

**Heritage Christian
Intermediate School
2016-2017
STUDENT HANDBOOK**



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ADDRESS _____

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PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word,
I will make it a lamp unto my feet,
And a light unto my path.
I will hide His Word in my heart,
That I might not sin against Thee.

PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag,
And to the Savior for whose kingdom it stands.
One Savior, crucified, risen, and coming again,
With life and liberty for all who believe.

PLEDGE TO THE AMERICAN FLAG

I pledge allegiance to the flag
Of the United States of America,
And to the Republic
For which it stands, one nation, under God,
Indivisible, with liberty and justice for all.

WELCOME TO HERITAGE CHRISTIAN INTERMEDIATE SCHOOL

We are glad that you are here as part of our intermediate 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.

The purpose of this handbook is to acquaint students and parents with the organization, policies, and procedures of Heritage Christian Intermediate School. It is the responsibility of each parent and student to be knowledgeable of the contents of this handbook. We trust that you will utilize this book as questions arise at home during the school year. Any changes in school policy during the school year will be communicated either by a letter sent home or through the weekly eBulletin.

We appreciate your willingness to follow the Lord's calling by being a part of the Heritage Christian School family. The success of our school is a direct reflection of your tremendous amount of support. We want to invite you to continue your support through participation in all of our activities.

FOUNDATION OF HCS

Heritage Christian School's foundation is based on a distinctly Christian philosophy, some very specific objectives, and a well-defined statement of faith. This foundation reflects the basic belief that God's standards, as put forth in His Holy Word, define the fundamental ways by which our children should be educated, both spiritually and academically (*II Tim. 3:16, 17*).

HERITAGE CHRISTIAN SCHOOL PHILOSOPHY

We the Board of Directors, administration, and staff of Heritage Christian School, 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 in every activity of life (*Deuteronomy 6:4-9*). It is our desire that every student will 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 that we are an extension of the home and church as we endeavor to help each student grow in his understanding of God, his fellow man, and himself. We desire that each student will develop his/her capacities to the highest level so that he/she may become mature and live his/her life to the fullest, wherever God has called him/her.

STATEMENT OF FAITH

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

We believe there is one God, eternally existent in three persons—Father, Son and Holy Spirit (*Genesis 1:1, Matthew 28:19, John 10:30*).

We believe in the deity of Christ (*John 10:33*); His virgin birth (*Isaiah 7:14, Matthew 1:23, Luke 1:35*); His sinless life (*Hebrews 4:15, 7:26*); His miracles (*John 2:11*); His vicarious and atoning death (*I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9*); His resurrection (*John 11:25, I Corinthians 15:4*); His ascension to the right hand of the Father (*Mark 16:19*); His personal return in power and glory (*Acts 1:11, Revelation 19:11*).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (*John 3:16-19, 5:24; Romans 3:23, 5:8, 9; Ephesians 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 (*Romans 8:9; I Corinthians 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 (*Romans 8:13, 14; I Corinthians 3:16, 6:19, 20; Ephesians 4:30, 5:18*).

MISSION STATEMENT

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

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 purposes for their lives.

ACADEMICS

The emphasis of the intermediate school is on academic, emotional, social, and spiritual transition. Students in these years must be provided with opportunities to attempt new things. Curriculum offerings are expanded, extracurricular opportunities increased, and new scheduling/teacher assignments introduced. Students will be provided with ample opportunities to achieve success. This requires a dedicated and supportive staff which will motivate students toward success.

ACADEMIC EVALUATION

Parents receive regularly issued report cards (every quarter) evaluating their child's academic achievement. To facilitate understanding and communication, parents may view their child's academic progress throughout the grading period by accessing Moodle.

NETCLASSROOM

Netclassroom is a very easy and efficient tool to use for reviewing schedules and report cards. It can be accessed online at <http://www.heritagechristian.net>. For Netclassroom login information, please contact the Intermediate/Middle school office, if you need assistance with your user ID and password.

GRADING SCALE

Percentages	Letter Grade	Numerical Equivalent
100	A+	4.33
93-99	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.00
60-62	D-	0.67
59-below	F	0.00

STANDARDIZED TESTING

Each spring, all intermediate school students are evaluated through the state standardized testing program using the ISTEP+ tests. These tests serve as one type of measurement of a child's academic progress. Composite class scores are used to measure the adequacy of the school's curriculum and/or instruction. Parents receive a test report summarizing the results of their child's performance at the end of each school year.

SCHOOL RECORDS

The school maintains accumulative academic, attendance, health, and disciplinary record for each student. Material in each student's cumulative file is confidential and shall be accessible only by permission of an administrator.

HOMEWORK

Homework is assigned to reinforce and apply concepts learned in the classroom, to develop responsibility, and to promote self-learning. It can be defined as independent practice or studying. It is our desire to assign an appropriate amount of meaningful homework that will challenge a student to maximize his or her God-given potential.

Homework Access

Homework assignments are posted on Moodle. From the HCS homepage, www.heritagechristian.net, select Moodle on the top right corner. Here, simply login using your child's Moodle account. You will see a list of courses your child is enrolled in and can access each teacher's assignments, downloads and links. We strongly encourage parents to utilize Moodle for homework assignments in order to stay informed about your child's academic responsibilities.

Homework Policy

The following schedule is an estimation of time required for completion of homework for the average student to complete **core subject** assignments. Please keep in mind that advanced classes may assign more homework that may exceed these limits. The *core subjects* are as follows: Math, Science, Social Studies, Language Arts and Bible. Please keep in mind that advanced and elective classes may require additional minutes of homework that may exceed these limits.

5th Grade approximately 50 minutes

6th Grade approximately 60 minutes

Wednesday Homework Policy: limited math sets may be assigned.

- Aside from weekly spelling or vocabulary quizzes, no quizzes or tests will be given on Thursday except on shortened weeks or altered schedules.

Additional Homework Policies:

- Longer assignments (projects, reports, study guides) needing a couple of nights or even weeks to complete will be calculated into these nightly limits.
- Core Subject Test Schedule: No more than **two** tests may be assigned for any given day.
- A three-day notice will be given by teachers on major tests or quizzes, i.e., a test on Friday must be announced on the previous Tuesday. Exceptions will have administrative consent.

Late Homework Guidelines

To hold students accountable for their homework and to teach them responsibility, all teachers will use the following stipulations: homework that is not turned in at the time it is due is considered late; a day is the 24-hour period following when the assignment was due.

Grade 5/6 1 day late = 10% off, 2 days late = 20% off, 3 days late = zero%

- The penalties imposed on late papers will be deducted after the paper has been graded.
- Parent notification will be made on late papers for Hidden Treasures and identified students so that parents can get involved in getting the late homework completed and turned in to the teacher.

ADVANCED CLASSES

Accelerated Math Policy

Recognizing that God has gifted each student with unique abilities, we offer Intermediate school students the opportunity to participate in accelerated Math classes. Accelerated Math at HCS is defined as moving ahead one grade level (skipping a grade in Math). Doing so will assist each student in achieving his or her academic potential as they prepare for future academic pursuits. In order to qualify for an accelerated class in the Intermediate School, the following standards must be achieved:

Students must receive a score of Pass + on the yearly ISTEP testing for Math or a comparable score (95th percentile) on other available standardized testing. If standardized testing is not available the student must be administered the appropriate end of year cumulative Saxon Math assessment and receive a minimum score of 90%.

2 of the 3 following criteria must be met:

- 90% average for 3 quarters of work in his/her current math class
- Minimum score of 90% on a Saxon cumulative math test in their current math class.
- Teacher recommendation regarding problem solving ability, maturity to be successful, and proven ethics in work habits.

Once placed in an accelerated class the student must:

1. Maintain a minimum of a 90%.
2. Complete and turn in assigned homework.

A student may need to repeat an advanced math class for not meeting the above requirement.

ACADEMIC AWARDS

Heritage Christian School students enjoy the opportunity to pursue a Kingdom education through a Biblical worldview lens. Students who excel in the rigors of the Kingdom educational process are recognized during an Academic Awards program during the last days of school.

ACADEMIC PROBATION

Students whose quarterly grade-point average falls below a 2.0 will be placed on academic probation. Probation will last for a period of nine (9) weeks and is designed to give the student an opportunity to bring the GPA to an acceptable level. At the conclusion of the probationary period, the administrator and teacher will make a decision regarding:

1. Discontinuing probation,
2. Continuing probation, and/or
3. Recommending withdrawal from HCS.

During the period of probation, a student will be limited in his/her extra-curricular activities or elected offices.

PROMOTION/RETENTION POLICY

Each intermediate school student should pass mathematics and language arts to be promoted to the next grade. Additionally, if a student receives failing grades in two subjects other than mathematics and language arts and also fails mathematics or language arts, that student may be retained in his/her present grade. Furthermore, if a student's yearly grade point average (GPA) falls below the 2.0 mark, that student may be retained in his/her present grade.

Those provisions constitute the academic criteria when making promotion/retention decisions. Other factors, including attendance, emotional readiness, health, and achievement in the other subject areas, will be carefully evaluated when making promotion/retention decisions. Missing more than fifteen (15) days of school per semester may affect the promotional opportunities for students in intermediate school.

Parental input regarding such decisions is important, but it should be clearly understood that the recommendation of the intermediate school principal, in consultation with the appropriate teacher(s), CEO and director of ESS will govern all situations of promotion/retention.

EDUCATIONAL SUPPORT SERVICES (ESS)

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), Julie Hight at extension 168.

Student Achievement Training (SAT)

The SAT program provides educational therapy for students who exhibit learning differences. Applicants must have a comprehensive evaluation to determine eligibility for SAT. For more information, contact the Director of Educational Support Services (ESS), Julie Hight at extension 168.

Explorers

Another important aspect of our ESS department is the Explorer's Program. The Explorer's Program serves to further develop problem solving skills in students who have been identified with high ability. Qualified students are pulled out of their regular classroom to work on projects and stimulating assignments with their peers in math/science and/or language arts.

Minimum qualifying scores for Explorers

InView ability test total Score of 125; WISC IV Full Scale IQ of 120. 5th and 6th grade students with a qualifying InView score may be considered for the program without the WISC IV.

TEXTBOOKS

HCS loans out books to students and reserves the right to access fees on books that have been damaged or lost.

ATTENDANCE

A priority at Heritage Christian School is to use instructional time productively. 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.

Hours

The normal school day shall be from 8:00 a.m. to 3:05 p.m. for intermediate school students. Parents should plan to have their children arrive at school NO EARLIER than 7:30 a.m. and no later than 7:50 a.m. Students arriving between 7:00 a.m. and 7:30 a.m. will be sent to our Before School Care Program also known as HUB. Faculty and staff are not customarily on duty until 7:30 a.m. Students will be sent to their classrooms at 7:40 a.m. Please have your child here by 7:50 a.m. so he or she can be in his/her seat by 8:00 a.m.

Arrival at School

Intermediate school students should enter through the Fine Arts building doors. Students should remain inside on the tiled area of the Fine Arts Building until released at 7:40 a.m. by the staff member in charge. Please keep in mind that students should follow the intermediate school conduct and discipline policy upon arrival on campus.

Dismissal from School

Students will be taken by their homeroom teacher to the cafetorium for dismissal. All students will remain seated until his/her name is called. After his/her name is called, students will walk to the appropriate car line. Faculty and staff children will be dismissed at 3:25 to go directly to their parents. All intermediate school students not participating in after school activities must be picked up by 3:30 p.m. If not, they will automatically be sent to HUB.

HUB

Afternoon HUB requires an additional fee. HUB meets in an assigned area from 7:00 to 7:40 a.m. and 3:30 to 5:30 p.m. Upon arrival in the designated area, attendance will be taken and the students will begin study or activity time. During activity time, students may eat a snack brought from home. Ed Ingle, extension 159, is the contact person for HUB.

ABSENCES

Excused Absences

When a student is absent, the parent must leave a message on the intermediate school/middle school Attendance Hotline by 8:15 a.m. (594-5861). The hotline is checked once per day; therefore, do not leave a message after 8:15 a.m.; contact the intermediate school office directly at (813-3884). Each day a student is absent, the parent must call the school, clearly specifying the reason for the absence. Some legitimate reasons for being absent from school are: personal illness of student, death within the family, family emergencies, family vacations, professional appointments, mission or church related trip, and approved school activities.

Make Up Work for Excused Absences

1. Students will have two (2) calendar days for every school day missed to a maximum of ten (10) days to complete make-up work
2. When a student is absent, parents are encouraged to use the student's agenda and the teachers' Moodle page to obtain a listing of all homework assignments. Parents may email or call individual and/or team teachers regarding missed work, handouts, etc. Please wait for a response from the teacher(s) regarding an agreed upon time for items to be picked up and discussion to occur regarding any questions or concerns. Teachers will notify the MS receptionist of the agreed upon time for pick up. After arriving at the Fine Arts entrance, parents are to check into the intermediate/middle school office before being directed to the teacher(s) room and/or to the student's locker to retrieve needed books, supplies, etc.

Unexcused Absences

Examples of unexcused absences include, but are not limited to, the following:

1. All forms of truancy,
2. Missing class without proper authorization,
3. Leaving the HCS campus without signing out with proper school personnel,
4. Absenteeism (whole day or partial) not deemed acceptable by the principal, and/or
5. Out-of-school suspension.

NOTE: Being absent for some of the reasons just listed may result in a student being declared truant. Truancy is defined as being absent from school without the parent's permission and the school's permission.

Excessive Absences

Any student missing more than 15 days of school per semester may receive an "F" for the semester's course work. For purposes of this provision of the attendance policy, any student placed on homebound instruction for more than 5 consecutive days will have all remaining days of that extended absence waived. For example, if a student misses school 6 successive weeks due to back surgery, only 5 days may be counted as absences. Please remember—exceeding the 15-day absence limit per semester may affect the promotional opportunities for students in intermediate school.

Early Departure Procedures

If a student must leave school early, he/she should follow these procedures:

1. A written note/phone call to the Intermediate/Middle School office, 813-3884, is necessary, stating the date, time, and reason for the early dismissal.
2. If an emergency develops during the day, parents may request an early dismissal by telephone. The office will call the student out of class at the appropriate time.
3. Students must sign out in the office and will be kept in the office until the parent is in the lobby.
4. Any bus riding student leaving early must notify the transportation department.

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. Students should obtain a tardy pass from the intermediate/middle school office. Excessive tardiness will be addressed by the administration if necessary.

CONDUCT AND DISCIPLINE

As an expression of Heritage Christian School's mission, the intermediate 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 (*1 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 Intermediate School through the disciplinary process is to:

- Work alongside 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; and
- 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 Intermediate 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; and
- 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 standard of dress
- 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 during school hours
- 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
- Rebellious or disrespectful attitude
- Flagrant disrespect and disobedience
- Skipping class, leaving campus without permission, or truancy
- Vandalism, including that which would be directly 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. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline up to and including expulsion and the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.
- 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, acts that inflict injury or damage, and/or acts intended to control by fear and/or intimidation.
- Bullying in any form, both physical and or verbal in nature. “A person is considered to have been bullied when he or she has been exposed repeatedly over a period of time, with intent to harm, to negative actions on the part of one or more persons.” (Please see complete Ant-Bullying Policy)
- The use and/or possession of tobacco, alcoholic beverages, illegal drugs, and the abuse of prescription medication. Violations of this policy may also result in random drug testing, per Heritage Christian procedures, at the expense of the student.
- Immoral conduct
- Use or possession of weapons and/or dangerous items (i.e., guns, knives, explosive devices, etc.) on school premises

DISCIPLINE PROCEDURES

Discipline Procedures (based upon a 5-step discipline plan)

Standard discipline can involve one or more of the following responses:

- Warning – Given by the teacher;
- Student conference with the teacher; notification to parent; possible recess detention;
- Parent conference with teacher to explain his/her behavior and establish next steps; recess detention assigned;
- Office referral for a student conference with the principal or assistant principal.

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.

- In keeping with the schools responsibility to prove a safe learning environment for all students, we have established a policy regarding the issue of “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. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline up to and including expulsion and the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.
- The use and/or possession of tobacco, alcoholic beverages, or illegal drugs, and the abuse of prescription medication
- Immoral conduct
- Possession of weapons and/or dangerous items on school premises
- Repeated dishonesty
- Flagrant disrespect and disobedience
- Leaving campus without permission
- The possession and/or distribution of inappropriate materials and information
- Harassment in any form, both physical and/or sexual in nature
- Continued willful disobedience, misconduct, disrespect

A student may be suspended for a period of one to ten days at the discretion of the principals.

All assignments or tests during the period of suspension must be completed. All 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 superintendent.

In the event that a parent feels the administration has not followed due process during the suspension and/or expulsion proceedings, the parent may submit to the CEO in writing an explanation of the factors which they believe have not been duly considered and/or those procedures which were not properly followed by the school administration.

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

OPERATING POLICIES & PROCEDURES

PROPERTY & FACILITIES

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

- Take responsibility for equipment and supplies;
- Take good care of physical facilities including buildings, desks, tables, lockers, and other items;
- Be responsible for their own personal items (jackets, books, etc.) and securing them in one's locker (It is recommended that a student's name be placed on all personal items);
- Take responsibility for helping to keep the buildings and grounds as neat as possible (pick up trash, etc.); and
- Be responsible for keeping the floor picked up as this tells every visitor to the intermediate school that we take pride in our school (If you drop something on the floor, please help by picking it up; likewise, if you see something on the floor, please help by picking it up).

LOCKERS

Students will be assigned individual lockers for storing school-related materials and belongings. The locker combination will be issued to each student. The following guidelines should be followed by students concerning lockers:

- Students should keep his/her locker clean inside and out;
- Nothing should be displayed on the outside of lockers unless school related (i.e., athletic spirit signs);
- No material should be attached to the locker door without the principal's approval;
- Inside decorating must be done with the school's philosophy in mind;
- Students should use magnets to attach materials to the inside of the locker;
- Periodic locker checks will be conducted to make sure students adhere to this expectation (Consider what Jesus would say if He were to look at/in your locker);
- Each student should memorize his/her combination;
- No student is to disclose his/her combination to another student;
- Each student should keep the locker closed and locked to ensure the security of property;
- A student should not have access to another student's locker;
- No student should keep books or any other belongings in another student's locker;
- Tape should not be attached anywhere on the locker;
- The student is responsible for proper maintenance of the locker;
- Students may be assessed a charge if it becomes necessary to repair damages attributable to student abuse;
- Open food and drink containers should not be stored in the locker; and
- Students are not to eat or drink items from their lockers, other than water, during the school day.

The school is not responsible for any items lost or stolen.

FIELD TRIP POLICY

Field trips are designed to be an extension of the classroom learning, as well as promote enthusiasm for the learning process. From such field trips, the student gains valuable insight into how theory and the "real world" actually relate. Therefore, field trips will be specifically related to the classroom topics of study, social development, and spiritual value to our students. A limited number of parents are welcome to go along when contacted by the teacher or by the room mother. Younger brothers and sisters are not to attend field trips since such attendance detracts from the supervisory responsibilities of the parent. Field trips are a privilege and are a vital part of our school day. Therefore, all of our school policies are to be followed. **Any student found to be disruptive during a field trip will be sent home and have their field trip privileges suspended for the next field trip.**

1. The student must maintain good classroom behavior;
2. The student must demonstrate the ability to appropriately participate in field trips.

LIBRARY POLICY AND PROCEDURES

- **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.

ACCEPTABLE USE POLICY FOR COMPUTER & INTERNET ACCESS (AUP)

Heritage Christian School provides computer, networking, and Internet services in order to access educational resources and to work collaboratively with peers and teachers. This AUP 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.
- 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 any and all activity that violates policy or makes you uncomfortable, such as unsolicited email, security problems, or information, to a teacher or HCS staff member.
- Do not reveal your home address, image of self (description or picture) or phone numbers or those of other students to unfamiliar persons or social networking websites.
- Understand that all electronic messaging, email, instant messaging (IM), and website activity is not private and that Technology Administration has the right to view it at any time.

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.

HEALTH INFORMATION

Registered nurses are available to care for students who become ill or injured during school hours. A nurse, rather than the student, will call the parent if the student is to be released from school for health reasons. (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.

Accidents and Illness

Every accident 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.

After evaluation by the school nurse, a student may be released from school for any of the following reasons:

- An above normal temperature,
- Indications of a more serious illness or contagious disease,
- An injury or condition requiring medical attention, and/or
- A condition requiring rest at home.

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.

Medications

If a student needs to take medication at school (whether on a "daily" or "as needed" basis) their **parent or guardian** must bring the medication to the Nurse's Office with a signed note stating:

- Permission to administer,
- Hour(s) to be given, and
- Reasons for giving if an "as needed" medicine.

Prescription medications must have the pharmacy label attached to the container. Over-the-counter medications must be in the original package with the manufacturer's label. The nurse will no longer be able to administer homeopathic, herbal or vitamin supplements due to liability concerns. Over-the-counter medications are available for students in the nurse's office. They may be dispensed only if **parent permission** is on file **each** school year through HCS Connect in accordance with Indiana law and HCS policy.

Students are not to give any type of medication, including Tylenol, and Ibuprofen, to another student. This action may result in suspension and/or expulsion from school.

Please note: School policy allows intermediate school and high school students to carry emergency medications including inhalers, EpiPens 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.

All medications must be picked up in the nurses' office by the parent **at the end of the school year.**

Annual Screenings

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

- Vision—K, 1, 3, 5, 8, all new students, any parent requests
- Hearing—K, 1, 4, 7, 10, all new students, any parent requests

Extended Illness/Injury Procedures

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. 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.

Specific details and guidelines can be found on the HCS website under Nursing.

FOOD & GUM

Students are not to eat or drink items from their lockers during the school day. However, due to the lunch schedule, a snack break will be available at a designated time. The snack break will be in the classroom and supervised by the classroom teacher. Snacks of a healthy variety are encouraged. Students may only drink clear liquids and are not allowed to have pop (soda). Gum is not allowed in the intermediate school building unless given permission, and this is at the discretion of the classroom teacher.

PARENT TEACHER COMMUNICATION

1. Pray earnestly for the Board of Directors, administration, faculty, and staff of HCS.
2. Resolve any matter of conflict or dissatisfaction with the person or persons involved rather than criticizing or discussing the matter with others who are not involved.
3. Volunteer to work in the office, classroom, or on committee assignments.
4. Recruit new students and families.
5. Participate fully in planned school meetings and PTF functions.

PARENT TEACHER FELLOWSHIP

Each parent, teacher, and staff member should consider himself/herself as a member of the Heritage Christian School Parent Teacher Fellowship (PTF). No dues, fees, or monetary assessments are associated with this membership. This organization's purpose is to honor and glorify God by promoting unity through projects and activities that will enhance the learning environment for the students at HCS. The PTF seeks to develop cooperation among parents, teachers, and students.

PARENT TEACHER CONFERENCES

Conferences between parents and teachers are encouraged. 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. The school calendar contains an established time for the purpose of conducting parent teacher conferences. These conferences may be arranged by contacting the teacher directly or by telephoning the middle school office, and are scheduled with all parents requesting conferences or are initiated by teachers to discuss concerns relative to student performance. The principal or assistant principal is available, by appointment, for conferences that are related to school matters or other areas that are of concern to parents. **However, when questions arise concerning homework, tests, quizzes, curriculum presentation, or discipline, parents should first contact the teacher.** Using this type of direct dialogue will assist in bringing a quick resolution to the area of concern.

WINTER RECESS

A student must have a coat on to go outside for recess when the weather requires. Students that do not have a coat will be considered unprepared for class. Outdoor recess may be cancelled when the wind chill temperature is 10 degrees or less. When conditions warrant, teachers will have inside recess in their classrooms.

PARENT ORIENTATION NIGHT

Parent Orientation Night will take place early in the school year. See the school calendar for date and time. This evening provides an opportunity for parents to get an overview of grade-level objectives, subjects, and skills that will be presented to the students during the school year by their respective teachers. Homework procedures, methods of discipline, parental responsibilities, and suggestions for success are also discussed. Attendance is encouraged to ensure effective communication between home and school.

WEB PAGE AND EBULLETIN

The intermediate school web page is available to assist students and parents with such things as upcoming events. Teacher web pages in Moodle will be updated weekly for homework assignments.

The eBulletin is a vital piece of information for receiving important dates and details. The eBulletin is emailed to all HCS families on a weekly basis.

INTERMEDIATE SCHOOL UNIFORM STANDARD OF DRESS

Heritage Christian School seeks to achieve two purposes with our Standard of Dress; modesty and neatness. As a Christian school, it is important that our students dress in a way that meets our mission to glorify God. Standards for appearance can be means of building character and distinction in the lives of our students. While aspects of our standard of dress are derived from biblical principles, other are a reflection of choice by Heritage Christian School. We seek to train students to have high standards of dress that do not cause them to distract from the school day, thus we desire our students to be modest and neat in their attire. It is also important to recognize that parents, as the primary educators of their children, play a key role in this area of standard of dress. It is incumbent upon parents to guide and supervise their young people in the selection of appropriate clothing. Accordingly, the dress code is intended to make known in as clear a way as possible the position and guidelines of Heritage Christian School.

Standard of Dress Requirements:

1. Students must in compliance with the Standard of Dress prior to entering the school and continue until the end of the school.
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 that skirts and shorts be purchased from the approved school vendor list. Skirts and shorts 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.

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.
4. Girls are to wear shorts under skirts during gym class or while using playground equipment.

Other Requirements

1. Optional outer layers such as sweaters, cardigans, fleece and vests must be a solid color.
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. 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.
7. Any clothing or personal appearance that tend to draw undue attention to the individual is not acceptable.
8. For the occasional ***Spirit Day allowance***, students may wear a Heritage t-shirt with relaxed, loose fitting sweatpants or athletic style pants.

STUDENT 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. The organization of clubs, groups, and activities whose purpose conform to the philosophy and policies of the school are encouraged. Students and their faculty sponsors wishing to organize a club or activity should request approval from the administration.

ATHLETICS (6th grade)

The Heritage Christian Intermediate School Athletic Handbook is a reference guide for coaches, student athletes and parents, concerning the policies that govern interscholastic athletics at Heritage Christian Middle School.

All student athletes shall adhere to the Athletic Code of Conduct as fully detailed in the Middle School Athletic Handbook. Any violation or misconduct shall be subject to the disciplinary measures outlined in the table below, above and beyond those rendered by the Principal or Assistant Principal. The Athletic Code of Conduct both includes and is in addition to the Middle School Code of Conduct.

Intermediate School Athletic Disciplinary Actions		
*Please note that the Athletic disciplinary actions below are in addition to the "Middle School Code of Conduct Discipline Procedures"		
Types of Violations	Occurrence	Disciplinary Action
Felonies, Thefts, Misdemeanors	All	Determined by the Intermediate School Principal and Athletic Director.
TYPE "A" OFFENSES		
Possession, use or under the influence of alcohol, drugs, or drug paraphernalia. Includes abuse of substances prescribed or not prescribed. Immoral sexual conduct	1 st	Minimum 50% of the contests for that season, carried over to the next sports season, if necessary. Appropriate carryover determined by the Athletic Director. No practice during period of disciplinary action.
	2 nd	Expulsion from athletics for remainder of Middle School career.
TYPE "B" OFFENSES		
Possession and/or use of tobacco Hazing Other Code of Conduct Violations (including, but not limited to) -Profanity -Theft -Abuse of facilities, equipment Out of School Suspension	1 st	Minimum 10% of the contests for that season, carried over to the next sports season, if necessary. May be increased to a maximum of 25% if the Athletic Director in consultation with the Coach, determine the facts and circumstances warrant such action. Appropriate carryover determined by the Athletic Director. No practice during period of disciplinary action.
	2 nd	Minimum 30% of the contest for that season, carried over to the next sports season, if necessary.
	3 rd	Suspended for one calendar year – Same as Type "A" second offense.
In School Suspension		May not participate in contests or practice on day of suspension. May result in next game suspension based on circumstances.

The coach of an athletic team reports to the Athletic Director and is primarily responsible for the compliance by his/her team members to the rules, regulations, and policies governing athletics at Heritage Christian Intermediate School. The Middle School Athletic Director will administer these rules and regulations as they relate to inter team and inter coach relationships.

Interscholastic athletics is a voluntary program. Students are not obligated to participate thus, participation in middle school athletics is a privilege and not a right. Accompanying this privilege is the responsibility to adhere to standards established for the middle school athletic program. This privilege may be revoked if the athlete fails or refuses to comply with these rules.

A completed physical form, concussion acknowledgement form, student-athlete code of conduct, and parent code of conduct must be on file in the athletic office for the current school year before any student may try out for a sports teams. All forms except the physical form should be done through HCS Connect. A complete copy of the middle school athletic handbook can be found on the HCS athletic website.

6th Graders are allowed to participate in the following sports: Cross Country, Boys and Girls Soccer, Tennis, Volleyball, Swimming, Softball, Track and Field, Girls Lacrosse. However, if enough 7th and 8th graders can field a team then they may not be able to participate.

FINE ARTS

The Fine Arts are a significant part of the intermediate school experience at Heritage. Students have opportunities to discover and develop their God-given talents in art, band, choir and strings in the Intermediate School. In the Middle School, students continue their studies in art, band, choir and strings, but also have an opportunity to explore the theater in drama class. The music groups perform two concerts over the course of the year and participate in the Indiana State School Music Association solo and ensemble contest. Each musical performing group has practice and performance requirements. For more information about Fine Arts at Heritage, please refer to the Fine Arts Handbook posted on the Fine Arts page of the school website.

CHAPEL

Chapels are regularly scheduled, and take place in the cafetorium. Chapels provide students with opportunities to hear special speakers, view films, listen to drama and musical groups, and share their own God-given talents and abilities. Students should bring their Bibles to all chapel sessions. Reverence, attentiveness, and courtesy are expected from Heritage students during all chapel sessions.

MISCELLANEOUS ITEMS

- Intermediate school students are not to roam the hallways of the elementary or high school building before, during or after school.
- Cell phones, iPods, and all other electronic devices are to be turned off and stored in his/her locker upon arrival until the student leaves the building. A student's phone will be confiscated if it goes off in class or it is being used during the school day. A parent will have to come into the Intermediate/Middle School office to retrieve it.
- Cameras can be brought to school, with teacher permission.
- Please check the Lost and Found in the office or breezeway for any missing items.
- Audio/visual equipment of all kinds and other items that might distract a student from his/her academic and social responsibilities may not be brought to school without teacher approval.

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!