signed by the parent the following day along **with the completed assignment**. Note: When the parent-signed **Homework Notification Form** is returned the day after it is issued with the completed assignment, only 15% will be deducted from the student’s grade on that assignment.
8. A detention will be given each time a **Homework Notification Form** is not parent-signed and returned to the teacher the day after it is issued. A detention will also be issued should a student be issued a **Homework Notification Form** three (3) or more times in any given grading period.
9. No credit will be given for homework that is two (2) or more days late.
10. If completing homework in a timely fashion becomes a problem, the student may experience any and all steps of the discipline policy (which could even lead to suspension or expulsion). This procedure will renew each grading period.

DETENTION POLICY

Detentions are issued to students for not complying with school rules and policy. Therefore, if the detention is an inconvenience to the student or family, the student should be required and expected to comply with school rules. The student is the source of the problem and not the teachers or the school rules. The school rules are in place to make the educational setting more effective and enable our students to get a better education. **Detentions will be assigned at the teacher's convenience, before or after school for 40 minutes.** Anytime a student does not show up for detention as assigned, they will have two detentions issued. On the receipt of the fourth through sixth detention in a grading period, the student will be assigned to Saturday morning detention from 8 a.m. – 11 a.m. and charged a \$75 fee to cover the expense of the supervising teacher. If the student does not complete the Saturday morning detention, they will be assigned a two day in-school suspension. If a student gets additional detentions after the 6th detention, they will be assigned an out-of-school suspension each time. If a student is suspended two times in a semester, they will automatically be put on probation. An additional suspension will require them to be removed from the school.

HONOR CODE

Heartland Christian School believes that one of the important attributes that a faculty member or a student can have is honor. Integrity, forthrightness and trustworthiness are all part of this Honor Code and absolutely essential if HCS is to be a God-glorifying community.

Some expectations of the Honor Code are as follows:

1. Respect for those in authority and the rules governing the school.
2. **Cheating of any kind will not be tolerated!** Cheating is defined as any attempt to unfairly gain an advantage in endeavors such as homework, quizzes, tests, reports, paper and other evaluated assignments. Students must refuse to give or receive assistance on tests and other individual assignments **such as homework** that are intended to be each student's work alone.
3. Consideration for the property of other individuals and the school. Those responsible for any damage will be asked to compensate.
4. **Stealing will not be tolerated!** Stealing is defined as taking something that is not yours without appropriate permission of the owner.
5. **Lying is not acceptable!** Complete honesty in one's written and spoken expression, especially when one is being asked about a rule that one has broken, is expected of each member of the Heartland Christian School community. Lying is defined as anything other than telling the factual truth and includes half-truths, or anything designed to mislead or deceive others.
6. Understanding of **plagiarism** is required for students to honor God with their academic conduct. Plagiarism is defined as using or stealing someone else's ideas or words and claiming them as your own.

The aim of the **HCS Honor Code** is to be a reminder of the standards expected of HCS students. Taking into consideration the individual seriousness and expectation that the student will learn from the experience, violations may result in appropriate discipline or suspension and may render a student liable for immediate dismissal. *All students are*

ambassadors for Heartland Christian School and should show respect for others and the laws of the community at all times. If a member of the HCS community breaks a public law or brings dishonor to HCS while off campus, they may be subject to disciplinary consequences.

DISCIPLINE POLICY

The philosophy behind the Discipline Policy of Heartland Christian School is one that acknowledges that we should always strive to do those things that please God. As such, HCS has put into place a form and procedure to deal with discipline problems.

The principles that will guide our discipline code are as follows:

1. Obedience (to God and man) brings blessings; disobedience brings conflict.
2. One can be very firm with a child as long as he/she is also just as loving.
3. Sometimes love must be tough, i.e., firm consistent expectations.
4. When parents and teachers are consistently working together and supportive of each other, the student is helped tremendously.
5. Consistency means fairness, but consistency doesn't mean identical treatment.
6. Always live and act according to the Golden Rule: "Do unto others as you would have them do unto you."

Specific Policies:

1. Teachers will establish their own classroom discipline system that will be simple to use, have few rules, be effective and create a positive learning environment in their classroom.
2. The discipline process will always proceed from simple, mild forms of corrective actions to more complex and severe consequences, even leading to suspension and expulsion.
3. Some serious acts of student misbehavior may cause more severe discipline consequences to be issued immediately rather than going through the normal discipline process. Parents will be notified in such incidences.
4. If a student is recommended for suspension or expulsion, the parents have a right to a hearing with the school board. Once the school board rules on the appeal, the ruling is final.

The following are examples (not all-inclusive) of behaviors that will cause discipline consequences to be given to the student(s):

1. Running in the school building.
2. Chewing gum in school building (excluding athletic events).
3. Defacing or vandalizing the building.
4. Getting into, taking, or destroying another person's property.
5. Using vulgar, unkind, or unacceptable language.
6. Fighting or hitting another person.
7. Throwing snowballs or other objects in or outside the building that could cause harm to another person.
8. Continual violation of class rules.
9. Disrespect to another student, teacher, or adult.
10. Unruly behavior.
11. Not following school rules.
12. Displaying unacceptable or non-Christ-like attitudes.

13. Displaying any action or attitude that puts another person down.
14. Students are to eat only in the lunchroom unless given permission by a staff member to eat in another location.
15. Because Public Display of Affection (PDA) is not in keeping with the image HCS wishes to project, it is expected that students will discipline themselves in a Biblical manner.
16. Personal electronic devices such as cell phones, laptops, laser devices, and any other internet connecting devices **are not allowed to be used during school hours** except with administrative permission. These are to be turned off and secured in the student's locker. The first violation of this policy will result in the item being confiscated and held in the school office until claimed at the end of the school day and taken home. **A second offense will result in the loss of this item until a parent conference can be held and the item reclaimed by the parent.**
17. Students are to respect and maintain a quiet environment outside classrooms while classes are in progress.

The following discipline procedures may be used:

1. Verbal warning or reprimand.
2. Time out or loss of privileges.
3. Possible writing assignments.
4. A note to or a conference with the parent(s).
5. After school detention.
6. In school suspension.
7. Out of school suspension.

Any student, who is suspended from school, may not participate and/or attend any school function or extracurricular activities for the duration of the suspension.

8. Expulsion or request to withdraw from the school. *Any student that is expelled from Heartland shall not be permitted to attend any school function for the duration of the present semester and the following semester.*

The above list of behaviors and policies are not meant to be exhaustive, but to give an overview of what and how our discipline policy will work. Needless to say, the learning atmosphere of Heartland Christian School will be at its best when students, teachers, parents and administrators are praying for each other, respecting and supporting each other and are communicating effectively with each other. If we show the love of Christ to each other daily, there should be little need for discipline procedures to be implemented.

SEVERE DISCIPLINE CONCERNS/PROBATION

When a student is demonstrating unacceptable behavior or attitudes as characterized by two or more in-school or out-of-school suspensions in a semester, that student shall immediately be placed on **disciplinary probation**. A conference with the student and parents shall be held to discuss the possible actions that could result from being put on probation. Also, the Administrator will call a meeting of the school faculty to determine what are any mitigating factors in the school environment that are contributing to the student's problems or if there are concerns in the student's academic or personal realms that need to be studied or considered that can and should be addressed to possibly help resolve some of the problems with which the student is dealing.

If further discipline problems develop that would result in any type of suspension, the administrator will expel the student from Heartland or request the parent to immediately withdraw the student from the school. Upon notification of expulsion, the family has the right to appeal the administrator's decision to the Heartland Christian School Board. A hearing will be held within ten school days during which time the child will be suspended from school. The school board, upon hearing the details of the case, may uphold the administrator's decision, modify it, or reinstate the student. The effect of the suspension will not be changed or affected.

If possible, once a student is placed on disciplinary probation, the school principal, in conference with the parents, will attempt to determine a person, other parents, or an agency that could provide counseling, advocacy, or support for the family to try to assist them in remediating the difficulties the student and/or family is experiencing.

Once a student is placed on disciplinary probation, the student will automatically start the next semester on this status. However, the administrator is not required to expel the student, but all of the intervention procedures will be implemented as mentioned above. If there is a second suspension during probation, then the administrator will expel the student from school. Parents and students will be given the opportunity of a due process hearing with the board if a suspension or expulsion from the school occurs.

Specific Conditions:

1. The use and/or possession of any illegal substance including tobacco, alcohol, snuff, marijuana, or other banned chemical substance or a facsimile thereof at any time are grounds for immediate suspension and /or expulsion from Heartland Christian School.
2. The possession of a weapon: knife, gun, etc. or a facsimile thereof on school property is grounds for immediate suspension and/or expulsion from Heartland Christian School.
3. Threats, veiled threats, or even "joking" about killing or harming another student, teacher, or staff member will be dealt with as an extremely serious matter. Suspension and/or expulsion are likely consequences. At this time in our society, this is absolutely unacceptable in any setting, especially in a Christian school. Please use wisdom and only edifying words.

Any of the above actions may result in both the school's notification of civil authorities and possible prosecution.

CELL PHONE USE

Elementary students are not permitted to have a cell phone in school. Secondary students may not use or carry their cell phones with them during the school day unless staff requests they use them. Student cell phones must remain off and in the student's locker.

The following are consequences that will be carried out for offenses within the academic year:

1st offense: student's phone being confiscated and returned to the student at the end of the school day.

2nd offense: student's phone being confiscated and returned to the child's parent at the end of the day.

3rd offense: either of the above penalties being imposed and the student being either suspended or expelled at the discretion of the administrator.

SEXUAL HARASSMENT POLICY

Heartland Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, which is free from all forms of intimidation, exploitation and harassment. HCS is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

DEFINITION OF SEXUAL HARASSMENT

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress
- Submission to, or rejection of, the conduct of the individual is used as the basis for academic decisions affecting the individual
- The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment
- Submission to, or rejection of, the conduct by the individual regarding benefits and services, honors, programs, or activities available at or through this school.

EXAMPLES OF SEXUAL HARASSMENT

Unwelcome sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of sexual nature. Among the types of conduct that would violate this policy are the following:

1. Unwanted sexual advances or propositions
2. Offering academic benefits in exchange for sexual favors
3. Making or threatening reprisals after a negative response to sexual advances
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, or posters
5. Verbal conduct such as making or using derogatory comments, epithets, slurs and/or jokes
6. Verbal abuse of sexual nature, graphic verbal commentaries about the individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitation
7. Physical conduct such as touching, assaulting, impeding, or blocking movements.

EMPLOYEE-STUDENT SEXUAL HARASSMENT

Employee-student sexual harassment is prohibited.

STUDENT-STUDENT SEXUAL HARASSMENT

Student-student sexual harassment is prohibited.

What to do if you Experience or Observe Sexual Harassment

Students who feel that they have been subjected to conduct of harassing nature are encouraged to promptly report the matter to one of the school officials designated below. Students who observe conduct of a sexual-harassing nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

Where to Report Sexual Harassment

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

Mr. Eric Hosler School Administrator 330-482-2331 (work) 330-503-7428 (cell)	Mrs. Betsy LaRicca Elementary School Principal 330-482-2331 (work) 330-221-3244 (cell)	Mrs. Ami Lightly Secondary School Principal 330-482-2331 (work) 330-402-1072 (cell)
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Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify the student's parent/guardian and appropriate government officials as the circumstances warrant.

Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

Procedure for Investigation of the Complaint and Taking Corrective Action

When one of the school officials designated in the policy receives a complaint, he/she shall immediately inform the principal. The principal will direct the investigation. If the investigation confirms allegations, prompt corrective actions will be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action to and including expulsion/termination. The severity of the disciplinary action will be based upon the circumstances of this infraction.

Parental Expectations

Parents should always be supportive and positive towards Heartland and should set that example for their children. If, after talking about any problems with the appropriate teachers, administrators, or the school board, they can't accept the school's policies or decisions, they should quietly withdraw their child/ren from the school. Parents are expected to be positive role models for their students. Parents are never to confront or grab others' children on the school grounds or at school functions. If there is a problem, school officials should handle the situation. Any violation of this policy could mean immediate expulsion of the family from Heartland.

Bullying Policy

*“Therefore welcome one another as Christ has welcomed you, for the glory of God.”
Romans 15:7*

It is the intent of Heartland Christian School to provide all students with a positive learning environment. To that end, the school has a significant interest in providing a safe, orderly and respectful school atmosphere that is conducive to teaching and learning. Bullying is detrimental to student learning and achievement. Bullying affects not only students who are targets but also those who participate and witness such behavior. The school recognizes the well-publicized incidents of violence and threatened violence that have occurred nationally in the past several years. As research suggests a link between bullying and school violence, the school seeks to avoid such incidents and instead take a systematic approach to bullying prevention and intervention. The school does not condone and will take action in response to conduct that interferes with students' opportunity to learn.

Bullying, as defined in this policy, is not acceptable conduct at Heartland Christian School and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.

Bullying Defined

Bullying is the intentional written, verbal or physical act that a student has exhibited toward another particular student more than once, the behavior causes either mental anguish or physical harm to the other student and is of a sufficiently severe, persistent or pervasive nature that it creates an intimidating, threatening, or abusive educational environment.

“The second is this: ‘You shall love your neighbor as yourself.’ There is no other commandment greater than these.”

Mark 12:31

Application of Policy

This policy applies to bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events. It also applies to bullying that occurs at any other time or place that substantially disrupts the instructional program, operations of the school, or welfare of students.

Examples of conduct that may constitute bullying include, but are not limited to:

1. Physical contact or injury to another person or his/her property;
2. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally, in writing, or through cyberspace;
3. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
4. Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures;
5. Stalking;
6. Blocking access to school property or facilities;
7. Stealing or hiding books, backpacks, or other possessions;

8. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor relating to a student's race, color, ethnicity, gender, ancestry, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in disruption of the instructional program or operations of the schools, or that results in a hostile educational environment for the student.

“Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear”.

Ephesians 4:2

Reporting

Students who have been bullied or who observe incidents of bullying are encouraged to report this behavior to a staff member or school administrator. Staff should report bullying to the principal. Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. Any student who is determined to have falsely accused another of bullying shall be subject to disciplinary consequences.

***“He who conceals his sins does not prosper,
but whoever confesses and renounces them finds mercy.”***

Proverbs 28:13

Responding to Bullying

In determining the appropriate response to students who engage in bullying behavior, school administration should consider the ages and maturity of the students involved in the type of behaviors, the frequency and/or pattern of behaviors, the context in which the incident occurred and other relevant circumstances. Consequences may range from positive behavioral interventions up to and including suspension, expulsion and/or reports to law enforcement officials.

HEARTLAND CHRISTIAN SCHOOL DRESS CODE

The dress code at Heartland Christian School is intended to provide a general framework within which parents and students can make wise decisions regarding appropriate clothing for school. Though the Scriptures do not give specific details of what is appropriate or inappropriate in dress, clear principles are given which should govern our choices as we seek to be good disciples of Jesus Christ. The school reserves the right to address anything listed or unlisted deemed inappropriate by Administration.

Students, when selecting clothes, should honor the Lord Jesus Christ, their parents and this school. The Scriptures stress the importance of obeying and honoring your parents and those in authority over you (Ephesians 6:1, 2; 1 Timothy 2:2; Hebrew 13:17).

Our dress code is based on the Biblical principles of modesty, neatness and appropriate-ness. Modesty is mentioned often as an important character quality (1 Timothy 2:9; 1 Thess. 4:5, 6). Likewise, neatness and appropriateness are important as we seek to be ambassadors for Jesus Christ. We need to be examples for the believers in speech, in life, in love, in faith, in purity (1 Timothy 4:2). We also desire to give a good report and not be offensive in anything we do. This suggests living differently than the world (1 John 2:15). As we determine to glorify the Lord in all we do (1 Cor. 10:31), these qualities help us to do that in the area of dress. *We discourage students from wearing clothing that promotes an unbiblical lifestyle.*

We expect that all Heartland Christian School students will abide by the principles of neatness, appropriateness and modesty which apply to student attire during school, during practices, involvement in extracurricular activities and other school sponsored functions.

It is also important to realize that parents, as the primary educators of their children (Deut. 6; Eph. 6), play a key role in this area of dress code. It is incumbent upon parents to guide and supervise their children in the selection of appropriate clothing. Accordingly, this dress code is intended to make known in as clear a way as possible the position, guidelines and restrictions of Heartland Christian School in the area of dress. **If you have a question about any article of clothing, we encourage you to bring it to the appropriate school personnel and have it checked *before* a student wears it to school.**

ELEMENTARY BOYS		
Grades K-5		
CATEGORY	ACCEPTABLE	UNACCEPTABLE
GENERAL GUIDELINES FOR ALL CLOTHING	<ul style="list-style-type: none"> neat, modest, appropriate for school environment in good repair 	<ul style="list-style-type: none"> holes, frays, tears gothic-style dress tight, clingy, form-fitting
TOPS	<ul style="list-style-type: none"> dress, casual, t-shirts, collared shirts, sweatshirts, sweaters proper fitting sports jerseys 	<ul style="list-style-type: none"> offensive wording, pictures, or symbols undersized or oversized shirts white undershirts
BOTTOMS	<ul style="list-style-type: none"> finished hems jeans, cargo pants, corduroy, dress shorts not shorter than 3 inches from kneecap nylon athletic pants sweatpant outfit shorts need to follow length required 	<ul style="list-style-type: none"> pajama style sweatpants mesh athletic shorts where under garments can be seen rips, holes, or tears frayed hems
FOOTWEAR	<ul style="list-style-type: none"> dress shoes, tennis shoes, athletic shoes, sandals, open-toed shoes with backs 	<ul style="list-style-type: none"> flip flops no backless shoes
GROOMING AND ACCESSORIES	<ul style="list-style-type: none"> neat and clean dyed hair should be natural color 4 pieces of jewelry allowed at one time (for example one ring, one necklace, one bracelet and one watch) 	<ul style="list-style-type: none"> hairstyles that are extreme or disruptive including no more than a 1” difference in length hats, hoods, caps, bandanas, or sunglasses indoors earrings, body piercing no sweatbands, dog collars, wallet chains hoodies permitted but hoods not worn No metal or glass container brought to classroom or pop-up tops.

ELEMENTARY GIRLS		
Grades K-5		
CATEGORY	ACCEPTABLE	UNACCEPTABLE
GENERAL GUIDELINES FOR ALL CLOTHING	<ul style="list-style-type: none"> ● neat, modest, appropriate for school environment ● in good repair 	<ul style="list-style-type: none"> ● holes, frayed, tears ● tight, form-fitting ● midriff exposing ● gothic style dress
TOPS	<ul style="list-style-type: none"> ● t-shirts, blouses, sweaters, sweatshirts, sleeveless shirts, modest, minimum of 2 inch strap 	<ul style="list-style-type: none"> ● tank tops ● tube tops ● halter tops ● offensive wording, pictures or symbols
BOTTOMS	<ul style="list-style-type: none"> ● jeans, cargo pants, knit pants, capris, corduroys, khakis ● nylon athletic pants of appropriate length ● dress shorts at least 3 inches from top of kneecap ● nice sweatpants ● leggings with a long tunic top 	<ul style="list-style-type: none"> ● pajama style sweatpants where undergarments are seen ● athletic shirts ● leggings under shirts that do not cover backside ● any frayed hems
SKIRTS, SKORTS, DRESSES	<ul style="list-style-type: none"> ● skirts, skorts, dresses no shorter than 3 inches from top of kneecap 	<ul style="list-style-type: none"> ● any dress or skirt of inappropriate length
FOOTWEAR	<ul style="list-style-type: none"> ● dress shoes, tennis shoes, athletic shoes, sandals with backs, open-toed shoes ● all shoes have to have backs 	<ul style="list-style-type: none"> ● backless shoes or sandals ● flip flops
GROOMING AND ACCESSORIES	<ul style="list-style-type: none"> ● neat and clean ● nail and toe polish ● jewelry simple and in good taste ● hair dyed natural color 	<ul style="list-style-type: none"> ● facial make-up ● hats, caps, bandanas ● sunglasses indoors ● hoodies permitted but hoods not worn ● No metal or glass container brought to classroom or pop-up tops.

Note:

- Tight can be defined as form-fitting tops or bottoms, or as revealing (buttons or fasteners taunt or pulled apart revealing skin or undergarment).
- The waist is defined as the area between the bottom of the rib cage and top of the hip bone.

SECONDARY BOYS**Grades 6-12**

CATEGORY	ACCEPTABLE	UNACCEPTABLE
GENERAL GUIDELINES FOR ALL CLOTHING	<ul style="list-style-type: none">● neat, clean, modest● appropriate for school environment in good repair● abdomen, waist, hips completely covered at all times● value-neutral or Christian wording or symbols	<ul style="list-style-type: none">● tight, clingy, form-fitting● holes, tears, frays
TOPS	<ul style="list-style-type: none">● dress, casual, polo, golf, turtleneck, mock turtleneck, t-shirt● sweatshirts	<ul style="list-style-type: none">● tank tops, muscle shirts, sleeveless● baggy or oversized shirts● hoods up in building● white undershirts
PANTS	<ul style="list-style-type: none">● Maintained at waistline● dress, khakis● neat denim/jeans● walking shorts (3” from the top of the kneecap)● finished hem	<ul style="list-style-type: none">● sweatpants, athletic pants, pajama bottoms, athletic shorts, gym shorts, short shorts● rips, holes, frays, or tears
FOOTWEAR	<ul style="list-style-type: none">● dress shoes, athletic shoes, sandals, tennis shoes, flip flops, athletic sandals● shoes are to be worn at all times	<ul style="list-style-type: none">● slippers, water shoes● unlaced shoes
OUTDOOR WEAR <i>Jackets, hats</i>	<ul style="list-style-type: none">● sweaters, jean jackets, fleece jackets, jackets without hoods	<ul style="list-style-type: none">● hats, caps, bandanas● sunglasses
HAIR	<ul style="list-style-type: none">● neat, clean, combed● natural appearing in color	<ul style="list-style-type: none">● extreme styles● extreme colors● covering eyes

JEWELRY / ACCESSORIES	<ul style="list-style-type: none"> • 4 or fewer pieces of jewelry (all 4 pieces of jewelry worn may not be of the same type) • bracelets, necklaces, rings • Gym bags must be kept in locker or locker room. • Book bags must be kept (and fit) in lockers or on designated hooks. 	<ul style="list-style-type: none"> • hats, caps, bandanas • sunglasses • 5 or more pieces of jewelry • 4 pieces of jewelry of the same type (4 bracelets, 4 necklaces, 4 rings, etc.) • facial piercings • earrings • no extreme styles • sweatbands, dog collars, wallet chains • No metal or glass containers brought to classroom or pop-up tops.
TATTOOS	<ul style="list-style-type: none"> • Not visible; must be covered 	
ATHLETIC UNIFORMS	<ul style="list-style-type: none"> • See Athletic Handbook for information 	

SECONDARY GIRLS Grades 6-12		
CATEGORY	ACCEPTABLE	UNACCEPTABLE
GENERAL GUIDELINES FOR ALL CLOTHING	<ul style="list-style-type: none"> • neat, clean, modest • in good repair • abdomen, waist, hips completely covered at all times • value-neutral or Christian wording or symbols 	<ul style="list-style-type: none"> • tight, clingy, form-fitting • holes, tears, frays
TOPS	<ul style="list-style-type: none"> • dress, casual, polo, t-shirt, shirts, blouses, sweaters • at least 2" wide straps and covers the shoulder and undergarment • sweatshirts 	<ul style="list-style-type: none"> • tops that expose cleavage, midriff, or undergarment when standing or bending • halters, tube tops, sheer materials, off the shoulder • hoods up in the building

		<ul style="list-style-type: none"> ● backless shirts/ dresses, unless worn with an acceptable shirt/blouse ● t-shirts that are worn-looking ● t-shirts that are baggy or over-sized ● white undershirts
BOTTOMS	<ul style="list-style-type: none"> ● dress, khakis, capris, crops ● leggings under appropriate length dress or skirt ● neat denim/jeans ● shorts, walking shorts, skorts (3” from the top of the kneecap) ● finished hem ● leggings with long tunic top 	<ul style="list-style-type: none"> ● sweatpants, athletic pants, pajama bottoms, athletic shorts, gym shorts, short shorts, yoga pants ● leggings under shirts that do not cover backside ● holes, frays, tears, rips
SKIRTS, DRESSES	<ul style="list-style-type: none"> ● 3” from the top of the kneecap ● slits no higher than 3” from the top of the kneecap 	<ul style="list-style-type: none"> ● more than 3” from the kneecap
FOOTWEAR	<ul style="list-style-type: none"> ● dress shoes, athletic shoes, sandals, tennis shoes, flip flops, athletic sandals ● shoes are to be worn & laced at all times 	<ul style="list-style-type: none"> ● slippers, water shoes
OUTDOOR WEAR <i>Jackets, hats</i>	<ul style="list-style-type: none"> ● sweaters, jean jackets, fleece jackets, fitted dress jackets, jackets without hoods 	<ul style="list-style-type: none"> ● hats, caps, bandanas ● sunglasses
HAIR	<ul style="list-style-type: none"> ● neat, clean, combed ● natural appearing in color 	<ul style="list-style-type: none"> ● extreme styles or colors ● covering eyes ● shaved or partially shaved
JEWELRY/ ACCESSORIES	<ul style="list-style-type: none"> ● Gym bags must be kept in locker or locker room ● Book bags must be in lockers and must fit 	<ul style="list-style-type: none"> ● hats, caps, bandanas ● sunglasses ● 9 or more pieces of jewelry ● facial piercings

	<ul style="list-style-type: none"> in a locker or on designated hooks ● 8 or fewer pieces of jewelry (all 8 pieces of jewelry worn may not be of the same type) ● bracelets, necklaces, rings ● earrings 	<ul style="list-style-type: none"> ● 8 pieces of jewelry of the same type (8 bracelets, 8 necklaces, 8 rings, etc.) ● No metal or glass containers brought to classroom or pop-up tops.
TATTOOS	<ul style="list-style-type: none"> ● Not visible. Must be covered. 	

SPECIAL EVENTS ATTIRE: Please refer to the Heartland Christian School website under “Resources” for a complete list of Homecoming, Prom, and other Special Events attire.

CONSEQUENCES OF DRESS CODE VIOLATIONS

Students in violation of the dress code will be sent to the office where he/she will remain until the dress code is complied with. The student will be permitted to call a parent and arrange for clothing that complies with dress code.

Note:

- Tight can be defined as form-fitting tops or bottoms, or as revealing (buttons or fasteners taunt or pulled apart revealing skin or undergarment, or if undergarment lines can be seen “through” outer clothing).
- The waist is defined as the area between the bottom of the rib cage and top of the hip bone.
- Leggings may be worn under long tunic tops that cover backside.

LOST AND FOUND POLICY

While the school maintains a “Lost and Found Container” for misplaced clothing and items of minor monetary value, the surest means of returning lost items to the owner is to have them **clearly marked** with the owner’s name. Lost items of clothing are seldom deliberately taken; they are simply misplaced and picked up by someone else. When lost items have no owner identification, it is difficult to assure that lost items will be returned to their owner.

Please mark the child’s name (last name at least) on ALL of the child’s clothing and belongings.

Items of significant value will be secured in the school office until identified and claimed by the owner. Items not claimed by the end of the semester will be donated (at the discretion of the administrator) to a charitable organization or may be made available at a school yard sale.

SCHOOL AND STUDENT PROPERTY

As Christians, we should demonstrate our love and respect for God and His people by treating His people and their property with respect and responsibility.

It is expected that the students of Heartland Christian School will keep all their belongings picked up and neatly stored in their lockers, desks, or storage bins. All lockers are to be kept neat and tidy. Only pictures or wording that is pleasing to the Lord will be allowed in student lockers. The lockers are owned by the school and as such the school has the right to inspect and search the lockers any time the school personnel deems such action is warranted.

Students also have the responsibility to help keep the building neat and clean. Disciplinary actions or loss of one's possessions could result from failure to comply.

Secondary students may put locks on their lockers if a duplicate key/combination is made available for the school office. The school assumes no responsibility or liability when items are taken from lockers without locks.

STUDENTS WILL BE RESPONSIBLE FOR ANY COSTS/REPAIRS FOR DAMAGE THEY CAUSE TO THE SCHOOL OR ANY OF ITS FURNISHINGS.

In a case when another students' property is taken, vandalized, or destroyed, it will be considered a major offense and severe disciplinary action such as in-school suspension, out-of-school suspension, or expulsion may be administered, in addition to making restitution. Vandalism or theft is a criminal offense and may result in prosecution through the legal system.

Take care of God's kingdom and He will take care of you! Matthew 7:12 states, "Do unto others (and their property) as you would have them do unto you (and your property)."

ATHLETIC POLICIES

*Please refer to the Heartland Athletic Handbook for detailed information regarding Athletic Policies.

STUDY TABLE AND ELIGIBILITY POLICY

The Heartland Eligibility Policy emphasizes that students must be held accountable for academic work, but also for involvement and support to their team, teammates, and coaches. This policy applies to all athletic teams, grades 7-12. Therefore, the policy establishes these principles:

Study Table Guidelines

A Study Table will be used throughout the school year for all sports teams, grades 7-12. A student's Study Table obligation will be assigned every 4 ½ weeks marked either by a midterm report or 9 week report card.

Two Study Table options will be operated daily from 7:30 a.m.-8:00 a.m. and 3:15 p.m.-3:45 p.m. and will be supervised by staff. Students assigned to Study Table should consider this time as “an extra period of the school day” to help them get the learning they need to be successful in school. The morning Study Table from 7:30 a.m.-8:00 a.m. will be conducted as a study hall. Students will have the opportunity to seek help from their classroom teacher during the afternoon Study Table from 3:15 p.m.-3:45 p.m. Parents may also opt to have their student tutored privately to fulfill the Study Table requirement. If taking advantage of the tutoring option, the tutoring time must be documented on forms provided by the Study Table monitor. With teacher recommendation and student's active involvement, Junior High (7th-8th grade) students may utilize the PEERS tutoring program as a substitute for Study Table. The goal of the Study Table program is to help students be successful in their academic endeavors. If students want to avoid Study Table, they simply need to keep their grades at or above a 71%.

After five days of consecutive assignment to Study Table, the teacher will review the student's progress to determine if the Study Table assignment is still necessary or if the academic standard has been achieved.

If the teacher(s) do not re-notify the school office that the student has not met the academic standard or there have been no graded assignments during the duration of their Study Table requirement, the student will be released from Study Table. It is the teacher's responsibility to communicate the student's status to the student and the school office. The school office will communicate to the parents and the athletic director of the student's eligibility standing.

Eligibility Guidelines

A student will be declared ineligible if he/she is failing (62% or lower) in any single class.

If at the end of a four and a half week grading period marked by either the issuance of a midterm report or report card, a student has either a failing class grade or a cumulative

grade average at or below a 70%, the student-athlete will be suspended for one game/activity. Of course, if the student has not been previously assigned to the Study Table, he/she will be immediately assigned to it and will continue that assignment for a minimum period of two weeks and until such time as the student's grades are at or above a 71% that grading period.

If at the end of the second consecutive grading period, the student is still ineligible, he/she will be suspended for two games/activities. Of course, any student who is declared ineligible will continue at Study Table for a minimum of two weeks and until such time as the student's grades are at or above a 71% that grading period. Note: This pattern of increased number of games/activities suspended for ineligibility at the end of each marking period continues throughout the entire season of the sport.

When a student is suspended from games because of ineligibility these must be the next games/activities to occur after the student has been declared ineligible.

Students assigned to the Study Table must bring their assignment book and other materials to study during Study Table. If a student does not show up for Study Table, he/she will be assigned two more days of Study Table (the one missed and an additional day). In addition, if a student is not working or is disruptive, he/she will be assigned additional days of Study Table or other consequences as deemed appropriate by the Study Table teacher. If the student is absent from school due to illness, Study Table must be made up.

The purpose of this policy is to help and encourage our students to be responsible in class and to keep their grades up without punishing the team but by assisting the student to be successful in their classes while still holding them accountable.

Notes: 1) Heartland Christian School will defer its above policy to the eligibility guidelines set by OHSAA for tournament play and 2) a student's eligibility for fall sports will be determined by what he/she earns for his/her fourth grading period of the previous school year.

STUDENT DRIVING RESPONSIBILITIES

Students who drive to Heartland are expected to drive slowly and carefully near the school building, as this is a 20 mph school zone. Students are to park at the north end of the church parking lot.

Permission to drive a vehicle to HCS will be suspended for a period of time or revoked for the remainder of a semester, at the discretion of the administrator or designated overseer, should the student:

1. Be reported driving in a reckless or irresponsible way on or around the school campus, or endangering lives while driving to or from school;
2. Be found using or occupying the vehicle during school hours without permission;
3. Drive the permitted vehicle from HCS campus during stated school hours without the administrator's or designated authority's permission;
4. Accumulate an excessive number of unexcused tardies to school during a grading period.

In order to provide a safe environment at HCS, parents, students, faculty and staff must work together.

STUDENT AUTHORIZATION FOR BUILDING USAGE

Students are not permitted to be in the building without adult supervision after school hours. A teacher or staff member must be present in the building until all students leave the school building. The adult in charge is responsible for any student in their charge staying after regular school hours.

By 3:30, students are to be out of the building or to their designated area with appropriate adult supervision. The building will be secured by 4:00 p.m.

LUNCH PROGRAM

Heartland Christian School will make available a hot lunch every day. Salads will be available daily.

Families may choose to purchase any or all of these meals or pack lunches. The school will also have snacks and milk available for sale. A monthly menu will be available on RenWeb/FACTS from which families may order. At the beginning of each month, payment should be made for the full month's order.

Lunchroom guidelines:

1. Behavior such as boisterousness, roughhousing, throwing of food, or running in the lunchroom will not be tolerated.
2. Appropriate discipline, which may include detention, school service requirements, in-school suspension, etc., will be administered when a student demonstrates unacceptable behavior.
3. Students are responsible for reporting spills to the lunchroom monitor and disposing of all their trash in the provided containers before leaving the lunchroom

FIELD TRIP POLICY

Field trips can be very exciting, fun and a beneficial way to learn new information or see how principles discussed in class are applied. Therefore, HCS encourages our teachers to make good use of this wonderful educational experience. The faculty has established a field trip schedule that is coordinated among topics studied and grade levels.

In the elementary school, teachers may plan at most three field trips per year—some for solely educational benefit and some for ministry purposes. In the middle school and high school, teachers may plan at most one field trip per subject per year. Any exception to these guidelines must have administrative approval.

General field trip guidelines:

- Parents may be needed to be chaperones.
- Students are to be in proper dress as directed by their teacher—no exceptions.
- Students are to be on their BEST behavior. They are representing our families, our school and the Lord.

- Students must have written permission slips for field trips returned at least one day prior to the trip along with any fee involved.
- Electronic devices are not permitted on the busses without administrative permission.

SECONDARY MINI-TERM POLICY

Mini-term is a week of the academic year during which the students have unique educational, missions, or service opportunities outside of the regular classroom. **Participation by all Heartland Christian School students in grades 6-12 is required.** Note: Students in grades 9-12 earn ¼ credit towards their graduation requirements for successful participation in each mini-term week. Within high school, students must participate in a minimum of one service-focused mini-term activity.

Middle School MINI-TERM activities shall include:

- | | |
|---|---|
| 6 th & 7 th grade | Weekday trips and activities with a service project included. |
| 8 th grade | An overnight experience with a service project included. |

High School MINI-TERM activities shall include such possibilities as:

1. Local practical/experiential learning experiences
2. An extended field trip of historical significance
3. An extended science field trip
4. Short-term missions opportunity including a cross cultural experience
5. Community service projects
6. Wilderness backpacking trip
7. Sports-related activities such as golf, tennis, swimming, etc.
8. Ministry trip to St. Jude Children’s Research Hospital
9. Other options determined appropriate by administration and made possible by faculty

Heartland Christian School

Policy for School-Provided Access to Electronic Information and Service

Freedom of expression is a constitutional right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, Heartland Christian School considers its own stated education mission, goals and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore people and information around the world. The faculty will incorporate the use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways that point students to those sites that have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of sites particularly suited to learning objectives.

Students utilizing school provided Internet access must have permission of and be monitored by the Heartland Christian School professional staff. Students utilizing school provided Internet access are responsible for good behavior online just as they are in a classroom or other area of the school. The same rules for behavior and communication apply.

The purpose of school-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students must be in support of and consistent with the educational objectives of Heartland Christian School. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

1. To access, upload, download, or distribute pornographic, obscene, or sexually explicit material
2. To transmit obscene, abusive, or sexually explicit language
3. To violate any local, state, or federal statute
4. To vandalize, damage, or disable the property of another individual or organization
5. To access another individual's materials, information and/or files without permission
6. To violate copyright or otherwise use the intellectual property of another individual or organization without permission
7. To threaten or harass another person, group, or organization in any form.
8. Any violation of HCS policy and rules may result in loss of school provided access to the Internet. Additional disciplinary action may be determined by the administration in keeping with existing procedures and practices of the school.

Heartland Christian School makes no warranties of any kind, neither expressed nor implied, for the Internet access it's providing. The District will not be responsible for any damages users suffer, including—but not limited to—loss of data resulting from delays or interruptions in service. The school will not be responsible for the accuracy, nature, or quality of information stored on school diskettes, hard drives, or servers; nor shall the school be responsible for the accuracy, nature, or quality of information gathered through school-provided Internet access. The school will not be responsible for unauthorized financial obligations resulting from school-provided access to the Internet. Students are not permitted to access personal home-based email accounts from the computer lab.

Heartland Christian School is pleased to offer its students access to the Internet to enhance research and communication skills, to assist in resource sharing and to facilitate the achievement of educational objectives. Heartland is blessed with a computer lab with 21 computers, three computers in our library area and at least one wireless computer in each classroom. Please read the attached agreement carefully to prepare your child(ren)

for this opportunity to integrate computer technology with their curriculum and to be able to access the internet for research and learning activities.

Computer Access: Every student at Heartland is given a computer user ID so that they can log on to the network. Each student can then save their work to their own folder. Along with their unique user ID the student has a password. The attached rules and regulations need to be reviewed and agreed to by both parent and student in order to use the computers.

Internet Access: After you read the Internet User Policy and you decide to accept the agreement, you and your child(ren) must sign the agreement in order to activate the service. Once the signed permission slip is returned to your child's homeroom teacher, your child(ren) will have their account(s) activated. Your child(ren) will be given a password to access their Internet account. Only the student, school and student's parent(s) are to know the password. Please impress upon your child(ren) the importance of keeping their password private. If someone using your child's account violates the school agreement, the account will be closed regardless of who violated the agreement! Our I.S.P. (Internet Service Provider), Access, does filter information from the Internet to protect the students from undesirable content.

While Internet projects and research can be an exciting educational experience for students, students must indicate their willingness to abide by the following rules. Parents must also indicate agreement with these policies by signing and returning their parent /book receipt/agreement form.

Glossary of Secondary Guidance Information

I. ACCREDITATION

Heartland Christian School is chartered by the Ohio Department of Education, grades PK-12.

II. ADD/DROP POLICY

High school students have three (3) weeks at the beginning of each semester to add and/or drop courses. Any course dropped after the first three (3) weeks of the semester will result in a failing grade for that course unless there is administrative recommendation to do otherwise.

III. AP COURSES

One (1) AP course is currently offered at Heartland Christian School. Students who position themselves to take such a course may qualify for college credit based upon how they score on the AP examination that each AP student is required to take in May at a College Board fee of approximately \$95.

IV. CERTIFICATE OF ATTENDANCE

A Certificate of Attendance will be awarded to any student in good standing who has completed the minimum course requirements adopted by Heartland Christian School for graduation *but* has not successfully completed required Ohio testing, including but not limited to Ohio's seven subject tests and the ACT.

V. COLLEGE CREDIT PLUS

Under the College Credit Plus program, qualifying high school students have the opportunity to take college courses while still enrolled in high school. Guidelines to do so are as follows:

- Parents must sign a statement assuming responsibility for all expenses associated with the College Credit Plus program.
- Parents will receive a 5% tuition discount for each course a student successfully completes through the College Credit Plus program.
- Families assume responsibility for transportation to and from the college.
- Grades earned while taking college courses will be reflected in the student's overall high school GPA.
- Students may **NOT** elect to use their Pass/Fail to take a college course.
- Parents and student must attend CCP Orientation Meeting.
- Student must make application to college(s) of interest and complete any entrance examinations conditional upon acceptance and course placement.
- Parent must complete and submit the required CCP section on their personal OH|ID prior to April 1st (or whatever deadline date specified by the Ohio Department of Education) to qualify for state funding.

- HCS reserves the right to screen all course syllabi to determine if courses are contrary to the philosophy and objectives of HCS.
- Students participating in the College Credit Plus program must meet all standards and regulations of all other HCS students and may participate in HCS extra-curricular activities.

VI. COLLEGE ENTRANCE EXAMINATIONS

Several times throughout the school year, both the ACT and SAT are administered locally at such places as Kent State University Salem Branch and larger high schools. Although a student may take the ACT or SAT as often as he/she might choose, **all** juniors are required to take the ACT at Heartland Christian School during the second semester of their junior year.

VII. COURSE DESCRIPTIONS

A description of each of the courses offered by HCS can be found under ACADEMICS on Heartland Christian School's website (www.heartlandschool.org).

VIII. CREDITS

Credits are granted on the basis of semester grades.

IX. DIPLOMA

Any student who has successfully completed **both** the course and testing requirements adopted by Heartland Christian School for graduation, as well as their required number of community service hours, will qualify for a diploma.

X. DIPLOMA WITH ACADEMIC HONORS

In addition to successfully completing the course testing, and community service requirements adopted by Heartland Christian School for graduation, to be awarded an **Academic Honors Diploma** to students in Classes of 2018 and after need to fulfill seven (7) of the following eight (8) requirements:

- Earn four (4) units of English
- Earn four (4) units of Mathematics that include Algebra I, Geometry, Algebra II, and another higher level course
- Earn four (4) units of Science, including two (2) units of advanced science.
- Earn four (4) units of Social Studies.
- Earn three (3) units of a **World Language**, including at least two (2) units in each language studied.
- Earn one (1) unit of Fine Arts.
- Maintain an overall GPA of **3.5 on a 4.0 grading scale**.
- Obtain a composite score of 27 on the ACT or 1280 on the SAT.

XI. FOREIGN LANGUAGE REQUIREMENT

Most colleges require the completion of a foreign language which can often be satisfied by taking three (3) years of a foreign language in high school. As such, students are encouraged to fulfill this requirement while they are still in high school.

XII. GPA

A student's GPA is calculated on an unweighted scale (see Grading Scale) where A's are worth 3.7-4.3 quality points, B's are worth 2.7-3.3 quality points, C's are worth 1.7-2.3 quality points, D's are worth 0.7-1.3 quality points, and F's are worth 0 quality points.

XIII. GRADING PERIOD

Heartland Christian School operates on four grading periods, two quarters first semester and two quarters second semester.

XIV. GRADING SCALE

Heartland Christian School uses the following plus/minus grading scale:

99%-100%	A+	4.3	Advanced Placement (AP) and approved college courses	
92%-98%	A	4.0		
90%-91%	A-	3.7	100%-90%	A
88%-89%	B+	3.3	89%-80%	B
82%-87%	B	3.0	79%-70%	C
80%-81%	B-	2.7	69%-0%	F
78%-79%	C+	2.3		
73%-77%	C	2.0		
71%-72%	C-	1.7		
69%-70%	D+	1.3		
65%-68%	D	1.0		
63%-64%	D-	0.7		
0% - 62%	F	0		

XV. GRADUATION REQUIREMENTS

A student must satisfy both the requirements of the Ohio Department of Education and Heartland Christian School in order to fulfill the course requirements for graduation. Heartland Christian School requires that a student complete one (1) credit of Bible, and one-quarter (1/4) credit of Mini-Term for each year enrolled in the high school program. In addition, *students graduating in the Class of 2022 and beyond must complete the following:*

4 credits of English

3.5 credits of Social Studies (including at least ½ credit of World History, 1 credit of United States History, ½ credit Civics, ½ credit Economics/Financial Literacy and 1 credit of UTT).

4 credits of Mathematics (including 1 credit of Algebra II)

3 credits of Science (including 1 credit of Physical Science, 1 credit of Life Science, and 1 credit of Advanced Science)
1 credit of Fine Arts (Art, Band, Choir, Photography, Speech/Drama)
½ credit of Computer Application
½ credit of Health
½ credit of Physical Education (see Note 2 below)

Note 1: The Ohio Department of Education requires a total of 20 credits; Heartland Christian School requires 20 credits plus one (1) credit of Bible and one-fourth (1/4) credit of Mini-Term for each year a student is enrolled in the high school program. In addition, a student must also successfully complete a pathway of demonstration required by the Ohio Department of Education.

Note 2: Participation in two (2) varsity-level competitive activities waives the PE requirement.

XVI. PASS/FAIL

During their high school career, juniors/seniors may take at most one (1) non-required course with the option of pass/fail grading. If a student maintains at least a passing average, credit will be awarded and the grade earned with this option will not be reflected in the student’s overall GPA. However, should a student not maintain a passing grade, no credit will be awarded and a grade of “F” will be reflected in the student’s overall GPA.

Note: AP and college courses are not eligible for the Pass/Fail option.

XVII. PROGRESS REPORTS

Progress reports are e-mailed to each student’s family four and one half weeks into the grading period. Included in the school calendar is a listing of such dates.

XVIII. PROMOTION POLICY

The minimum number of credits needed to enter the next grade level is as follows:

Sophomore Class	5 credits
Junior Class	10 credits
Senior Class	16 credits

XIX. REPEATING COURSES

Either to earn a passing grade for a course that a student has originally failed or to retake a course to obtain a better grasp on the content material, a student may retake a course at Heartland Christian School. While only the better grade will be factored into the student’s overall GPA, the course rigor factor will be reduced to 1 for courses that are repeated.

XX. REPORT CARDS

At the end of each nine (9) weeks grading period, report cards are e-mailed to each student’s family.

XXI. SEMESTER AVERAGES

A student's semester course average is comprised of 40% of his/her first nine weeks grade, 40% of his/her second nine weeks grade, and 20% of his/her semester exam score. In other words, this average can be calculated by dividing the sum of two (2) of the first nine weeks grade, two (2) of the second nine weeks grade, and one (1) of the exam grade by 5. See sample calculation:

$$[1^{\text{ST}} + 1^{\text{ST}} + 2^{\text{ND}} + 2^{\text{ND}} + \text{EXAM}] \div 5 = \text{SEMESTER AVERAGE}$$

XXII. SEMESTER EXAMS

Semester exams are given at the end of each semester in grades 9-12. The scores earned on these exams constitute 1/5 of the student's semester course average.

XXIII. SENIOR EXAM EXEMPTION

A senior will be exempt from taking a final exam at the end of the second semester in any course that he/she has maintained an "A" average (90% or higher) for that semester.

XXIV. TESTING

Achievement Tests are administered to all Heartland students in grades Kindergarten through 10th. Specifically students in grades Kindergarten through 5th will take the Iowa Achievement Test in the fall. Students in grades 6th through 10th will take the Iowa Achievement Tests in the spring. In addition, students in grades 3-10 who attend Heartland on state-funded scholarships are required to complete the Ohio State Tests.

PSAT Test, which is a high school version of the SAT, is administered to all juniors. Results of this test are used to determine National Merit qualifiers. Note: A student may take the PSAT test prior to their junior year should a student's family desire for him/her to do so.

ACT Test is administered to all juniors during the second semester of their junior year.

Note: A student may elect to take the ACT many times but only the one taken at Heartland during their junior year will be paid by the state.

Ohio Seven Subject Tests will be administered each spring to **EdChoice and Jon Peterson** students who are currently enrolled in English 9, English 10, Algebra I, Geometry, Biology, U.S. History, and Civics. Students earning an individual subject score less than proficient will be retested in that content area the following year.

XXV. TOP TEN HONORS

A three-fold method will be used to determine those seniors who will be included in the graduating list of TOP TEN honors and is as follows:

- **GPA**. Any student recognized to the list of TOP TEN will graduate with an overall cumulative GPA of 3.5 or higher.
- **COURSE COMPLETION**. Any student named to the list of TOP TEN will have successfully completed the following courses: Algebra I, Geometry, Algebra II, Chemistry and three (3) years of a Foreign Language (or two (2) years each of two different Foreign Languages).
- **COURSE RIGOR**. For the purpose of determining TOP TEN honors, additional consideration will be given to seniors who have completed the following courses: Trig/Pre-Calculus, AP Calculus, AP English and Physics. This will be accomplished by multiplying the student's GPA by a course rigor factor that will reflect the number of higher level courses completed by that student.

XXVI. VALEDICTORIAN/SALUTATORIAN

The same method used to determine TOP TEN HONORS will be used to determine the Valedictorian and Salutatorian of a graduating senior class.