



HERITAGE CHRISTIAN SCHOOL

"And they shall be all taught of God" John 6:45

High School Student Handbook
2016-17

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SAT/ACT HIGH SCHOOL CEEB CODE: 151688

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This Handbook is intended to serve as a reference, which is updated annually to reflect necessary changes. Each family is **required** to read the Handbook in detail and know and comply with its policies.

WELCOME TO HERITAGE CHRISTIAN HIGH SCHOOL

We are glad that you are here as part of our high school community. We look forward to providing you the education, experiences, and challenges that will allow you to fulfill God's plan for your life – to become the person that He created you to be. There are many and varied opportunities available to you as a Heritage student. We encourage you to make your Heritage experience a rich and valuable one by taking full advantage of them.

As a Christian community, we endeavor to live in peace and harmony, reflecting the unity of the Spirit and the love and grace of God in our lives. The guidelines in this handbook are not biblical or moral mandates, but simply the practices and norms that we all agree to honor and abide by as members of the Heritage community. As a school, we will do our best to administer these guidelines with fairness and consistency. As students, we ask that you honor and respect them, doing your best to follow them as written. Please read through the handbook carefully, and do not hesitate to contact the high school office if you need further clarification or information.

We are all grateful to God for what He has given us here at Heritage: a quality, Christ-centered, educational institution that is both biblically integrated and academically challenging. Let us pray that each of us will have the wisdom and grace to pursue the Lord's will for us as members of this remarkable community.

HCS VISION STATEMENT

The vision of Heritage Christian School is to provide an outstanding spiritual and educational environment where, working with Christian families and churches, all students will be thoroughly prepared to fulfill God's purpose for their lives.

HCS MISSION STATEMENT

The mission of Heritage Christian School is to glorify God through the discipleship of students and the pursuit of excellence in education with the Bible as the foundation and Jesus Christ as our focus.

SCHOOL PHILOSOPHY

We, the Board of Directors, Administrators, and Staff of HCS are mindful of God's will that children should be taught the content and practical applications of His Word in every aspect of learning and every activity of life (Deut. 6:4-9).

It is our desire that every student would accept Jesus Christ as his/her Savior and make Him Lord of his/her life. We teach that the knowledge of God is the beginning of wisdom, that each student is uniquely created by God, and that each student is endowed with particular talents.

We believe we are a support to the home and church as we help each student grow in his/her understanding of God, fellow man, and self. We desire that each student develop his/her capacities to the highest level so that he/she may become mature and live life to the fullest, wherever God leads.

STATEMENT OF FAITH

We believe the Bible to be the inspired and only infallible, authoritative, inerrant Word of God (II Tim. 3:16-17, II Pet. 1:21).

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (Gen. 1:1, Matt. 28:19, John 10:30).

We believe in the deity of Christ (John 10:33); His virgin birth (Isa. 7:14, Matt. 1:23, Luke 1:35); His sinless life (Heb. 4:15, 7:26); His miracles (John 2:11); His vicarious and atoning death (I Cor. 15:3, Eph. 1:7, Heb. 2:9); His resurrection (John 11:25, I Cor. 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11, Rev. 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 alone we are saved (John 3:16-19, 5:24; Rom. 3:23, 5:8-9; Eph. 2:8-10; Titus 3:5).

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).

We believe in the spiritual unity of believers in our Lord Jesus Christ (Rom. 8:9, I Cor. 12:12-13; Gal. 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 (Rom. 8:13-14; I Cor. 3:16, 6:19-20; Eph. 4:30, 5:18).

HIGH SCHOOL GOALS

*"...that the man of God may be complete,
thoroughly equipped for every good work."*

2 Timothy 3:17

The goal of Heritage Christian High School is to graduate students who are equipped and enthused about the call of God in their lives, ready to engage the world with God's truth and grace.

This goal is realized by focusing on four core components.

- I. Challenging and encouraging students with an academic program that supports a biblical worldview and prepares them for the rigors of higher education and the demands of their chosen career.
- II. Cultivating and strengthening stewardship of a wide variety of student talents, gifts, and interests by providing opportunities in areas that include Service, Leadership, Athletics, Fine Arts, and Technology.
- III. Molding students by God's grace and power to become biblical worldview thinkers prepared to engage and impact the world with the truth of His Word.
- IV. Developing a caring community of believers that integrates faith with everyday life and encourages one another to love and worship God daily with all our mind, soul, heart, and strength.

DISCIPLESHIP

The mission of Heritage Christian School includes the discipleship of students. Discipleship is integrated into every part of high school, inside and outside the classroom. Students are encouraged to internalize and practice our discipleship values.

Those values are to:

- Glorify God
- Love Others

- Imitate Christ
- Pursue Excellence

Each academic year emphasizes one of these values and includes a school wide theme that guides our chapel direction. High school students attend chapel on Thursdays. These services provide an opportunity for all students to hear special speakers and musical groups, as well as participate in corporate worship and prayer. Students can Bibles but not textbooks, iPads, personal computers or class work.

In addition to chapel, there are ongoing opportunities for service, leadership development, community with others and peer accountability.

ACADEMICS

The major focus of the high school curriculum is to prepare students for college and post-secondary education. Approximately ninety-five percent of HCS graduates attend 4-year colleges and universities.

Accreditation and Standardized Testing

Accreditation

Heritage Christian High School is an independent Christian school and is fully accredited by the Association of Christian Schools International (ACSI) and AdvancED.

Standardized Tests

In addition to routine classroom examinations, students are evaluated through standardized testing. Several standardized tests are administered to students in grades 9-11, some of which are required by the State as a part of graduation requirements. The tests serve as one type of measurement of a child's academic progress and potential in relationship to others in the school, state and country.

The following standardized test schedule may change annually, depending on changes in State requirements:

9th Grade	ISTEP Biology
10th Grade	PSAT in October ISTEP English and Math in spring
11th Grade	PSAT/NMSQT in October ISTEP retakes and Accuplacer for selected

students

SAT and/or ACT from Oct-June (at other sites)
AP Exams in May

12th Grade

SAT and/or ACT if desired (at other sites)
AP Exams in May

ISTEP Testing

All students must meet or exceed the ISTEP (formerly ECA) state standards for graduation. This means every student must take the ISTEP in English and Math as indicated in the above timeline. New students entering Heritage must meet these requirements as well.

College Entrance Exams

High school students should make provision for taking the SAT and/or ACT college entrance exams before the end of junior year. Heritage is not an official test site for these exams. Registration and test prep information may be obtained through the guidance office and on our website. The HCS school code for SAT/ACT is **151688**.

Academic Evaluation

Classroom Assessment

Teachers administer a variety of assessments to evaluate student progress and facilitate learning. These may take the form of papers, projects, presentations, quizzes, and oral or written tests.

Should it happen that four or more tests are assigned on the same day, a student may appeal to the principal to have the last scheduled test(s) moved to the following school day. The intent is to have no more than three tests on a given day. This applies only to tests.

Final Semester Exams

An exam week is scheduled at the end of each semester for semester exams. Most full-credit academic classes require this final exam. The school schedule that week runs 8:00 a.m. – 12:00 p.m. There are two final exams each day. Each exam will normally count 20% of the total semester grade for that class. The testing time is 95 minutes per exam. During exam week, students are to be picked up by 12:15 p.m. Second semester seniors do not take final exams.

Grading Scale

A+	100	4.33
A	93-99	4.00
A-	90-92	3.67

B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	.67
F	0-59	.00

Access to Grades

HCS provides parents with access to their son's or daughter's grades online through our learning management system, Moodle. This allows parents and students to keep track of ongoing progress.

For access from home or school, go to heritagechristian.net. Click on the Moodle button at the top of the page. Students are provided with a username and password that they and their parents/guardians will use to access the site.

Report Cards and Transcripts

Report cards are issued after each of the four quarters. They will be made available online approximately one week following the end of the quarter. For access from home or school, go to heritagechristian.net. Click on the Parent button at the top of the page. Choose NetClassroom and input credentials. Parents and students are provided with a username and password that they will use to access the site.

Transcripts are also available via NetClassroom and are updated at the end of each semester. Students or parents needing to request that an official transcript be sent to another school, college or other organization should contact the guidance office. Report cards are only made available to the students and their parents/guardians; they are not normally sent elsewhere.

Honor Roll

The High School Honor Roll is to recognize those students who have demonstrated academic excellence in the classroom. Following are the three published categories, based on the quarter GPA:

Academic Honors	3.33 to 3.67	(B+, A-)
High Academic Honors	3.68 to 3.89	(A-, A)
Highest Academic Honors	3.9 and up	(A, A+)

Incomplete Grades

All quarter/semester incomplete grades must be made up and submitted to the high school office within a week of the quarter's end. Specifically, incomplete grades should be resolved and quarter/semester grades submitted to the high school office by

noon on the day grades are certified and report cards are issued. Students not finishing the make-up work on time receive zeroes for the undone work and the grade is then computed. Specific medical or educational circumstances, dictated by Educational Support Services or administration may result in an extension to this policy.

Withdrawing from a High School Class

A course may be dropped after consultation with the guidance department. Withdrawal from a course after the first five weeks of a semester will result in a grade of "Withdrawal Passing" (WP) or "Withdrawal Failing" (WF). A withdrawal form (available in the guidance office) must be signed by the parent, teacher, and counselor before the course is officially dropped. The student must remain in attendance in the class until he/she turns the signed withdrawal form in to the guidance office. A required course may not be dropped unless it is immediately replaced with an equivalent course.

After discussion with guidance, a student may withdraw from a class under the following circumstances:

1. A student with the minimum load of six full-credit classes cannot drop a class unless he/she replaces it with another full-credit course. This is only allowed during the first two weeks of a semester. After that time, the student must continue with the given courses for the entire semester even though he/she may be failing one or more of these classes, unless a guidance counselor deems it appropriate for the student to replace a class with the equivalent course online.
2. A student with more than the minimum class load may drop a class anytime during the first grading period of a semester (1st or 3rd quarter). If he drops during the first 5 weeks of the semester, it will not appear on the transcript. After that time, a WP or WF will appear on the transcript, depending on the student's grade at the time of withdrawal. A WP does not affect the student's GPA, but a WF is calculated into the GPA as a failing grade, and therefore will affect eligibility.
3. If a student chooses to withdraw from a class during the second grading period of a semester (2nd or 4th quarter), he will automatically receive a WF regardless of his grade in the class. This will be computed as a failing grade in the student's overall GPA. In some cases, a WP may be given due to extenuating circumstances (e.g., extended illness, family crisis, etc.) with the permission of the principal.

Repeating High School Subjects

A student may repeat a course if he/she has received a D or an F. If a student who receives a C- or better in a subject wishes to take the class over again to improve their grade and/or understanding, he or she must first obtain permission from their guidance counselor.

A student who receives an F in a required course must repeat and pass that subject in order to earn the credit. If a student fails an elective course, the student is encouraged to retake the class and thus demonstrate to college admissions officers both academic persistence and the ability to do the necessary work.

When a course is repeated, the new grade will be computed into the grade point average as long as it is an improvement over the original grade. The lesser of the two grades (whether it is an F or otherwise) will remain on the transcript but will be removed from GPA calculations.

Academic Probation

If a student's cumulative grade-point average falls below a 2.0, administration may place the student on academic probation which is designed to give the student an opportunity to bring the GPA to an acceptable level. At the conclusion of the determined probationary period, the administrator and teacher will make a decision regarding:

1. Discontinuing probation
2. Continuing probation
3. Recommending withdrawal from HCS.

During the period of probation, a student will be limited in his extracurricular activities or elected offices.

Weighted Grades

The intent of weighted grades is to reward students for choosing more challenging coursework. However, students and parents should be careful to choose such courses, not simply because they are weighted, but because they are appropriate for the individual student's ability. The weighted GPA will be reported on official transcripts and used to determine the class valedictorian and salutatorian.

The two levels of weighted grades include: 1) all AP courses and dual credit, which will receive a point value of .025 per semester, and 2) Honors courses, which will receive a point value of .0125 per semester. (Fourth-year or fifth-year world language courses will be included in the Honors category.) Each semester, after the cumulative GPA is calculated, these point values will be added to determine the official weighted GPA.

It is important to note that other schools use different methods of weighting which may at first appear to be much more generous. However, this is not the case. Because the points for weighted classes at HCS are added to the cumulative GPA, no evidence of weighting will appear in a student's quarter grades. However, it may help students and parents to know that, basically,

the weight for an AP course adds approximately 1.4 to the grade value for that particular class, and the weight for an Honors course adds about .7 to the grade value. In other words, a B- in an AP class is approximately the same as an A, and a B- in an Honors course is approximately the same as a B+. These amounts are greater than or equal to the weight given at most other schools.

For a more detailed explanation of our method of weighting, as well as a list of all weighted courses by category, please refer to the Guidance Academic page on the HCS website

Access to Records

School Records

The school maintains cumulative academic, attendance, and health records for each student enrolled, for a period of seven (7) years after graduation. Disciplinary records are not ordinarily retained as a part of the student's cumulative record.

Material in each student's cumulative file is confidential and shall be accessible only by permission of the principal. Information on the student's permanent record will be given out to the following:

1. to the parents/student(s) upon parent request;
2. to prospective employers upon receipt of parent/student authorization;
3. to colleges, universities and military services upon the parent/student's request;
4. to police by parental permission, court order, or warrant (parents will be notified).

Records will not be released if accounts are not current.

Scheduling Course Loads

Advancement in Sequential Courses

Because mathematics and world language courses are sequential in nature with successful advancement dependent upon a solid grasp of foundational information and concepts, students can only advance to the next level in a sequence (e.g., Spanish 1 to Spanish 2 or Algebra 1 to Algebra 2) if they have a minimum grade of C- in the spring semester of the preceding course. Students who do not meet this grade requirement but wish to advance to a higher-level course may take summer school or online courses to raise their grade and their competency, as long as this is pre-approved by the guidance office. The same C- expectation applies for these summer and online classes.

Course Counseling

Each student will have one small group session and one individual session in the spring to review the requirements for graduation and to discuss course selections. Additional meetings

may be arranged at any time with the guidance office. Generally, a parent signature is required to approve each student's course selections for the coming year, as well as any significant schedule changes during the school year. However, due to the large volume of schedule change requests that occur at the beginning of the school year, the guidance office will not seek parent approval for changes during the time period between student registration day in August and approximately the end of the second week of school.

Student Class Load

The high school has eight periods, with a typical student schedule consisting of seven classes and one study hall. All students must take a minimum of six full-credit classes each semester. (Because AP Biology and AP Chemistry are two periods in length, students taking either of those courses may be permitted to take only five full-credit classes.) If approved by guidance, an online course may count as one of the six. However, students should refer to the section on online classes (pages 14-15) to be aware of potential ramifications for eligibility. Home study is a vital part of each student's educational program. Conflict between homework and other activities does not lessen the student's responsibility for completing assignments on time.

Educational Support Services

Heritage Christian School offers programs for students who have been diagnosed with specific learning disabilities and/or organizational and accountability issues. These programs are open to a limited number of students and do involve additional costs. For more information, contact the Director of Educational Support Services (ESS).

- Directed Studies (DS) provides students with more individualized attention, accountability, and help with organizational and study skills.
- Student Achievement Training (SAT) program provides educational therapy for students who exhibit learning differences. Applicants must have a comprehensive evaluation to determine eligibility for SAT.
- Academic Skills Class (ASC) is available to students who need daily academic support to successfully complete HCS coursework. This program is designed to meet for one class period per day and involves one-to-one or small group help.
- A written Intervention Plan (WIP) is available to students who are eligible to receive academic accommodations. Accommodations are determined through a comprehensive (psychoeducational) evaluation and must be on file in the ESS office.

Advanced Placement Courses

Heritage offers AP courses in:

- Biology
- Calculus AB

- Chemistry
- Computer Science
- English Literature and Composition
- English Language and Composition
- French
- Government
- Macroeconomics
- Microeconomics
- Music Theory
- Spanish
- Statistics
- Studio Art
- US History
- World History

Additional courses may be offered in the future. AP grades are weighted as explained in the weighted grades section. All students enrolled in AP classes are required to take the AP exams in May and parents will be billed for those exams through their tuition accounts during the fourth quarter. Also, with permission from the guidance office, students may elect to take AP exams for classes not currently offered at Heritage. Students may potentially earn college credit for AP courses, depending on their AP exam scores and the requirements of the university they choose to attend.

Academies Program

Heritage offers "Academies", which provide students an opportunity to focus more closely on specific fields of study. This program is optional, but allows certain students to better prepare for potential college majors or career fields. Much like a college minor, a student takes a group of courses in a specific subject area and, upon completion, receives a notation on his final transcript indicating the Academy he has attained.

Currently, HCS offers Academies in the following areas: Biomedicine, Engineering, Finance, Ministry and Leadership, Fine Arts – Music Performance, and Fine Arts – Visual Arts. For detailed requirements, consult a guidance counselor or the academic section of the high school webpage, but the basic requirements for each program includes:

- 5-8 semesters of required courses, depending on the Academy;
- Completion of one Advanced Placement course or the highest level course available;
- Participation in a related Internship Experience;
- Participation in related extracurricular activities, competitions, or projects, depending on the Academy.

Summer School

Summer school credits will be accepted by Heritage for eligibility purposes and/or to fulfill graduation requirements but not toward early graduation. Permission from the guidance office must be obtained before registering for classes. Heritage does not offer summer courses other than through online partnerships, which are described below.

Correspondence and Online Courses

Correspondence course credits will be accepted by Heritage if the student has obtained permission ahead of time to take the course. These credits will not be applied toward early graduation. Generally, students are allowed to take such courses for one of the following reasons:

1. a need for credit recovery or an alternative method of instruction;
2. scheduling conflicts which prevent a student from taking everything he/she desires, or
3. student interest in courses not available at Heritage.

To help meet needs such as those just described, Heritage has partnered with two online Christian schools, Alpha Omega Academy (AO) and Sevenstar Academy. On rare occasions other providers may be considered especially if the desired classes are not available through AO or Sevenstar.

Students and parents considering online classes should contact the guidance office for information about course fees and the differences between these two providers. Before a student can be approved for an online class, he/she and a parent must obtain an "Enrollment Consent Form" and return it with signatures to the guidance office.

While an online class may count toward the minimum requirement of six full-credit courses per semester, it is highly recommended that students take at least six traditional classes. When that is not possible, the student should be aware that, regardless of when he enrolled in the online course, he must earn semester credit by the time grades are certified in order to be eligible for athletics or other extracurricular activities. Students who do have at least six traditional classes are not required to complete online work by the semester's end to remain eligible, but are expected to make reasonable progress toward course completion based on the selected course end date.

Because online classes can begin at any time and do not follow the traditional school calendar, only semester grades will be assessed. As a result, a quarter grade will not appear on the report card for online coursework, and the quarter GPA will not be impacted. However, the guidance office will check the student's

progress at the end of each quarter.

Students who are considering participation in NCAA Division I or II athletics should be aware that online courses could affect NCAA eligibility. Before enrolling in online classes, athletes should verify that they have been NCAA approved.

Dual Credit College Courses

With the rapid increase in college tuition, many students and their parents are seeking ways to earn more college credits while still in high school. Currently, Heritage offers one dual-credit course onsite, entitled Introduction to Life Calling. College credit is awarded through Indiana Wesleyan University. Other such courses may be added in the future. In addition, students may earn college credits online through the Heritage partnership with Sevenstar Academy. A list of available courses can be viewed on the guidance web page.

Because dual-credit courses may not transfer to all institutions, interested students should consult with a guidance counselor regarding these options. Such classes must be pre-approved by guidance in order to be included on the high school transcript.

Transfer of Credits

Heritage will accept the credit and grades from other recognized schools and home school(s). Students leaving Heritage may have a transcript of their grades sent to the new school if accounts are current.

Graduation

Academic Requirements

HCS requirements both meet and exceed state requirements.

SUBJECT AREA	GENERAL GRAD	HCS COLLEGE PREP/CORE 40	ACADEMIC HONORS *
Language Arts	9 Credits	9 Credits	9 Credits
Social Studies	6 Credits	6 Credits	6 Credits
Science	4 Credits	6 Credits	6 Credits
Mathematics	4 Credits	6 Credits	8 Credits
World Languages	0 Credits	4 Credits	6 Credits

Additional Core (one of the subject areas listed above)	0 Credits	2 Credits	0 Credits
Bible	6 Credits	6 Credits	6 Credits
Physical Education	2 Credits	2 Credits	2 Credits
Health	1 Credit	1 Credit	1 Credit
Fine Arts	0 Credits	0 Credits	2 Credits
Electives	8 Credits	2 Credits	2 Credits
Total Credits	40	44	48

*Additional Academic Honors Diploma requirements:

1. Earn a grade of C- or above in courses that will count toward the diploma, **and**
2. Have a cumulative grade point average of 3.0 or above, **and**
3. Complete **one** of the following:
 - Advanced Placement courses (totaling 4 credits) and corresponding AP Exams
 - Academic, transferable dual high school/college courses resulting in 6 college credits
 - A combination of AP courses (2 credits) with AP exams and one college course resulting in 3 college credits
 - Score a 26 composite ACT
 - Beginning with the class of 2016: Score 1750 or higher on all three sections of the SAT combined, with a minimum score of 530 on each section (critical reading, math and writing)

All students must meet state standards for graduation, including passing the ISTEP End of Course Assessments (ECA) in both Algebra 1 and English 10. New students entering Heritage must meet these requirements as well.

High school level courses taken in middle school will be included on the high school transcript and will be figured into the high school GPA unless the student retakes the course during high school.

For a complete listing of course offerings by subject, please refer to the guidance Academic page on the HCS website.

S.A.L.T. Hours (Serving And Loving Together)

As a graduation requirement, all students are required to perform 20 hours of community service during each year that they attend high school at Heritage, including the senior year. In order for a student to receive an HCS diploma, these community service hours must be completed and documented. Each student completes the online form by going to

<http://www.hcsconnect.net/salt/Default3.aspx> to account for their SALT hours. An up-to-date accumulation of hours will be sent to students upon request from the high school office. Parental signature affirming the SALT hours information is required before the high school office will review and approve SALT hours submissions. Parents can sign off on SALT hour submissions by going to <https://www.hcsconnect.net/Login.aspx> and clicking on the SALT HOURS button. Service performed that is not for immediate family and for which no compensation is received qualifies for SALT hours.

Internships

As a graduation requirement, all students are required to participate in an internship job shadowing experience in their junior and senior years at HCS. In order for a student to receive an HCS diploma, these hours must be completed and documented using the appropriate forms which are available from the guidance office. The first week of 2nd semester is scheduled for internships.

Graduation Limitations

Students must both meet all academic requirements as outlined above and also maintain appropriate standards of conduct to participate in the graduation ceremony. Violations of the student code of conduct may result in denial of participation, this includes unfulfilled disciplinary obligations (i.e. detentions, assigned papers or required service).

Should academic shortcomings arise that result in a student being short of the required number of credits for graduation, the following guidelines will be followed:

1. One (1) credit short of the required number and the student may participate in the graduation ceremony, but will not receive the diploma itself.
2. More than one credit short and the student will not receive a diploma nor be allowed to participate in the graduation ceremony.
3. If a student has not passed the ECA's or has not received a waiver for these exams, a diploma will not be awarded.
4. If a student has not fulfilled S.A.L.T. or Internship requirements, a diploma will not be awarded.

Upon resolving these deficiencies, the student will receive his/her diploma.

Class Rank

Heritage Christian School does not officially rank students except for the purpose of determining the Valedictorian and Salutatorian. However, if a student or parent requests rank for scholarship applications or other purposes, the guidance office will provide this information.

Valedictorian and Salutatorian

The first and second ranking students (in terms of cumulative grade point averages) are honored as Valedictorian and Salutatorian respectively. This ranking will be finalized at the conclusion of 3rd quarter of the senior year. These students must be enrolled in the College Preparatory or Academic Honors course of study and must be enrolled at Heritage for their entire Junior and Senior years.

National Honor Society

Heritage Christian High School maintains a chapter of the National Honor Society, *The Second Milers*, which follows the national guidelines for eligibility and membership. Entrance into the Heritage chapter of the NHS is determined by the NHS faculty advisory council and is based on character, leadership, service, and scholarship (cumulative GPA of 3.75 or above).

Attendance

Using instructional time productively is a priority in the academic program at Heritage Christian. Regular attendance is critical if the results of the teaching and learning tasks are to be maximized. It is essential that each student recognizes the sequential nature of instruction, and that any unnecessary and/or excessive absence severely impedes the educational process. Therefore, HCS attendance regulations have been established with the best interests of Heritage Christian School and the students/parents in mind.

General Guidelines:

- The normal high school day is from 8:00 a.m. to 3:05 p.m. High school students may enter the building at 7:15 a.m. The school cannot assume responsibility for a student prior to this unless arrangements have been made with the administration.
- A student must be present for at least 5 full academic periods of the school day in order to participate in an athletic or fine arts event or practice on that day unless excused for a medical appointment or other reason by administration. The resource time at the end of the day is not considered a period.
- Students who are ill should stay home.
- Students should be picked up by 3:30 p.m. Students who are being picked up from school past 3:30 p.m., should be in the high school commons until they are picked up from the Fine Arts entrance. High school students may only remain in other parts of the building under teacher's supervision.

Early Dismissal Schedule

High school seniors are eligible for early dismissal from classes, if their schedule permits, upon approval of the high school principals and guidance office. They must demonstrate academic proficiency, meet acceptable standards of student conduct, and currently be on track to graduate with their class. Early Dismissal is only granted for purposes of employment and/or additional or advanced voluntary educational, technical, or occupational training. On rare occasions, underclassmen will be granted early dismissal based on extenuating circumstances. Choosing to dismiss early does not reduce tuition. In order to receive approval, students must complete the Early Dismissal request form and provide an explanation for their request along with a letter from the employer or supervisor of the company or program. These students must still be on campus for at least six periods each day and take the minimum load of six full-credit courses.

Absences

Excused Absences include the following:

1. Personal Illness - Student absence for personal illness is considered excused. (However, in order to participate in an extracurricular practice or event, a student must still be present for 5 full academic periods of the day. The resource time at the end of the day is not considered a period.)
2. Death Within the Family - A death within a student's immediate or extended family will be considered an excused absence. The length of such absence may vary from case to case.
3. Family Emergencies - This category refers to cases of family illness, hardships, and unexpected circumstances.
4. Family Vacations - Students may be excused, at the request of the parents and the discretion/approval of the administration, for up to six (6) consecutive days and no more than a total of ten (10) days per school year.
5. College Days - Each high school junior and senior is allotted a maximum of five (5) pre-arranged college days per year.
Since the school calendar allows ample time for vacations in and around the holiday seasons, parents should make every effort to arrange vacations to coincide with the school vacation time. Furthermore, Family Vacation Days and College Days are not to be taken during examination weeks (i.e., the last four-day period prior to the end of the first semester and the last four days of the school year). Any violation of this policy may result in the absence(s) being declared as unexcused and all appropriate penalties being invoked.
6. Professional Appointments - Professional appointments (i.e. appointments with doctors, dentists, etc.) provide reasons for legitimate student absenteeism. Whenever possible, such appointments should be made after school hours.

7. Approved School Activities - Students missing classes for field trips, athletic contests, music programs, etc. will be considered excused if such activity is sanctioned by the administration. These absences will not be recorded on the student's attendance record.
8. Homebound Instruction - Certain situations may occur (e.g., surgery) that require a student to miss school for an extended length of time. The administration requires appropriate written verification of such absence. Please carefully note the "Excessive Absences" section for pertinent information.
9. Miscellaneous - Occasions may arise, other than those listed in this section, necessitating a student absence. The administration shall make the sole determination of whether such an absence is excused or unexcused.

Unexcused Absences

All student absences not declared as excused absences will be recorded as unexcused absences. Please remember that declaring a student unexcused is an administrative decision, not a student/parent prerogative. Therefore, a student is not necessarily excused because a parent calls. Examples of unexcused absences include, but are not limited to, the following:

1. Not following proper absence declaration procedures
2. Missing class without proper notification
3. Leaving the HCS campus without school permission
4. Not providing proper notice of absence when prior notice is required
5. Absence (whole day or partial) not deemed acceptable by the principal
6. Truancy, defined as being absent from school without the parent's permission and the school's permission. The student will receive a zero (0) for all work required for that day and be assigned a minimum of a detention. Furthermore, all assignments, regular or special, must be made up without credit.
7. In-house suspension
8. Out of school suspension

Athletes will not play/practice if the absence is unexcused for that day. See Make up Work for Unexcused Absences for Academic Consequences.

Excessive Absences

Once a student misses more than ten (10) days of school or ten (10) class periods in any one course per semester, it is the responsibility of the parent of the student to schedule a meeting with the principal to discuss options. If a student misses more than fifteen (15) days of school or fifteen (15) class periods in any one course per semester, the student may lose credit and receive an F for the semester's course work, unless the principal and parents have previously

worked out a homebound plan. For purposes of this provision of the attendance policy, any student placed on homebound instruction for more than five (5) consecutive days will have all remaining days of that extended absence waived. For example, if a student missed school six (6) successive weeks due to back surgery, only five (5) days will be counted as absences. Absences due to approved school activities and college days are not counted toward the 15-day limit. For excessive absences resulting from injury or illness, please see the Absence Due to Extended Illness/Injury policy under Health Information.

Notification of Absence

Procedure for Notification

A **parent** must call the high school office (594-5858, ext. 502) by 8:30 a.m. and clearly specify the reason for the absence. This procedure must be followed each day a student is absent. If no telephone call is received, the absence will be considered unexcused and all consequences of the unexcused absence will be considered. Even though a parent has called, some absences will not be considered excused. For more detailed procedural information, refer to the High School Late Arrival and Early Dismissal Procedure document on the High School Website.

Pre-Notification Absences

Students missing classes for field trips, college days, family vacations, or school-sponsored activities should then notify the teachers. A note from home or a phone call requesting such absences should be given to the high school office a minimum of one day prior to the date of the planned absence. The student should then notify the teacher(s) in sufficient time for the teacher to provide assignment information.

If a student must leave school early, the following procedures must be followed:

1. A written note or phone message is to be sent to the high school office (grades 9-12) by parents or guardian specifying date, time, and reason for the early dismissal. The office will advise teachers of the departure time for the student.
2. Students in grades 9-12 are responsible for leaving class at the pre-arranged time to meet the person designated to transport them. Homework should be turned in before leaving.
3. If an emergency develops during the day, parents may request an early dismissal by telephone.

4. All students must sign out before leaving the school grounds.
5. If ill, students must be signed out through the nurse's office. If a student calls home to be picked up and does not go through the appropriate office (nurse/high school), the absence is unexcused.

Family Emergency

Situations involving emergencies may arise that make it impractical to follow the above procedure. In all such emergency cases, a call with explanation describing the nature of the absence is required in the attendance office the day the student returns to school.

Partial-Day Absences

If a student arrives after the school day has started, he is to report to the high school office and sign in before going to class. All students are required to be present for at least 5 full periods of the school day if they plan to participate in a sports event, class event, or extra curricular activity after school. The resource period at the end of the day is not considered a period. Any exception is to be made with the approval of the administration. If a student is ill, he/she should stay home.

Tardiness

Tardiness to School

As a general rule, if buses arrive on time, students arriving via car should also be on time for school. Any student who is not in class when the bell rings to begin school is considered unexcused tardy unless it is excused due to an appointment. Students arriving tardy should report to the high school office before going to their first period class. Students will receive a detention on the sixth (6th) tardy and another on each of the subsequent tardies accumulated in a nine-week grading period. Students arriving very tardy (i.e. after 20 minutes of class) will receive an unexcused absence. Failure to report to the high school office upon arrival may result in additional consequences.

Tardiness to Class

A student who arrives at any class after the bell or teacher-designated time is considered tardy. Student tardiness disrupts the classroom and results in lost time and extra work for the office staff and faculty.

High school students have four (4) minutes to change classes. Students detained by a teacher or staff member should bring a pass from that person to the next classroom teacher. Persistent tardiness will require additional

consequences.

Unexcused Tardies

A student who is tardy to individual classes/subjects and does not secure the proper tardy pass will be issued an unexcused tardy. Unexcused tardiness for an unusually long period of time may be considered a case of unexcused absence or truancy. If so, all policies applicable will be in effect.

Passes out of Class

1. Students are required to obtain a pass from their teacher before leaving class. If a student is found walking the hallway any time besides passing periods without a pass, a detention can be issued. Once the bell rings for the class period to start, any students in the hall without a pass run the risk of receiving a detention.
2. Students requesting to go to their car during the school day are required to obtain a pass from the High School Office.

Make up Work

Make up Work for Excused Absences

Students will have two (2) calendar days for every school day missed to a maximum of ten (10) days to complete make up work. Work that was assigned or provided prior to the absence is due on the day the student returns unless other arrangements are made with a teacher. For example, if a student is absent on the day a test is scheduled, the student is required to take the test the day he/she returns to school. Some assignments such as term papers/special projects are to be turned in by the due date. The student is responsible to secure from the teacher or from the class Moodle page a list of missed assignments and to complete those assignments on time when he/she is absent for any reason. Teachers are not expected to pursue students to see that work is made up. For absences due to medical situations, see page 27, Health Information.

Make up Work for Unexcused Absences

- Class work, participation grades and regular assignments due on the day or days of unexcused absences will receive 50% credit for each day of class missed.
- Missed tests and quizzes must be taken on the day the student returns to school, with a reduction of 10% per test and/or quiz.
- Special assignments (e.g., term paper) due during the unexcused absence/truancy must be turned in the day the student returns to school. As in the case of quizzes and

tests, there will be a 10% grade reduction for special assignments. If the special assignment is not turned in on the day the student returns, there will be an additional 10% grade reduction for each additional day the assignment is late.

HEALTH INFORMATION

Registered nurses are available to care for students who become ill or injured during school hours. Students will be assessed by the nurse(s) and provided appropriate medical care. A nurse, rather than the student, will call the parent if the student is to be released from school for health reasons (student cell phones are not to be used during school hours.) Checkout will be arranged through the nurse's office. If a student should become ill or need medication they must obtain a pass from their classroom or the middle school office before coming to the nurse.

Student Medical Information and Consents

The school nurses utilize students' medical information when assessing and treating students that have entered the office to receive nursing care. *Please complete the medical information form on HCS Connect under the student's electronic file. Information on allergies, health history, and other pertinent information can be entered along with permission for the student to be dispensed stock over-the-counter medications (if deemed appropriate by the nurse).

Student Immunizations

Student immunization records are maintained by the HCS Nursing department and students must be in compliance with current immunization guidelines in accordance with Indiana Law. Students must be in compliance by the twentieth day that they are in school. If the student is not in compliance with Indiana State immunization requirements, a medical or religious exemption form must be on file with the nursing office. A new exemption form is required each school year.

Accidents and Illness (While at School)

*Accidents that occur in the school buildings or on the grounds during the school day, at practice sessions or any events sponsored by HCS must be reported immediately to the person in charge or to the school office, and to the school nurse. An accident report form must be filed in the nurse's office for any injury that will potentially require a physician's care.

*Students that become ill at school will be evaluated by the nurse and appropriate nursing care will be provided. Students may/will be released from school for any of the following reasons:

- Fever
- Vomiting
- Indications of pink-eye
- Indications of a more serious illness/contagious disease
- An injury or condition requiring a doctor visit
- A condition requiring rest at home

*If you are contacted by a nurse to pick up your student, please make every attempt to get them picked up as promptly as possible to minimize the student's discomfort and exposure to others.

Illness (Outside of School)

If your student becomes ill outside of school hours/over the weekend, they may not return to school until they are free of fever and/or vomiting for 24 hours without medication. If they have been diagnosed with pink eye, they must be on prescription eye drops for 24 hours.

Accidents (Outside of School)

If a student has had an accident or injury outside of school, the parent or guardian must provide a written note with a statement of the nature of the accident or injury and disposition of the care. (A doctor's note is highly recommended). The original of this note will be held in the Nurse's office and a copy provided for the PE teacher. Students may be excused from PE classes ONLY if they have a doctor's excuse.

Medication Policies

The nursing office has six over-the-counter medications available for students that can be dispensed ONLY if consent has been granted by their parent(s) or guardians in accordance with Indiana Law and HCS Policy. The medication consent form is found on the student's electronic file on HCS Connect.

Stocked over-the-counter medications include Acetaminophen (*Tylenol*), Ibuprofen (*Advil/Motrin*), Diphenhydramine (*Benadryl*), Phenylephrine (*Non-drowsy Sudafed*), Calcium Carbonate (*Tums*), and Throat lozenges (*Cough Drops*). These medications will be dispensed if a nurse determines necessary and appropriate. Students may come in and request medication and it will be given provided they have

consent and nurse deems appropriate.

If a student needs to take a particular medication at school (prescription or over-the-counter) *a parent or guardian must bring the medication to the Nurse's Office.* An HCS Medication Permission form must be completed for the medication to be dispensed. This form is available to download on the HCS website or forms are available in the nursing office. Students are not to carry any medications on their person.

- *Prescription medications must have the pharmacy label attached to the container with the student's name and prescribed dose visible.*
- *Over-the-counter medications must be in the original package with the manufacturer's label.*
- *The nursing office is not able to dispense homeopathic or herbal supplements.*
- *Medication will not be dispensed without the HCS Medication permission form signed by parent/guardian.*
- *Students are not to give/share any type of medication, prescription or over-the-counter, to another student. This action may result in suspension and/or expulsion from school.*

All medications that are brought in for a student must be picked up by a parent/guardian at the end of the school year. Students are able to take their medication(s) home ONLY if it is a non-controlled substance and the parents sign the medication permission form giving permission for their child to bring home the medications. *Controlled substances will not be sent with the student under any circumstance and must be picked up.*

Emergency Medications

School policy allows students in grades 5-12 to carry their own emergency medications including EpiPens, Inhalers, or Diabetic supplies (in accordance with Indiana law, IC 20-33-8-13) IF:

1. The medications/supplies have an attached prescription label and
2. There is a signed physician/parental consent form on file in the nursing office.

Annual Emergency Action Plans

Students with anaphylactic allergies, asthma, diabetes or any other chronic health issue are required to have an Emergency Action Plan from their physician on file with the nursing office.

Annual Vision and Hearing Screenings

Required screenings per grade are done on all students as listed below unless a parent note to the contrary is on file in the Nurse's office.

Vision— Grades K, 1, 3, 5, 8, all new students, any parent requests

Hearing—Grades K, 1, 4, 7, 10, all new students, any parent requests

Students with glasses/contacts will be screened while wearing them.

Parents will be notified only if a deficiency is found via a letter from the nursing office.

Extended Illness/Injury Protocol

Students with chronic illnesses or conditions may be considered for academic accommodations through a collaborative agreement between the student's physician, ESS department, health services and school administrators. **Please provide the nursing department with documentation from the physician including diagnosis and prescribed medical protocol/interventions that can be taken at school.* Chronic illnesses and/or conditions may include physical, mental and/or emotional issues as diagnosed by a licensed physician.

Students and student athletes sustaining injuries, including concussion-type injuries will be considered for academic accommodations through a collaborative agreement between the student's physician, ESS department, health services and school administrators. All injuries or suspected concussions occurring at school or a school-sponsored activity will be reported to the school nurse within 24 hours of the incident, or first subsequent school day, if occurring during a weekend.

Academic accommodations will be written ONLY if prescribed by a physician. Accommodations must be specific for each student, per physician, with a specified time frame noted.

Nursing Office for Grades 5-12

Direct Line: (317) 813-3902 Fax: (317) 813-3837

CONDUCT AND DISCIPLINE

General Information

As an expression of Heritage Christian School's mission, the high school discipline policy is intended to support the discipleship process for students, and to serve as a reflection of Jesus Christ and as an extension of the home. As such, the primary purpose of the discipline process is to produce growth in students while maintaining an

environment of learning and order, providing a support to parents, and reflecting Scriptural principles of conduct and influence. In keeping with this purpose, the Scriptural principles that provide the foundation for the discipline policy are as follows:

- The responsibility of parents for the education of their children (Deuteronomy 6:6-9)
- Submission to authority (I Peter 2:13-17)
- The principle of reaping and sowing (Galatians 6:7-8)
- Confrontation, restoration, and separation (Matthew 18:15-17)

Under the guidelines of these Scriptural principles, the goal of Heritage Christian High School through the disciplinary process is to:

- Work alongside of parents within the process of discipline
- When possible, involve the spiritual authority and influence of a family's church affiliation
- Provide an environment of order and respect that promotes an atmosphere conducive to learning
- Apply necessary and appropriate consequences for choices
- Guide in the restoration of relationships with Jesus Christ and with Heritage Christian School, its employees, and its students
- Use relational influence to produce spiritual growth, correction, and right choices
- Do so in a context that seeks the best interest of both the involved parties and the student body as a whole

Code of Conduct

In order to best fulfill the goals of the discipline process, Heritage Christian High School has established a Code of Conduct that defines expected student behavior, and establishes the procedure and process for addressing disciplinary matters. Please be aware that student conduct and behavior outside of Heritage Christian School can affect a student's standing at HCS as well as the reputation of HCS, therefore it is the expectation of the administration that students adhere to the code of conduct at all times. It is therefore also understood that violations of the code of conduct both inside and outside of school, including breaks from school, may be addressed as a disciplinary concern by the administration. Students are specifically considered to be under school jurisdiction at any time at which they are under the direct supervision of Heritage Christian School and its employees, including when riding a school bus or attending a school function or activity.

Students are expected to demonstrate the following behaviors and characteristics:

- Integrity in the keeping of one's word, speaking the truth, doing one's own work, carrying out responsibility (doing assignments adequately and on time) and respecting authority
- Respect for self, Heritage Christian School and its employees and students, and the property of others
- Courtesy extended in all relationships – student to student or student to teacher/staff
- Stewardship of the property, supplies, and equipment of Heritage Christian School, as well as wise stewardship of personal items
- Preparation for class and readiness to learn
- Reconciliation through Biblical and appropriate repentance and forgiveness when offenses have been committed or received

Students are expected to refrain from the following behaviors and characteristics:

- Tardiness to class
- Failure to conform to the expected dress code
- Careless and/or reckless behavior (i.e., throwing objects, running in halls, driving recklessly, etc.)
- Disruptive behavior that impedes the educational process
- The use of cellular phones and other electronic devices (other than an iPad) in the classroom
- Inappropriate public displays of romantic affection (i.e. holding hands, kissing, excessive hugging)
- Profanity and vulgar or offensive speech and/or gestures
- Dishonesty in any form, including lying, theft, cheating, and plagiarism (Note: indication of cheating on any assignment will result in zero for the assignment; this guideline applies to the person copying as well as to the person knowingly supplying the material to be copied)
- Gambling
- Disrespect and disobedience
- Skipping class, leaving campus without permission, or truancy
- Vandalism, including that which would be directed toward the personal property of school employees
- The possession and/or distribution of pornographic materials and information, including the distribution of sexually suggestive material via cell phones and computers, or "sexting." The Heritage Christian School definition of sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital or electronic device.
- Harassment in any form, both physical and/or sexual in nature. Sexual harassment includes all acts of a sexual nature, whether verbal or physical, which are unsolicited, unwelcome, inappropriate, and/or demeaning, which interfere with an individual's performance, or which create

an intimidating, hostile or offensive atmosphere. Physical harassment includes threats or intimidation of any nature, or inappropriate verbal or physical conduct which creates a hostile, offensive, or fearful environment. Examples of threats or intimidation include, but are not limited to, provoking a fight, fighting, bullying, acts that inflict injury or damage, and/or acts intended to control by fear and/or intimidation. Please see the anti-bullying section for more information.

- The use and/or possession of illegal or recreational drugs. This includes, but is not limited to tobacco, nicotine, and marijuana in any form. It also includes the use or possession of e-cigs, hookah/vapor pipes, unauthorized use or distribution of prescription drugs and huffing or ingesting materials inappropriately. Violations of this policy may also result in random drug testing, per Heritage Christian procedures, at the expense of the student.
- Immoral sexual conduct
- Use or possession of weapons and/or dangerous items on school premises (i.e., guns, knives, explosive devices, etc.)

Discipline Procedures

Most disciplinary issues are managed by the teacher in the classroom, and the process can involve any of the following, separately or in combination as appropriate:

- Personal conference with the teacher
- Notification of behavior problems to parents
- Detentions
 - Parents will be notified via phone or email and need to sign the Detention slip sent home with the student.
 - Detentions are scheduled 3:15 p.m. – 4:15 p.m. on Mondays and Thursdays.
 - Detentions must be served within 7 days of the date the Detention was issued (in the event of extenuating circumstances, exceptions need to be approved by the high school office).
 - If a student fails to attend the assigned Detention by the due date, an additional Detention will be issued.
 - An In-school suspension can be assigned for the fourth (4th) detention received per quarter. Frequent detentions will result in further consequences.
- Student conference with the principal
- A parent-teacher-student or parent-teacher-principal conference

Teachers need to honor any student who wishes to appeal to the teacher regarding a disciplinary action, when the

student exercises the three (3) steps of appealing to spiritual authority...Right Time, Right Place, Right Spirit!

More extreme or persistent cases of misconduct will be managed by the administration and treated with one or more of the following measures:

- Conference with the principal and/or teacher
- Probation, combined with appropriate application of consequences relevant to the offense
- In-school suspension
- Out-of-school suspension
- Withdrawal, temporary, until restitution and restoration can be confirmed via visible student behavior and pastoral counsel and recommendation; reinstatement on probation
- Withdrawal, permanent
- Expulsion

The following violations of the Code of Conduct will result in an automatic suspension from school, pending a more thorough investigation of the matter, and may result in withdrawal or expulsion. In addition, any code of conduct violation that also potentially involves a criminal offense or a violation of state laws (i.e. use of illegal substances, distribution of stolen goods or pornographic materials, sexting, possession of weapons on school premises, vandalism, truancy, etc.) may require Heritage Christian School to involve law enforcement officials.

- The use and/or possession of illegal or recreational drugs. This includes, but is not limited to tobacco, nicotine, and marijuana in any form. It also includes the use or possession of e-cigs, hookah/vapor pipes, unauthorized use or distribution of prescription drugs and huffing or ingesting materials inappropriately. Violations of this policy may also result in random drug testing, per Heritage Christian procedures, at the expense of the student.
- Immoral sexual conduct
- Possession of weapons &/or dangerous items on school premises
- Dishonesty
- Disrespect and Disobedience
- Leaving campus without permission
- The possession and/or distribution of pornographic materials and information, including sexting
- Harassment in any form
- Vandalism
- Continued willful disobedience, misconduct, disrespect(Chronic behavioral problems)

A student may be suspended for a period of one to ten days at the discretion of the principals. All assignments or tests missed during the period of suspension must be completed. All missed assignments will receive a 50% reduction in grade, and test/quiz grades will be reduced by 10%.

Students may not practice or participate in athletic events for the duration of the suspension, nor may they be involved in extracurricular activities during that time. Any other corresponding participation consequence will be determined according to Athletic policy. In addition, students may not attend school activities on the day(s) of suspension. Students may be expelled from school after other disciplinary procedures have failed or when major moral or social offenses have been committed. Expulsion decisions will be made in conjunction with the principal and CEO.

Anti-bullying Policy

The administration, faculty and staff of Heritage Christian School believe that all people are created in the image of God, and so have intrinsic worth, value and dignity. We believe we have a responsibility to provide a respectful, safe and healthy school environment and an obligation to promote mutual respect and acceptance for our students. We recognize that love and respect are the foundation for our relationship with God and others, and that Scripture establishes the standard of how we demonstrate love and respect toward all students. Therefore, we will not tolerate behavior that infringes on the safety and dignity of any student. Bullying is never acceptable and is strictly prohibited. Such conduct is contrary to the behavior, values and principles taught by our Savior and are disruptive to the educational process.

The State of Indiana defines bullying as any overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school. (*Indiana Code 20-33-8-0.2; HCS will continue to update the policy as revised by the IDOE, 6/2013*)

Heritage Christian School will not tolerate any behavior that is considered bullying, intimidation, or harassment of another student(s). Such behavior includes, but is not limited to;

Physical- direct physical contact including pushing, hitting, shoving, biting, hair-pulling, scratching, spitting, tripping, damaging or stealing victims property, locking person in room, mean faces, rude gestures, initiating or forcing inappropriate touching

Verbal assaults-name calling, put downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium, (cell phone, internet, etc.)

Social- ostracism, exclusion, ignoring, being unfriendly, alienating, social isolation, rumor spreading, damaging someone's reputation

Psychological- acts that instill a sense of fear or anxiety, aggressive or menacing gestures

The Anti-Bullying Policy will be enforced in accordance to HCS Code of Conduct guidelines, which state;
It is the expectation of the administration that students adhere to the HCS Code of Conduct (and the HCS Anti-Bullying policy) at all times. It is therefore also understood that violations of the Code of Conduct both inside and outside of school, including breaks from school, may be addressed as a disciplinary concern by the administration. Students are specifically considered to be under school jurisdiction at any time at which they are under the direct supervision of Heritage Christian School and its employees, including when riding a school bus or attending a school function or activity.

Students who choose to initiate and/or participate in bullying activities of any kind will be subject to intervention and/or disciplinary action. Consequences can include loss of designated school privileges and opportunities, suspension, expulsion or legal action by the police and/or courts.

Procedures to be followed for Suspected or Reported Bullying Behavior:

- Staff, student or parent reports the incident and suspected behavior immediately to a school staff member who will ensure that the incident is reported to the appropriate school administrator
- Appropriate school personnel will immediately investigate the incident and follow the established guidelines for

investigation, intervention and notification of parents of all parties

- Bring resolution to the incident in a timely manner and inform all parties involved as to findings and action to be taken

Dress Guidelines

Standard of Dress for the 2016-17 School Year

We desire that students have a standard of dress that is modest and neat. Parents, as the primary educators of their children, play a key role in this area of standard of dress. It is important for parents to guide and supervise their children in the selection of appropriate clothing. Accordingly, the dress code is intended to clearly outline the expectations of Heritage Christian School.

1. Students must be in compliance with the Standard of Dress prior to entering the school and continue until the end of the school day.
2. All clothing must be properly sized, modest and unrevealing in cut, fit, and texture.
3. Modesty is expected at all times at any school event or function.
4. The Standard of Dress is for all school days unless special dress is approved by the administration.
5. We recommend all apparel be purchased from the approved school vendors, as described below. Apparel not purchased from the approved vendors must be indistinguishable from the designs established on our school vendor website.

The following base outfit is required:

Shirts

1. Must be traditional polo or oxford style with long or short sleeves.
2. Must be a solid color.
3. Must have a collar and buttons. No more than two buttons may be left unbuttoned. A layer underneath is required for girls.

Pants, Capris, Skirts, and Shorts

1. Must be Chino, Cargo or Khaki style only.
2. Must be tan, beige, navy blue, gray, or black.
3. Skirts should be modest in length. A parental guideline for modest skirts is that the bottom of the skirt shall be

no shorter than six inches from the floor when kneeling. Please check this at home in your selection of appropriate clothing.

Other Requirements

1. Optional outer layers such as sweaters, cardigans, fleece and vests must be purchased from the approved items list created by the school from the selected vendors.
2. HCS and College sweatshirts, crew neck or hooded, may be worn. If removed, the student must be in dress code with an approved collared base polo or oxford.
3. Footwear (shoes or sandals) must be worn and be neat and clean. No flip flops.
4. No head coverings are to be worn in the building.
5. Make up and accessories are to be neat and simple.
6. Males must be clean shaven
7. Visible tattoos and body piercings (other than earrings for girls) are not permitted.
8. Hair is to be clean, neat, well-kept and of modest length (for boys). Hair should not draw undue attention, and extreme styles are not permitted. Hair can only be colored a natural color.
9. Any clothing or personal appearance that tends to draw undue attention to the individual is not acceptable.
10. For the occasional Spirit Day allowance, students may wear a Heritage tee shirt with relaxed, loose fitting sweatpants or athletic style pants.

Heritage Christian School Vendors

The Vendor Committee made up of faculty, staff, and parents has thoroughly researched many options for vendors to supply our clothing needs. Quality, cost, durability, comfort, and look were important factors used to determine vendor choices. Middle and High School students had input into the selection of vendors by trying on clothing for fit, feel, and fashion.

As a result of this extensive research, the following vendors have been selected as approved vendors to represent our clothing needs:

**Land's End
Schoolbelles**

Special Banquets

HCS provides opportunities for students to have a special time

with classmates, guests, teachers, and parents at various banquets throughout the year. A banquet form is to be obtained from the high school office and returned for all outside guests of HCS students. Standard of Dress Guidelines and procedures for each event will be provided by the principals and emailed to parents.

The Winter Banquet is sponsored by the Student Council and is open to grades 9-12 and their invited guests in grades 9 and above.

The Junior/Senior Banquet is open to juniors and seniors and their invited guests in grades 9 and above.

Computer and Internet Access

Heritage Christian School provides computer, networking, and Internet services in order to access educational resources and to work collaboratively with peers and teachers. This Accepted Use Policy provides an opportunity to educate the user on the school's expectations and the responsibilities of the user.

Network and Internet Access

HCS currently has a network interconnecting the classrooms, Computer labs and administrative offices to all HCS computing resources. HCS also provides connectivity to the Internet for all networked computers. Any user of Heritage Christian School computing will be held responsible for his/her computer usage. A detailed history of Internet usage may be shared with administration and parents as a result of any violation. Unacceptable uses of these resources will result in the suspension of or revoking of all computing privileges.

User Responsibilities

- Use all HCS computer resources and Internet access in accordance with the school's code of conduct.
- Cite all information sources properly.
- Use all HCS computer resources and Internet access for legal activities.
- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do not use any computer resource in any manner that would purposely degrade the performance of the network or any computing resource.
- Do not trespass into or modify the data or account of another user.

- Do not gain unauthorized access to any computer resources or accounts at HCS or elsewhere.

Personal Safety

- Report to a computer system administrator, teacher or HCS staff member any unsolicited email, security problems, or information that makes you uncomfortable.
- Students: Do not reveal your home address, image of self (description or picture) or phone numbers or those of other students. Use the school address and phone numbers only.
- Understand that all electronic messaging, email, and instant messaging (IM), is not guaranteed to be private.

Results of Inappropriate Use

Any user of HCS computing resources will be held responsible for his/her actions. Unacceptable uses of these resources will result in the suspension of or revoking of all computing privileges. Students will be referred to the school administration for all violations.

Library

- **All students are issued IndyPL cards and expected to carry them for use at school and home.**
- **A student's library card number** provides free access to numerous **online resources** such as databases, *Tutor.com*, ebooks and audiobooks.
- **Students are responsible for any materials checked out on their card.** There is a \$5.00 fee to replace lost library cards.
- Books are checked out for **3 weeks** and may be renewed online or in person.
- Students may request materials from other IndyPL locations to be delivered to Heritage for check out.
- When a book is several *weeks* overdue it will be declared "lost" by the library system. **Once a book is declared lost, the cost of the book plus a \$5.00 processing fee will be charged to the student's account.** If a "lost" item is returned the book cost is refunded, but not the processing fee. HCS does not charge daily fines for overdue books.
- **Sign up** on the IndyPL website under *My Account to receive email notices* & receive reminders 3 days *before* items are due.
- All student printing and photocopies will be charged directly to student's accounts and billed monthly. **The cost for ALL printing and copies is \$.20 per page**, for black & white or color.

To use library resources from home:

From the **Heritage website** homepage, use the **Quicklinks** drop down list to select **Library Media Center**.

Databases purchased by Heritage:

1. From the HCS Library page click on the link for:
World Book Online Reference Center or
Follett Shelf eBooks
2. Enter the **user name & password**
World Book
User name: heritagechr
Password: eagles

Follett Shelf
User name: HeritageChr
Password: Isa4031
3. After logging in begin your search.

iLibrary Online Databases:

1. Click on **Online Databases**. Enter your IndyPL library card number and PIN
2. From the list on the left choose **Student Resources** or **Alphabetical listing**.
3. Select a database from the list.

To renew library books:

1. Click on **Account Login**. Enter the entire number on your library card and repeat the last 4 digits as your PIN
2. Click on **Checked out**.
3. Check the box in front of the item you want to renew.
4. Click on **Renew Selected Items**.

To search the catalog and request books from branches:

1. Click on **SHERLOC Library Catalog**.
2. Enter an author, title or topic. Look through results.
3. When you find a book you want, click on: **Make Request**.
4. Enter your library card number and PIN. (last 4 digits)
5. Select **Heritage Christian High School** as the location.

Extracurricular Activities

It is recognized that an appropriate mixture of opportunities for extra-curricular activities is important for a student's full development. The following policies and activities are intended to give HCS students these opportunities in a Christ-centered context.

Athletics: See Athletic Handbook for Specific Guidelines

HCS participates as a member of the IHSAA in a variety of sports. For a detailed list of athletics teams and guidelines, please see the Athletic Handbook available on the HCS athletic website.

Requirements for Athletic Participation

1. An HCS athlete must meet both Heritage and IHSAA eligibility standards. Heritage requires at least a 2.0 GPA at the quarter, no failing grades at both the quarter and the semester, and no incomplete grades. (See the "Eligibility" section on p. 41 for more details.) The student's academic performance will be re-evaluated at the mid-term. Grades will be IHSAA certified on the day report cards are issued or 6-7 days following the mid-term period. Ineligible athletes cannot regain eligibility until grades are certified.
2. All students participating in athletics must have an IHSAA Physical Exam Form and all required forms completed on HCS connect before they are allowed to participate.
3. A student must be present for at least 5 periods of the school day in order to participate in an athletic event or practice on that day unless excused for a medical appointment or other reason by the administration. STUDENTS WHO ARE ILL SHOULD STAY HOME.
4. A student athlete must turn in all academic work assigned before early dismissal for games. Tests may be taken the next school day. Trips are treated as "pre-notification" absences for make-up work purposes. (Trip means leaving before 8:00 a.m. on a school day.)
5. Per IHSAA regulations, incomplete (INC) grades are considered to be failed grades and will affect eligibility. "An incomplete in a course at the end of the grading period is considered a failing grade and may be made up and deficiency removed before the certification date; an incomplete in a course on the eligibility certification date counts as a failing grade and for eligibility purposes cannot later be made up or removed." An incomplete grade can be removed upon assignment(s) completion, but will not result in restoring eligibility until the next certification provided all criteria are met. All quarter/semester incomplete grades must be made up and submitted to the high school office within one week of the quarter's end.

Fine Arts

HCS provides a variety of Fine Arts opportunities outside of the scope of the curricular options in Music, Art and Theatre. For specific guidelines of the Fine Arts Program, please refer to the on-line Fine Arts handbook on the school website.

Student Government

Student Government participates in the planning of school life

and school activities, Homecoming, Winter Formal, etc. It seeks to develop well-balanced social programs, to encourage student participation in school activities, and to uphold the spiritual and moral principles upon which the school is founded.

In order to run for a Student Government office, a student must have been enrolled at HCS since the first quarter, have at least a 2.5 cumulative GPA, be a positive representative of the school code of conduct and must receive faculty recommendation. Elections for all offices are held in the spring.

Each grade level elects its own class officers, which include a President, Vice-President, Secretary, Treasurer, Social Chairman, and two Student Council Representatives. The Student Council deals with issues and events that involve the entire student body. It consists of the Student Body President, Vice President, Secretary/Treasurer, Communications Director, each class president, and two representatives from each class.

Student Organizations and Clubs

The organization of clubs, groups, and activities that conform to the philosophy and policies of the school are encouraged. Students and faculty sponsors wishing to organize a club or activity must obtain approval from the administration.

Yearbook

The high school yearbook is published by students under the supervision of a faculty member. The yearbook covers the full school year and is distributed during the following fall registration in August or later depending upon its arrival. The yearbook is provided at an additional expense and must be pre-ordered.

Eligibility for Extracurricular Activities

Eligibility means that a student must maintain established academic and behavioral standards in order to participate in extracurricular activities (class office, athletics, school plays, etc.). To be eligible, a student must:

- 1) take at least the minimum course load of six full-credit high school classes (only five are required for students in AP Biology or AP Chemistry),
- 2) maintain a quarterly GPA of 2.0 or above, unless a higher GPA is required for a specific activity, as is the case for student government officers,
- 3) pass all subjects for both the quarter and the semester,
- 4) complete all INC grades with passing grades. Athletes will be ineligible until incomplete grades(s) are corrected (per IHSAA).

Both failing grades and incomplete grades result in students losing their eligibility. If a student is declared ineligible

because of incomplete grades, ineligibility can be quickly restored by completing the course(s) with passing grade(s) and achieving the necessary grade-point averages.

Students who are declared ineligible at the end of a quarter may try out for any extracurricular activity, but not fully participate until they can re-establish their eligibility. If on a team, a student may continue to practice with the team but cannot participate in any scheduled contests during the ineligibility period. In addition, ineligible students may not receive passes out of a class or study hall except for emergencies.

Students' grades are also evaluated at the mid-term of each quarter. Mid-term grades do not make a student ineligible, but may be used to communicate to the student and the parents that, at the current level of performance, the student is in danger of becoming ineligible when grades are certified at the end of that quarter. A written notice will be sent to parents letting them know that their son or daughter has been placed on the "Mid-term Ineligibility Warning List."

If a student has been declared ineligible at the end of a quarter, he/she may regain his eligibility by bringing his grades and performance to the above required levels at the following mid-term evaluation. (A student who withdraws failing (WF) from a class during the 1st or 3rd quarter can also regain eligibility at the mid-term of the following quarter. At the end of the semester, the WF will not place him on the ineligibility list again as long as all other criteria are met.) All imposed restrictions are lifted once eligibility is regained. This occurs the day that grades are officially certified. However, an athlete who is ineligible by IHSAA standards cannot be reinstated until the end of the quarter according to IHSAA rules. This would occur only when a student is not passing at least six classes at the semester.

Any time a student is ineligible twice during the same athletic season (defined as the time tryouts are held until the last interscholastic contest is completed), that student athlete will be dropped from the team. In other words, if a student is ineligible entering a season, or is declared ineligible during the season, and then is found to be on the following "Mid-term Ineligibility Warning List", that student is no longer eligible to continue in extracurricular activities and is removed from the team for that season or is to resign from his/her office or position for that academic year. This also applies if a student is ineligible at the end of two consecutive quarters, even if he/she regained eligibility at the mid-term. They may fully participate in future activities once they regain eligibility.

If a student is declared to be ineligible at the conclusion of the 4th quarter and wants to regain eligibility by going to summer school, the following guidelines apply:

1. Approval must be secured from the Director of Guidance or High School Principal.
2. A student whose GPA is below a 2.0, but did not fail a class, must contact the HS office for course selection.
3. The summer school course must be the same in content.
4. When completed, the final summer school grade will replace the original grade (see policy for "Repeating High School Classes").
5. The recomputed 4th quarter GPA must still be a 2.0 or above for eligibility.

Exceptions: All freshmen are eligible at the beginning of their 9th grade year. Newly enrolled 10th, 11th, and 12th grade students must meet the established guidelines using their previous semester's final grades. Classes that are being taken as "audit" do not affect eligibility.

Students considering online classes should refer to the "Correspondence and Online Courses" on p. 16-17 for information regarding how online learning may impact eligibility. Students who are considering participation in NCAA Division I or II athletics should be aware that online courses could affect NCAA eligibility. Before enrolling in online classes, athletes should verify that they have been NCAA approved.

Student athletes and parents with questions about ineligibility should consult that section of the Athletic Handbook found on the school website.

Fundraising

Student activities designed to raise money for extracurricular groups must be approved by administration.

Parental Permission

Parents are asked to sign an annual permission statement through HCS Connect. That signature indicates permission for the student(s) to participate in extracurricular activities. These activities include field trips, athletics, musical practices, drama performances, student council, and club activities.

OPERATING POLICIES AND PROCEDURES

Change of Address

Parents are responsible to update change of address and contact information through HCS Connect on the school website.

Emergency Preparedness

Fire Drills: Fire drills are conducted at regular intervals as an

important safety precaution.

Tornado Drills: Tornado drills will be conducted periodically to ensure each child knows his/her responsibility in the event of severe storms or tornadoes.

Lock Down Drills: Lock Down drills will be conducted periodically to ensure each child knows his/her responsibility in the event of a security threat on or near campus.

Field Trips

A student's educational experience is often enhanced by leaving the classroom for a field trip. Normal school conduct expectations are to be followed. The teacher, through the HCS Transportation Department, will arrange transportation. Teachers are not permitted to transport students in their personal vehicles.

Good Stewardship of Property

With proper recognition and respect for the God-given resources of HCS, students are expected to:

1. Take responsibility of equipment and supplies.
2. Take good care of physical facilities including buildings, desks, tables, lockers, etc.
3. Take responsibility for their own personal items (jackets, books, etc.). It is recommended that a student's name be marked on all personal items and that items not be left unattended. Borrowing or taking items belonging to others without their permission is considered stealing.
4. Take responsibility for helping keep the buildings and grounds as neat as possible (pick up trash, pop cans, etc.).

Lunch Room

Lunches are to be eaten in the assigned areas only (i.e. the Cafetorium, Commons, Commons Patio and in classrooms on designated days). Students should remain in the lunch areas until the end of the lunch period and are expected to keep the lunch areas clean. Students may only eat in classrooms if supervised by a teacher. Students may bring lunches from home and/or buy food from the HCS kitchen or Commons Cafe. Lunches are purchased using the student ID card and then billed monthly to the tuition account. Students are not to be in cars during lunch nor are they to order delivery foods. Students are not allowed to leave campus, for any reason, without prior consent from a parent/guardian and approved by the high school office. Students who leave campus without authorization will be considered truant.

Parents may bring in food for lunch. Parents are also permitted to take their student(s) off campus for lunch with prior notification to the high school office. A student may meet a parent or parent-designated adult for lunch off campus only with a parent/guardian's prior notification and approval

from the office. Students who leave campus without authorization will be considered truant.

Parents and siblings of students as well as a student's pastor may join a student for lunch during that student's scheduled lunch time. Those visitors must register at the front desk in the Fine Arts entrance when they arrive on campus before joining the student for lunch. Non-Heritage student visitors, including alumni, may not come to the HCS campus for social reasons during school. This includes lunchtime visits.

Lockers and Locks

High School students are assigned hall lockers that remain the property of the school. Personal locks may not be used on school owned lockers. School locks and lockers will be assigned to students in PE classes.

Each student is to maintain his/her locker in a neat, clean, and orderly fashion. Pictures, decorations, and notes should be appropriate and can be displayed using magnets or painter's tape to preserve the paint on the lockers.

Out of respect for others, students should not open lockers other than their own. At the end of the school year, the student must remove all possessions without damage to the locker and must leave lockers neat and clean. A fee will be charged to the student's tuition account if these guidelines are not met.

Lost And Found

All textbooks found should be turned in to the high school office and will be directed to the teacher of that subject. Other articles found within the school or on campus should be turned in to the high school office. Students and parents should check regularly for personal items. Items that are not claimed within a reasonable time will be given to charitable missions.

Parent-Teacher Conferences

Conferences between parent and teacher are encouraged especially if a question or conflict has arisen. These offer an excellent way to exchange information that will provide a greater understanding of the student. The principal and teachers welcome the opportunity to confer with parents to assist in the development and guidance of children. Conferences may be arranged by contacting the teacher directly.

Two dates are scheduled in the fall, near the end of the first quarter/grading period, on the school calendar for parent-teacher conferences. At these times, conferences are scheduled through HCS Connect.

The principals are available, by appointment, for conferences which are related to school matters in other areas of

concern.

Posters and Printed Material

Printed material may only be posted or distributed with the approval of the high school principal. Messages should be in good taste and appropriate for a Christian school and posters should be neat and professional. Political material may only be distributed as part of an organized school/class project.

School Delays and Closings

The decision to close, delay or dismiss school because of adverse weather conditions, or other emergency situations, will be made by the administration. The school will notify parents through the One Call Now communications system, the school website and local radio and television stations.

Senior Activities

The senior trip has become one of the highlights of the high school years. Since the spiritual and social benefits are so important, all seniors are expected to go unless prevented by illness or an emergency. It is expected that those who have jobs make work arrangements. There is a charge for the weeklong trip.

Student Residency

All students are to be residing with the custodial/legal guardian(s) in order to attend Heritage. International students must reside with school approved guardians. Any change of status must be reported to the admissions office.

Telephones/Cell Phones

Office phones may be used by students with permission of a teacher and/or the high school administrative assistant. **Cell phones are not to be used during the class time and violation of this expectation will result in a detention.**

If parents need to contact a student during the school day, please call the high school office rather than texting or calling the student directly. All emergency messages for students will be handled by the school office staff.

Textbooks

Students in grades 9-12 rent books for classroom use. These fees are included in the student's tuition. Therefore it is important for students to take care of and not write/underline in the books. It is important that the student's name be written in the appropriate place in each book. Textbooks will be collected at the end of the year and damage fines may be assessed depending on the condition. Some textbooks may be issued in digital form

and accessed through a school approved digital device. Novels may be distributed in English classes and will be charged to the student's account. These novels are the student's property to keep.

Transportation

Bus transportation is available to high school students. Students are to cooperate with the bus drivers in every way for the safety of all.

All students who drive to school must apply for a parking spot with Safety & Security through HCS Connect, Manage My Info. Registration will be on an annual basis. A monthly parking fee will be charged.

Drivers are not to exceed 15 mph on school premises and should drive with extreme caution to prevent accident or injury. Students are to park in the designated area(s). Violation of regulations may result in withdrawal of permission to drive on school property.

Visitors to the School

All visitors, students or adults, are required to sign in at the front desk at the Fine Arts entrance and obtain a visitor's pass upon entering school premises. Visits should be timed to avoid interrupting instructional or testing activities; therefore, visits with a teacher must be pre-arranged.

Alumni who would like to make a campus visit to see the facilities or to visit with faculty, staff or students must make prior arrangements with the Alumni Relations office who will then facilitate the details of the visit.

Non-Heritage student visitors may not come to the HCS campus for social reasons during school. This includes lunchtime visits and taking students out to lunch.

Prospective students who want to shadow classes must complete and submit the online shadowing request form from the school website in order to set up a day and time with the administration for their visit.

HERITAGE FIGHT SONG

Oh when those Heritage teams fall into line
We're gonna win that game another time
It's for the dear old school we love so well
It's for the blue and white we'll yell and yell and yell
And when we fly up on our Eagles' wings

That's when you'll hear our cheering voices ring
And we will fight with all our might and fight might and fight
For Heritage High
E - E - E - A - G - L - L - L - E - S
E - A - G - L - E - S
Eagles, Eagles
H - C - S!!!