

# 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 local churches and 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.

## **SCHOOL BOARD AND PARENT INVOLVEMENT**

Heartland Christian School is an inter-denominational, 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 the school community through Biblically-based mediation. If resolution of a dispute and reconciliation does not result through such efforts, the matter shall then be submitted to a panel of three (3) arbitrators for binding arbitration. Each party involved shall have the right to select one (1) arbitrator. Two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in the selection of the third arbitrator, the Institute for Christian Conciliation [Billings, MT (405) 256-1583] shall be asked to provide the name of a qualified person to serve in this capacity. The mediation and arbitration process shall be conducted in accordance with the Rules of Procedure for Christian Conciliation of the Institution for Christian Conciliation as printed in the Christian Conciliation Handbook.

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the implementation of this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one half of the fees and costs of the neutral arbitrator and any other arbitration expenses.

### **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 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 box). Absences of this nature will be considered excused absences.

### **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/extra-curricular 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 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.

All students who are entering into Heartland from another school will automatically be put on a nine (9) weeks probationary status to determine their willingness to conform to HCS school policies and expectations. Following the nine-week probationary period a contact will be made for the purpose of evaluation.

Heartland has the right to turn down the admission of a child to the school for any reason it deems necessary. 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.

## 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.

### Heartland Christian School *Daily Schedule* 2013-2014

***Daily Time Schedule:***

8:00 am	Teachers arrive
8:05 am	Teacher devotions
8:25 am	Teachers to class
8:28 am	Students to class
8:35 am	Tardy bell
<b>3:10 pm</b>	<b>Elementary dismissal</b>
3:15 pm	Secondary dismissal

***Secondary Schedule:***

8:35 – 9:17 am	Homeroom/First period
9:20 – 10:00 am	Second period
10:03 – 10:43 am	Third period
10:46 – 11:26 am	Fourth period
11:29 – 12:09 pm	Fifth period
12:12 – 12:42 pm	Activity period (9-12 <sup>th</sup> grade)
12:12 – 12:33 pm	Lunch (6-8 <sup>th</sup> grade)
12:36 – 1:06 pm	Activity period (6-8 <sup>th</sup> grade)
12:45 – 1:06 pm	Lunch (9-12 <sup>th</sup> grade)
1:09 – 1:49 pm	Sixth period
1:52 – 2:32 pm	Seventh period
2:35 – 3:15 pm	Eighth period

***1Hour Delay Schedule***

9:35-10:09 am	First period
10:12-10:47am	Second period
10:50-11:25am	Third period
11:28-12:03pm	Fourth period
12:06-12:46pm	9-12 Fifth period
12:06-12:23pm	6-8 Lunch
12:26-1:06pm	6-8 Fifth period
12:49-1:06pm	9-12 Lunch
1:09-1:49pm	Sixth period
1:52-2:32pm	Seventh period
2:35-3:15pm	Eighth period

***Lunch Schedule:***

10:55 – 11:15 am	Grades 4-5
11:20 – 11:40 am	Grades 2-3
11:45 – 12:05 pm	Grades K-1
12:12 – 12:33 pm	Grades 6-8
12:45 – 1:06 pm	Grades 9-12

***Secondary Chapel Schedules  
Tuesday***

<b>High School</b>		<b>Junior High</b>	
8:35-9:17	1st	6-8 Chapel	8:40-9:50
9:20-9:50	9-12 Activity Period		
9:53-10:37	2nd	2nd	9:53-10:37
10:40-11:20	3rd	3rd	10:40-11:20
11:23-12:03	4th	4th	11:23-12:03
12:06-12:46	5th	6-8 Lunch	12:06-12:23
12:49-1:06	9-12 Lunch	5th	12:26-1:06
1:09-1:49	6th	6th	1:09-1:49
1:52-2:32	7th	7th	1:52-2:32
2:35-3:15	8th	8th	2:35-3:15

## Wednesday

High School		Junior High	
8:40-9:50	9-12 Chapel	1st	8:35-9:17
		6-8 Activity Period	9:20-9:50
9:53-10:37	2nd	2nd	9:53-10:37
10:40-11:20	3rd	3rd	10:40-11:20
11:23-12:03	4th	4th	11:23-12:03
12:06-12:46	5th	6-8 Lunch	12:06-12:23
12:49-1:06	9-12 Lunch	5th	12:26-1:06
1:09-1:49	6th	6th	1:09-1:49
1:52-2:32	7th	7th	1:52-2:32
2:35-3:15	8th	8th	2:35-3:15

### HEARTLAND CHRISTIAN SCHOOL 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 submits a written note to the school office 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

- 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

***Absences will not be excused for the following reasons:***

- hair appointments
- shopping trips
- senior pictures
- to catch up on sleep, homework, etc.
- **a student returns to school following any absence without giving the office a note from his/her parent explaining the nature of the absence within two days**

***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 be completed **prior to** returning 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: A zero will be issued for any coursework collected during a period in which the student's absence is considered unexcused.**

***Absences and consequences:***

1. On the 9<sup>th</sup> day of absence in a semester, parents will be notified in writing concerning the attendance policy.
2. After the 10<sup>th</sup> absence, no excused absence will be allowed for the following reasons:
  - family trips
  - college visitations
  - hunting
  - elective doctor appointments (dentist, orthodontist, etc.)
3. After the 12<sup>th</sup> 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 carries with it the penalty of zeros on all class work given on that day/day(s).** Failure to comply will result in an incomplete 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.

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

1. 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 submit a note of explanation stating why his/her child is late.
2. A student arriving after 10:30 a.m. and before 1 p.m. will be recorded with a half-day absence.
3. If an elementary student is tardy, his/her driver must sign him/her in and give reason for the tardiness. Note: If an elementary student gets more than three tardies per grading period, a letter will be sent home discussing possible ramifications.
4. If a secondary student in grades 6-12 is tardy during any given grading period, consequences are as follows:
  - On the 1<sup>st</sup> and 2<sup>nd</sup> offense, the student may receive a reminder from the teacher about the tardiness policy.
  - On the 3<sup>rd</sup> offense, a note will be sent from the school office to the parent.
  - On the 4<sup>th</sup> and 5<sup>th</sup> 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.
5. 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.

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

### **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.

### **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.

### **EARLY CLOSING POLICY**

When bad weather conditions arise after school is already in session for the day, or other unique situations develop that may cause concern, Heartland WILL NOT dismiss until regular dismissal time. However, parents may call the school and make arrangements to pick up their child(ren).

### **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. Notification of such closing will also be announced on the following TV and radio stations:

WQXK-105.1 FM Salem  
WKBN-570 AM Youngstown

WFMJ, Channel 21  
WKBN, Channel 27  
WYTV, Channel 33

### **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)."**

### **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.

### **PHONE 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. All calls, except emergencies, will cost **25 cents**. Students may not leave academic classes to make phone calls. **Students may not use or carry their cell phones with them during the school day unless staff requests they use them.**

## ACADEMIC POLICIES- HCS GRADING SCALE

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

100%-93%	A	Advanced Placement (AP) courses grading scale	
92%-85%	B	100%-90%	A
84%-72%	C	89%-80%	B
71%-65%	D	79%-70%	C
64%-0%	F	69%-0%	F

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

Art, Music, Spanish, Computer, Handwriting and Physical Education will give O, G, S, N or U grades for the elementary classes. O-Outstanding, G-Good, S-Satisfaction, N-Needs Improvement and U-Unsatisfactory.

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

**Interim 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 anytime** to check their child's current grades and retrieve homework assignments.

### ACADEMIC PROBATION

A student who transfers into Heartland Christian School with a 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 each semester.

### HIGH SCHOOL ACADEMIC INFORMATION GRADUATION REQUIREMENTS

High school students must satisfy all Ohio Department of Education graduation requirements, as well as earn 20 units of credit, plus 1 credit of Bible and ¼ credit for mini-term for each year in attendance at Heartland to receive a **Certificate of Attendance**. In order to receive a **Diploma**, a student must also pass all required sections of the Ohio Graduation Test. Students fulfilling additional prescribed requirements may also qualify for a **Diploma with Honors**.

### PROMOTION POLICY

To become a sophomore, a student must have earned a minimum of 5 units of credit; to become a junior, a student must have earned a minimum of 10 credits; to become a senior, a student must have earned a minimum of 16 credits.

## ADD/DROP POLICY

High school students have three weeks at the beginning of each semester to be in classes to determine if they can handle the course work. In these three weeks, the students can drop the problem course and add a different course to his/her schedule with their parents' approval. After three weeks, a failing grade will be issued for any course that is dropped *without the recommendation and approval of school administration to do otherwise.*

## PASS/FAIL CLASS

A junior or senior may take at most one class in his/her high school career as a pass/fail class. The subject must be an elective and the grade will not count on the student's GPA, but credit will be awarded for the class if the course is passed. If the class is not passed, the class will count as a failed class with a failing grade that will affect the student's overall GPA. Advanced Placement (AP) courses are not eligible for the pass/fail option.

## 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*.
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, 6<sup>th</sup> 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 10% will be deducted from the student's grade on that assignment.

Note: A Homework Notification Form may not be given when a student has been absent because a student could not have turned in their homework when they were not in class. Please see the attendance policy.

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 \$40 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 6<sup>th</sup> detention, they will be assigned an out-of-school suspension each time. If a student is suspended two times in a grading period, they will automatically be put on probation. An additional suspension will require them to be removed from the school.

## **HALL PASS**

The secondary **Assignment Notebook** will double as a hall pass. Students must have their assignment notebooks to leave a class. NO more than two uses of the hall passes are allowed per day. Teachers will initial the Assignment Notebook for use as a hall pass. While class is in session, students are not to be excused from class unless it is extremely necessary. The school office will only give out hall passes for reasons pertaining to the office. If a student loses his/her Assignment Notebook, a new one may be purchased from the school office for \$5 if available.

## **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 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.

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 school will always try to involve the parents in the discipline process.
3. 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.

4. Some serious acts of student misbehavior may cause more severe discipline consequences to be issued immediately rather than going through the normal discipline process.
5. The school reserves the right to use corporal punishment if it deems it is necessary. It will not be used as a first option in a discipline situation unless the principal feels the situation was so grave as to warrant this action. The school will notify the parents any time corporal punishment is administered to their child.
6. 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.
7. Any disagreement between the school and the family must be resolved according to Scriptural mandate. If a family feels it has been treated unfairly, it is required that conflict be resolved by Christian conciliation rather than taking our problems before unbelievers in the legal/judicial system. A violation of this policy will nullify any agreement between the school and the family and will result in the student(s) no longer being enrolled at Heartland. The school will engage the Institute of Christian Conciliation of Peacemaker Ministries of Billings, Montana, to assist in the conciliation. Costs will be shared jointly between the school and the family.

***The following behaviors are examples of the types that will cause discipline consequences to be given to the student(s):***

1. Running in the school building.
2. Chewing gum on school property (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 and refrain from being a public spectacle, thereby respecting the wishes of the administration and other members of the student body and the morals of the community. **Therefore the following list of behaviors will not be permitted during school hours, on the school campus, at school social activities, or sporting events: romantic or intimate actions/reactions such as kissing, inappropriate touching, overlapping of legs or other body parts, head on shoulders, arms around waist and petting.**
16. Personal radios, tape and CD players, iPods, cellular phones, laser devices and other electronic devices or toys are not allowed to be used during school

**hours** except by request of a staff member. 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. Parental visit and supervision during the day.
7. In school suspension.
8. 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.**

9. 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.*

## CONTINUAL MISBEHAVIOR

If a student is having discipline problems at the school, the student's parents may be asked to come in and spend the day with the student in his/her classes at the school. After the day, the parents and student will have a conference with the administrator to talk about the experience and future expectations.

**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:***

- 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.
- 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.
- 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.**

## **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. Any one 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:

- Unwanted sexual advances or propositions
- Offering academic benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, or posters
- Verbal conduct such as making or using derogatory comments, epithets, slurs and/or jokes
- 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
- 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 LaRiccia  
Elementary School Principal  
330-482-2331 (work)  
330-221-3244 (cell)

## **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:

- A. Physical contact or injury to another person or his/her property;
- B. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally, in writing, or through cyberspace;
- C. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
- D. Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures;
- E. Stalking;
- F. Blocking access to school property or facilities;

G. Stealing or hiding books, backpacks, or other possessions;  
H. 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 2013-2014**

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.

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 appropriateness. Modesty is mentioned often as an important character quality (1 Timothy 2:9; 1 Thess. 4:5, 6). Modest people don’t go out of their way to bring undue attention to themselves. 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 extra-curricular 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**

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

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

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.

<b>SECONDARY BOYS</b> <b>Grades 6-12</b>		
<b>CATEGORY</b>	<b>ACCEPTABLE</b>	<b>UNACCEPTABLE</b>
<b>GENERAL GUIDELINES FOR ALL CLOTHING</b>	<ul style="list-style-type: none"> <li>• neat, clean, modest</li> <li>• appropriate for school environment</li> <li>• in good repair</li> <li>• abdomen, waist, hips completely covered at all times</li> <li>• value-neutral or Christian wording or symbols</li> </ul>	<ul style="list-style-type: none"> <li>• tight, clingy, form-fitting</li> <li>• holes, tears, frays</li> <li>• gothic style</li> </ul>
<b>SHIRTS, SWEATERS</b>	<ul style="list-style-type: none"> <li>• dress, casual, polo, golf, turtleneck, mock turtleneck, t-shirt</li> <li>• sweatshirts</li> </ul>	<ul style="list-style-type: none"> <li>• tank tops, muscle shirts, sleeveless</li> <li>• baggy or oversized shirts</li> <li>• hoods up in building</li> <li>• white undershirts</li> </ul>
<b>PANTS</b>	<ul style="list-style-type: none"> <li>• Maintained at waistline</li> <li>• dress, khakis</li> <li>• neat denim/jeans</li> <li>• walking shorts (2” from the top of the kneecap)</li> <li>• finished hem</li> </ul>	<ul style="list-style-type: none"> <li>• sweatpants, athletic pants, pajama bottoms, athletic shorts, gym shorts, short shorts</li> <li>• rips, holes, frays, or tears</li> </ul>
<b>FOOTWEAR</b>	<ul style="list-style-type: none"> <li>• dress shoes, athletic shoes, sandals, tennis shoes, flip flops, athletic sandals</li> <li>• shoes are to be worn at all times</li> </ul>	<ul style="list-style-type: none"> <li>• slippers, water shoes</li> <li>• unlaced shoes</li> </ul>
<b>OUTDOOR WEAR</b> <i>Jackets, hats</i>	<ul style="list-style-type: none"> <li>• sweaters, jean jackets, fleece jackets, jackets without hoods</li> </ul>	<ul style="list-style-type: none"> <li>• hats, caps, bandanas</li> <li>• sunglasses</li> </ul>
<b>HAIR</b>	<ul style="list-style-type: none"> <li>• neat, clean, combed</li> <li>• natural appearing in color</li> </ul>	<ul style="list-style-type: none"> <li>• extreme styles</li> <li>• extreme colors</li> <li>• covering eyes</li> </ul>

<b>JEWELRY / ACCESSORIES</b>	<ul style="list-style-type: none"> <li>• 4 or fewer pieces of jewelry (all 4 pieces of jewelry worn may not be of the same type)</li> <li>• bracelets, necklaces, rings</li> </ul>	<ul style="list-style-type: none"> <li>• hats, caps, bandanas</li> <li>• sunglasses</li> <li>• 5 or more pieces of jewelry</li> <li>• 4 pieces of jewelry of the same type (4 bracelets, 4 necklaces, 4 rings, etc.)</li> <li>• facial piercings</li> <li>• earrings</li> <li>• no extreme styles</li> <li>• sweatbands, dog collars, wallet chains</li> </ul>
<b>TATTOOS</b>		<ul style="list-style-type: none"> <li>• not permitted</li> </ul>
<b>ATHLETIC UNIFORMS</b>	<ul style="list-style-type: none"> <li>• athletic shorts worn during practice are to be no more than 5” from the top of the kneecap</li> </ul>	athletic shorts more than 5” from the top of the kneecap

**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).
- The waist is defined as the area between the bottom of the rib cage and top of the hip bone.

**SECONDARY GIRLS Grades 6-12**

CATEGORY	ACCEPTABLE	UNACCEPTABLE
<b>GENERAL GUIDELINES FOR ALL CLOTHING</b>	<ul style="list-style-type: none"> <li>• neat, clean, modest</li> <li>• in good repair</li> <li>• abdomen, waist, hips completely covered at all times</li> <li>• value-neutral or Christian wording or symbols</li> </ul>	<ul style="list-style-type: none"> <li>• tight, clingy, form-fitting</li> <li>• holes, tears, frays</li> <li>• gothic style</li> </ul>
<b>SHIRTS, BLOUSES, SWEATERS</b>	<ul style="list-style-type: none"> <li>• dress, casual, polo, t-shirt, shirts, blouses, sweaters</li> <li>• at least 2” wide straps and covers the shoulder and undergarment</li> <li>• sweatshirts</li> </ul>	<ul style="list-style-type: none"> <li>• tops that expose cleavage, midriff, or undergarment when standing or bending</li> <li>• halters, tube tops, sheer materials, off the shoulder</li> <li>• hoods up in the building</li> <li>• backless shirts/dresses, unless worn with an acceptable shirt/blouse</li> <li>• t-shirts that are worn-looking</li> <li>• t-shirts that are baggy or over-sized</li> <li>• white undershirts</li> </ul>
<b>PANTS</b>	<ul style="list-style-type: none"> <li>• dress, khakis, capris, crops</li> <li>• leggings under appropriate length dress or skirt</li> <li>• neat denim/jeans</li> <li>• shorts, walking shorts, skorts (2” from the top of the kneecap )</li> <li>• finished hem</li> </ul>	<ul style="list-style-type: none"> <li>• sweatpants, athletic pants, pajama bottoms, athletic shorts, gym shorts, short shorts, yoga pants</li> <li>• leggings under shirts, skirts or dresses that measure more than 2” from the kneecap</li> <li>• holes, frays, tears, rips</li> </ul>
<b>SKIRTS, DRESSES</b>	<ul style="list-style-type: none"> <li>• 2” from the top of the kneecap</li> <li>• slits no higher than 2” from the top of the kneecap</li> </ul>	<ul style="list-style-type: none"> <li>• more than 2” from the kneecap</li> </ul>
<b>FOOTWEAR</b>	<ul style="list-style-type: none"> <li>• dress shoes, athletic shoes, sandals, tennis shoes, flip flops,</li> </ul>	<ul style="list-style-type: none"> <li>• slippers, water shoes</li> <li>• heels higher than 3”</li> </ul>

	<ul style="list-style-type: none"> <li>athletic sandals</li> <li>shoes are to be worn &amp; laced at all times</li> <li>heels 3" or less</li> </ul>	
<b>OUTDOOR WEAR</b> <i>Jackets, hats</i>	<ul style="list-style-type: none"> <li>sweaters, jean jackets, fleece jackets, fitted dress jackets, jackets without hoods</li> </ul>	<ul style="list-style-type: none"> <li>hats, caps, bandanas</li> <li>sunglasses</li> </ul>
<b>HAIR</b>	<ul style="list-style-type: none"> <li>neat, clean, combed</li> <li>natural appearing in color</li> </ul>	<ul style="list-style-type: none"> <li>extreme styles or colors</li> <li>covering eyes</li> <li>shaved or partially shaved</li> </ul>
<b>JEWELRY/ ACCESSORIES</b>	<ul style="list-style-type: none"> <li>Gym bags must be kept in locker or locker room</li> <li>Book bags must be in lockers and must fit in a locker</li> <li>8 or fewer pieces of jewelry (all 8 pieces of jewelry worn may not be of the same type)</li> <li>bracelets, necklaces, rings</li> <li>earrings</li> </ul>	<ul style="list-style-type: none"> <li>hats, caps, bandanas</li> <li>sunglasses</li> <li>9 or more pieces of jewelry</li> <li>facial piercings</li> <li>8 pieces of jewelry of the same type (8 bracelets, 8 necklaces, 8 rings, etc.)</li> <li>No metal or glass container brought to classroom</li> </ul>
<b>TATTOOS</b>		<ul style="list-style-type: none"> <li>not permitted</li> </ul>

### 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.
- Shoe heels are measured from the back of the shoe where the heel meets the shoe to the floor.
- Leggings may be worn under skirts, however, in order to assure modesty, the skirt must still measure no more than 2" from the kneecap.

# SPORTS / EXTRA-CURRICULAR POLICY

The athletic program at Heartland Christian School stresses sportsmanship, teamwork, individual skill and team development.

1. Students must be present during at least four periods on the day of a practice or a game to participate. If a game is played on Saturday, school attendance on Friday is required in order to participate in the game, unless a written note of explanation is accepted by the principal.
2. Players must ride with drivers designated by the AD or coach. Any other students attending away sports events must have written permission to ride with other students.
3. All students under grade 6 who stay after school for games must have parental supervision.
4. Participants should dress up on game days as directed by their coach or the athletic director.
5. No jewelry of any kind is permitted during practice or sporting events. (OHSAA rules)
6. All athletes must have a sports physical in by the June 30<sup>th</sup> of current school year to participate on Heartland athletic teams.
7. Students in grades 7-12 must have passing grades in a minimum of five (5) one-credit classes in their last grading period to participate (OHSAA rules).

## 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 and extracurricular activities.** Therefore, the policy establishes these principles:

A **Study Table** will be used throughout the school year for all sports and extracurricular activities.

Study Table will be operated from 7:30 a.m. – 8:10 a.m. daily 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. If students want to avoid Study Table, they simply need to keep their grades up.

Students may be assigned to Study Table any time their grade in any class falls below a 75%.

Any member of the faculty or administration may assign students to the Study Table for being “below or perceived to be below” the academic standard of 75%. The minimum assignment to Study Table is five consecutive days.

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-athlete has not met the academic standard, the student will be released from Study Table. It is the teacher's responsibility to communicate the student-athlete's status to the student and the school office. The school office will communicate to the parents and the athletic director the student's eligibility standing.

The actual ineligibility standard is 72%, which is a cumulative average for all classes in which the student-athlete is enrolled. In addition, a student-athlete will be declared ineligible if he/she is failing (65% 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-athlete has either a failing class grade or a cumulative grade average below a 72%, the student-athlete will be suspended for **one game**. Of course, if the student-athlete 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 75% that grading period.

If at the end of the second consecutive grading period, the student-athlete is still ineligible, he/she will be suspended for **two games**. Of course, any student-athlete 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 75% that grading period. Note: This pattern of increased number of games 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 to occur after the student has been declared ineligible.

Students and parents will be notified by a letter from the school office whenever a teacher has notified the office that they are below the academic standard. In addition to informing the student and his/her parents, the office will communicate Study Table status to the athletic director who will, in turn, notify the coach.

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. 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.

Students will not be excused from Study Table for any reason. If the student is absent from school due to illness, Study Table must be made up. However, if the student does not attend Study Table for any other reason, the student will be assigned two days to make 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-athlete 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.

The bell rings at 3:30 which is to let students know that they are to be out of the building or to their designated area with appropriate adult supervision. The building will be secured at 3:30 p.m..

## **SPEECH AND LANGUAGE THERAPY**

Heartland Christian school will provide a certified speech and language therapist for the benefit of children needing such services. All kindergarten and third grade students will be screened for speech and language problems. Teachers may refer other students for speech and language screening.

## **LUNCH PROGRAM**

Heartland Christian School will make available a hot lunch every day. Friday will be pizza day from Pizza Hut. 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 from which families may order. Money must be returned for the full month to place your order and have meals provided for your child/ren.

***Lunchroom guidelines:***

- Behavior such as boisterousness, roughhousing, throwing of food, or running in the lunchroom will not be tolerated.
- Appropriate discipline, which may include detention, school service requirements, in-school suspension, etc. will be administered when a student demonstrates unacceptable behavior.
- 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/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 will be needed to be chaperones. Please volunteer!
- 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 fieldtrips returned at least one day prior to the trip along with any fee involved.
- Except for extremely long trips, iPods, cell phones, electronic devices, etc. are not permitted.

**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.

In high school, students must participate in a minimum of two different types of mini-term activities. The students and their families must cover the cost of the mini-term experience. Every effort will be made to offer at least one mini-term experience with little or no cost.

**Middle School MINI-TERM activities shall include:**

6<sup>th</sup> & 7<sup>th</sup> grade      Weekday trips and activities with a service project included.  
8<sup>th</sup> grade              An overnight experience with a service project included.

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

- Local practical/experiential learning experiences
- An extended field trip of historical significance
- An extended science field trip
- Short-term missions opportunity including a cross cultural experience
- Community service projects
- Wilderness backpacking trip
- Sports-related activities such as golf, tennis, swimming, etc.
- Ministry trip to St. Jude Children’s Research Hospital
- 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 student 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:

- To access, upload, download, or distribute pornographic, obscene, or sexually explicit material
- To transmit obscene, abusive, or sexually explicit language
- To violate any local, state, or federal statute
- To vandalize, damage, or disable the property of another individual or organization
- To access another individual's materials, information and/or files without permission
- To violate copyright or otherwise use the intellectual property of another individual or organization without permission
- To threaten or harass another person, group, or organization in any form.

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.

**I understand that while using the Internet I must follow these rules:**

1. I must only do those activities that I am instructed to do by my teacher.
2. I must follow all rules outlined in the Online Access Information Rules and Regulations.
3. I am representing Heartland Christian School; I will always use appropriate etiquette, language and behavior online.
4. I understand that if I break these rules, severe disciplinary action will be taken, i.e. your account will be locked out for a period of 10 days, loss of computer privileges for the entire school year, in addition to other possible discipline as determined by the school.
5. I understand that this will also mean there will be consequences in my class grade for this project if I break the rules.

**PARENT CONFIRMATION:**

I have read the rules and understand the expectations for my son/daughter's participation in this project. I support the consequences if any of these rules are broken. I give my son/daughter permission to participate.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**STUDENT CONFIRMATION:**

I have read the rules and agree to abide by them while using the Internet/E-mail. I understand the consequences if any of these rules are broken.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **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**

## **Appendix: Glossary of Guidance Information**

### **I. ACCREDITATION**

Heartland Christian School is chartered by the Ohio Department of Education, grades PK-12 and ACSI, Association of Christian Schools International.

### **II. ADD/DROP POLICY**

High school students have three weeks at the beginning of each semester to add and/or drop courses. Any course dropped after the first three weeks of the semester will result in a failing grade for that course without the recommendation of administration to do otherwise.

### **III. CERTIFICATE OF ATTENDANCE**

A Certificate of Attendance will be awarded any student in good standing who has completed the minimum course requirements adopted by Heartland Christian School for graduation but has not successfully completed the Ohio Graduation Test.

### **IV. COURSE DESCRIPTIONS**

A description of each of the courses offered by HCS can be found on Heartland Christian School's website ([www.heartlandschool.org](http://www.heartlandschool.org)).

### **V. CREDITS**

Credits are granted on the basis of semester grades.

### **VI. COLLEGE ENTRANCE EXAMINATIONS**

Several times throughout the school year, both the ACT and SAT are administered locally at an educational institution such as Kent State University Salem. Before the end of their junior year, all students must take the ACT or SAT a minimum of one time.

### **VII. DIPLOMA**

Any student who has successfully completed both the course and testing requirements adopted by Heartland Christian School for graduation will qualify for a diploma.

## VIII. DIPLOMA WITH HONORS

In addition to successfully completing the course and testing requirements adopted by Heartland Christian School for graduation, to be awarded a **Diploma with Honors** students in Classes of 2011 and after need to fulfill seven of the following eight 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 Chemistry and Physics
- Earn four (4) units of Social Studies
- Earn three (3) units of a Foreign 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 1210 on the SAT.

## IX. FOREIGN LANGUAGE REQUIREMENT

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

## X. GPA

A student's GPA is calculated on an unweighted 4.0 scale where A's are worth 4 quality points, B's are worth 3 quality points, C's are worth 2 quality points, D's are worth 1 quality point and F's are worth 0 quality points.

## XI. GRADING PERIOD

Heartland Christian School operates on four grading periods which are each nine weeks in length.

## XII. GRADING SCALE

Heartland Christian School uses the following grading scale:

100%-93%	A	Advanced Placement (AP) courses grading scale	
92%-85%	B	100%-90%	A
84%-72%	C	89%-80%	B
71%-65%	D	79%-70%	C
64%-0%	F	69%-0%	F

## XIII. 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 credit of Bible and quarter credit of Mini-Term for each year enrolled in the high school program. In addition, a student must complete the following:

- 4 credits of English
- 3 credits of Social Studies  
(½ credit of Civics, ½ credit of Economics, 1 credit of United States History and 1 credit of Understanding the Times)
- 4 credits of Mathematics (including 1 credit of Algebra II)
- 3 credits of Science  
(including 1 credit of Physical Education,  
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

Note: The Ohio Department of Education requires a total of 21 credits; Heartland Christian School requires 20 credits plus one credit of Bible and 1/4 credit of Mini-Term for each year a student is enrolled in the high school program. In addition, in order to qualify for graduation a student must also successfully complete the Ohio Graduation Test.

#### **XIV. 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. Advanced Placement (AP) courses are not eligible for the pass/fail option.

#### **XV. POST-SECONDARY OPTION**

Under the Post-Secondary Enrollment Option 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 Post-Secondary Enrollment Option.
- Parents pay full tuition costs at Heartland.
- 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 elect to use their Pass/Fail to take a college course.
- Students must notify the school prior to March 31<sup>st</sup> and be enrolled by April 30<sup>th</sup> at the qualifying post-secondary institution to be considered 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 Post-Secondary Enrollment Option program must meet all standards and regulations of all other HCS students and may participate in HCS extra-curricular activities.

## **XVI. PROGRESS REPORTS**

Progress reports are **emailed** to the students four and one half weeks into the grading period. The dates are printed on the school calendar and midterms should be expected on those days.

## **XVII. 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

## **XVIII. REPORT CARDS**

At the end of each nine weeks grading period, report cards are **emailed** to the students' parents .

## **XIX. SEMESTER AVERAGES**

Credits for secondary courses are awarded on a semester basis. 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 of the first nine weeks grade, two of the second nine weeks grade and one of the exam grade by 5. See sample calculation:

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

## **XX. 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.

## **XXI. 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 (93% or higher) for that semester.

## **XXII. TESTING**

- **TerraNova** Tests are administered each spring to students in grades Kindergarten through 10.
- PLAN Test, which is a high school version of the ACT, is administered to all sophomores. Part of this testing package is an interest inventory.

- 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.
- OGT (Ohio Graduation Test) is administered twice each year beginning second semester of a student's sophomore year in the areas of Reading, Writing, Mathematics, Science, and Citizenship. Successful completion of each area of this test is one qualifier for a high school diploma.

Note: Students may take the PLAN and PSAT tests prior to their sophomore and junior years should students and/or their parents desire for them to do so.