

# HERITAGE CHRISTIAN SCHOOL

== HIGH SCHOOL STUDENT HANDBOOK ==

2017-2018

# Welcome to the Heritage Christian Community!

You are joining a community with an outstanding tradition of academic excellence and student discipleship. There are many 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 and developing great relationships.

This handbook is divided into four specific sections that correspond with our basic mission. The first section, **Glorify God**, discusses the foundational pieces of our school, its philosophical/theological perspective and vision which drives the “who we are.” The second, **Pursue Excellence**, communicates our academic guidelines, policies and procedures. The third, **Disciple Students**, articulates our student code of conduct, discipline structures and procedures. The final section details necessary **Operating Policies and Procedures** - information to assist your understanding all the other school items.

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HCS is grateful to God for what He has provided: a quality, Christ-centered, educational institution that is both biblically integrated and academically challenging.

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. As an educational community we want our educational efforts to honor both God and our families.

In this handbook you will find the policies, 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.

HCS Statement of Faith and Charter of Core Values are foundational documents that provide a framework for who we are and what we do, and are important for you to understand as a part of this community.

These documents can be read in their entirety here: [Charter of Core Values](#)

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.

The vision of Heritage Christian School is to prepare the next generation of leaders to impact the world for Christ.

HCS faculty and staff are excited that you are partnering with us as we build a healthy school community and seek to glorify God together.

## DESIRED STUDENT OUTCOMES

As the mission of Heritage Christian School is carried out, we desire to see the following characteristics evident in the lives of our graduates:

Committed Christ followers who:

- Apply biblical principles to their daily life.
- Conduct themselves with biblical character and integrity.
- Articulate the gospel and a Christian worldview while having an understanding of opposing views.
- Value the diversity of all people as created in the image of God.
- Demonstrate servant leadership through service to others.
- Practice biblical peacemaking and conflict resolution.

Lifelong learners who:

- Continue to pursue knowledge of the facts and doctrines of the Bible.
- Understand that the Bible provides the foundation for learning.
- Are prepared in the core academic subjects for higher education and career pursuits.
- Possess effective written and verbal communication skills.
- Appreciate the fine arts.
- Properly care for one's physical body through exercise and healthy choices.
- Think critically, actively collaborate and creatively problem solve.
- Value intellectual inquiry and engage in the open, honest exchange of ideas.
- Are information and technology literate.
- Are globally responsible citizens.

# Pursue EXCELLENCE

Our desire is for HCS students to truly pursue excellence in all areas. This handbook will focus on academic information. At the end of this section you will find links to more thorough information on extra curriculars including Athletics and Fine Arts.

## ACADEMICS

The focus of the high school curriculum is to prepare students for college and post-secondary education. Heritage Christian is a college prep school with virtually all our students graduating and attending 4 year colleges and universities. Our curriculum is designed to prepare our graduates for success at the next level of education. This section outlines the information available for you to better understand our academic offerings, grading, testing, as well as the academic guidance services offered to you at HCS.

Heritage Christian High School offers a diversified college preparatory curriculum. Classes are carefully designed to provide the necessary academic foundation as a student moves from 9th to 12th grade. View our [Course Descriptions Book](#) for detailed information about our course offerings.

As a HCS student, you have the opportunity to explore a specific area of academic interest in one of our six specialized Academy programs. These programs provide focused course planning toward specific college and career choices through curricular enhancements and experiential learning. Completion of [Academy requirements](#) results in special recognition at graduation and on the student's transcript.

One week every year, our junior and senior students job-shadow or [intern](#) in an area of interest. This experience is designed to give students a firsthand look at careers or ministries they may be interested in pursuing. Freshmen and sophomores complete special [J-term classes](#) during this time, allowing each student to explore gifts and interests that may fall outside of traditional college-prep academics.

### Grades

This section communicates all necessary information regarding grades and grading at HCS including our basic scale, weighted grades and honor role.

Letter Grade	Numerical Grade	Grade Point Average
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

## Weighted Grades

The intent of weighted grades is to reward students for choosing more challenging coursework. However, students and parent/guardians 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.

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.

## 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 unfinished 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.

## 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 end of the determined probationary period, if the student has not raised his or her GPA, the administrator and teacher will make a decision regarding further necessary steps to assist the student.

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

## 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/guardian, 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** course load replaces the dropped course with another full-credit course **within the first two weeks** of a semester.
2. A student with **more** than the minimum class load may drop a class **within the first 5 weeks of the grading period (1st or 3rd quarter)** without replacing it and neither the course nor the grade will appear on their transcript.
3. After the 5th week of the grading period (1st or 3rd quarter), only students with extenuating circumstances (e.g. extended illness, family crisis, etc) and **with permission of the principal** may withdraw from a class.

## 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.

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.

## 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.

## ACCESS TO GRADES

### Moodle

HCS provides parents/guardians with access your student's ongoing progress and grades online through our learning management system, Moodle: [moodle.heritagechristian.net](http://moodle.heritagechristian.net)

Students are provided with a username and password that they and their parents/guardians will use to access the site. Passwords and usernames can be retrieved or changed through our technology department.



## Report Cards

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 [NetClassroom](#). Parents/guardians and students are provided with a username and password that they will use to access the site. Report cards are only made available to the students and their parents/guardians.

## Transcripts

Transcripts are also available via [NetClassroom](#) and are updated at the end of each semester. Students or parents/guardians needing to request that an official transcript be sent to another school, college or other organization should contact the guidance office.

## TESTING

### 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 of Indiana 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 is a typical schedule for annual standardized tests. These are subject to change based on state requirements.

Grade Level	Test
9th Grade	ISTEP Biology
10th Grade	PSAT in October ISTEP English and Math in Spring
11th Grade	PSAT/NMSQT in October ISTEP retakes Accuplacer for selected students SAT and/or ACT from October - 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

The State of Indiana requires that all high school students, including students new to Heritage who have previously not taken the exams, receive a passing score on the English and Math ISTEP exams as a graduation requirement.

## College Entrance Exams

High school students should make provision for taking the SAT and/or ACT college entrance exams before the end of their 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**.

## Classroom Daily Test Limit

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 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.

## ACADEMIC GUIDANCE SERVICES

The Heritage Christian High School Guidance Department provides services to students and parents/guardians that include academic advising, college advising, and career advising.

## Course Advancement

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 at least one small group session and one individual session every 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/guardian 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/guardian 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 8 regular class periods with a 30 minute 9th period study hall for everyone. A typical student schedule consists of seven classes and one study hall in addition to 9th period. 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 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.

## Advanced Placement Courses

Heritage offers AP courses in:

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

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/guardians 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.

## 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 offers limited summer school courses and approved courses with 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/guardians 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, the student and a parent/guardian 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/she 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 a dual-credit course onsite, entitled [Introduction to Life Calling](#). Additional dual credit online classes are available through several universities as well as 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 REQUIREMENTS

### Academic Requirements

HCS requirements both meet and exceed state requirements.

Subject Area	General Diploma	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
<b>TOTAL Credits</b>	<b>40</b>	<b>44</b>	<b>48</b>

\*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 High School page on the HCS website: <http://www.heritagechristian.net/academics/high-school>

### **S.A.L.T. (Service) Hours Requirement**

Knowing that the Bible directs us as Christ followers to be the “salt of the earth”, S.A.L.T. stands for Serving And Loving Together, and is the name given to our service hours expectation for students. Our desire is that students develop the habit of service to others as an opportunity to influence our school, as well as their church and community. Consequently, all students are required to perform 20 hours of community service during each year that they attend high school at Heritage, including their senior year. Service performed that is not for immediate family and for which no compensation is received qualifies for service hours.

In order for a student to receive an HCS diploma, these service hours must be completed and documented using the [online form](#). Prior to review and approval of these hours by the high school office, parents/guardians must affirm the submissions by going to <http://www.hcsconnect.net/salt/default3.aspx> and clicking on the SERVICE HOURS button. An up-to-date accumulation of hours can be sent to students upon request from the high school office.

### **J-Term and Internship Requirements**

As a graduation requirement, all students are required to participate in J-Term electives during the freshmen and sophomore year, and an internship job shadowing experience in their junior and senior years at HCS. These are traditionally scheduled during the first week back to school in January. In order for a student to receive an HCS diploma, these must be completed and documented using the appropriate forms which are available from the guidance office.

### **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 may include 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 service or Internship requirements, a diploma will not be awarded.

In addition to academic issues, a student's account may not have an outstanding balance at graduation. Upon resolving these issues, the student will receive his/her diploma. For transcript information and limitations, please see the transcript section of under Operating Policies and Procedures.

## **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/guardian 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.

## **CO-CURRICULAR AND EXTRACURRICULAR OPPORTUNITIES**

It is recognized that an appropriate mixture of extracurricular activities creates a well rounded student. HCS offers a wide variety of activities that may vary from year to year. There are participation fees associated with Athletics, Fine Arts and some Extracurricular clubs and organizations.

### **Athletics**

HCS participates as a member of the IHSAA in a variety of sports. For a detailed list of athletics teams and guidelines, as well as particulars regarding eligibility please see the [Athletic Handbook](#).

### **Fine Arts**

HCS offers a full array of fine arts options - vocal music, instrumental music, visual arts, audio visuals, and theatre. The [Fine Arts Handbook](#) provides guidelines and eligibility standards.

### **Student Organizations and Clubs**

Clubs and organizations allow students to discover and pursue their passions outside of the classroom. They help students connect with other students over a common interest, develop leadership skills and identify their spiritual gifts.

Student activities designed to raise money for extracurricular groups must be approved by administration. Parents/guardians are asked to sign an annual permission statement through HCS Connect which indicates permission for the student(s) to participate in extracurricular activities.

### **Student Government Organization**

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.

## **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).

## **Robotics**

Our robotics programs regularly compete and are honored locally, nationally and internationally. It is one of the largest school programs, maintaining teams from 4th-12th grades. Students who can make the commitment to after school practices and weekend competitions are all welcome to join. All of our teams participate in the VEX Robotics platform. VEX Robotics is the largest and fastest growing high school robotics program globally. Students in robotics learn valuable engineering and programming skills, with a focus on innovation, collaboration, project management, and critical thinking skills.

## **Mock Trial**

Every year Heritage develops several Mock Trial teams and consistently competes at the state level. In Mock Trial, real world attorneys and professionals work side by side as coaches with students preparing a civil or criminal case for a trial. Mock Trial students develop and refine a number of skills important for college and life. These include logical and analytical reasoning, public speaking, and harvesting the power of persuasion through communication in a dynamic team environment. Students work together preparing a case for trial in both regional and state competition. Mock Trial is open to all students, and requires availability both after school and on weekends to prepare for and participate in competitions.

## **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. Since clubs are often student initiated, they vary from year to year.

## **Eligibility for Extracurricular Activities**

A student must maintain established academic and behavioral standards in order to participate in extracurricular activities. 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 assignments necessary for INC grades to become passing grades. Both failing grades and incomplete grades result in students losing their eligibility. Student with an incomplete grade on certification days are automatically ineligible until the next grading period.

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. In addition, ineligible students may not receive passes out of a class or study hall except for emergencies.

Students' grades are also evaluated at midterm of each quarter. Mid-term grades do not make a student ineligible, but may be used to communicate to the student and the parents/guardians 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/guardians 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 eligibility by bringing their 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.

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.

Students considering online classes should refer to the section "Correspondence and Online Courses" 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/guardians with questions about ineligibility should consult that section of the Athletic Handbook found on the school website.



Discipleship of students is a key distinctive of a Heritage education. As we teach, mentor, and train our students to follow Christ's example, we desire our students behavior to be consistent with the values outlined in the Bible. Some of these values that are regularly applied at school include:

- Integrity - Valuing truth, reliability and consistency in all areas of life.
- Respect - Choosing to honor the people and property of the HCS community
- Courtesy - Showing kindness, serving and helping whenever possible.
- Stewardship - Using time and resources wisely.
- Preparation for class and readiness to learn.
- Reconciliation through Biblical and appropriate repentance and forgiveness when offenses have been committed or received.

## STUDENT CODE OF CONDUCT

An important element of any school system is the student code of conduct which serves as a guideline for appropriate student behavior. We believe that student discipline which results from a violation of the guidelines can be an integral part in student growth and maturation.

Recognizing both the importance of a code of conduct for school governance and the personal growth for students that can come from accountability to these expectations, Heritage Christian School seeks to approach all discipline situations with a **redemptive discipline model**. The ultimate goal of this type of discipline is accountability applied in a way that reaches the heart of a student and results in behavior change. As a Christian school, we acknowledge that school discipline for personal choices can often simultaneously be used by God to bring about personal transformation in the lives of our students.

Our redemptive discipline model requires careful investigation and partnership between parents/guardians and administration to inform disciplinary decisions. Ultimately, the principals will make disciplinary decisions that provide accountability, are applied consistently and carefully, and seek to bring about growth and maturation in the student. Discipline enacted by principals is typically coupled with corresponding discipline procedures in the extracurricular and co-curricular activities as well.

Students and families deserve confidentiality and respect as they go through the discipline process. As such, administration will not discuss the details of disciplinary matters publicly or with other families. In addition to confidentiality considerations, sometimes there are a legal issues/considerations, state/federal confidentiality laws, and issues that require involvement of law enforcement. Often the law enforcement process precedes or supersedes the school process. This may impact the timing of certain aspects of disciplinary decision making.

Investigations may result in a variety of disciplinary actions up to and including 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. Extra/Co curricular departments (i.e. Athletics and Fine Arts) have disciplinary procedures separate from administration.

Students are expected to refrain from the following behaviors and characteristics which can impede the educational process and may result in discipline:

- Careless and/or reckless behavior (i.e., throwing objects, running in halls, driving recklessly, etc.)

- Classroom disruptions
- Inappropriate public displays of affection (i.e. holding hands, kissing, excessive hugging)
- Profanity, vulgar or offensive speech and/or gestures
- Dishonesty in any form including lying, theft, cheating, and plagiarism
- Gambling

In addition to the things that impede the educational process, there are behaviors that also are in direct conflict with the values of the Bible, violate the law, and affect the safety of others. Below is list of Code of Conduct violations that will result in discipline up to and including expulsion. This list is not meant to be comprehensive.

- Vandalism/defacing-including the personal property of school employees, physical or online
- Leaving campus without permission
- Disrespect and disobedience
- Plagiarism/Cheating (Note: typically a failing grade is given for all involved)
- Stealing
- The use and/or possession of alcohol, 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.
  - Please see more detail regarding drugs and alcohol in the *Random Drug and Alcohol policy appendix 1*.
- Immoral sexual conduct
- The possession and/or distribution of pornographic materials and information, including sexting
- Possession of weapons &/or dangerous items on school premises
- Abuses utilizing Social Media (see appendix 3)
- Harassment in any form
- Continued willful disobedience, misconduct, disrespect (chronic behavioral problems)
- Bullying (see appendix 2)

## **Suspension**

A student may be suspended for a period of one to 10 days at the discretion of the principals. All assignments or tests missed during the period of suspension must be completed and submitted when the student returns to school. Any missed tests and quizzes should be made up the first day back when possible at the discretion of the teacher. 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.

## **Expulsion**

Students may be expelled from school when other disciplinary procedures have failed, when minor offenses continue, or when major offenses have been committed. The administration will work collectively to carefully evaluate all available information. This decision is not taken lightly and may or may not outline a program for re-applying for enrollment.

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 schoolbus or attending a school function or activity.

## Disciplinary Procedures

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

- Student conference with the teacher.
  - Student may 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!*
- Parent/guardian notification of the behavior issues via phone or email. When a detention has been assigned, parents/guardians are asked to sign and return the detention slip sent home with the student.
- Detention assigned to the student
  - Detentions are scheduled 3:15-4:15 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/guardian-teacher or parent/guardian-teacher-principal conference.

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
- Temporary withdrawal until restitution and restoration can be confirmed via visible student behavior, pastoral counsel and a recommendation for reinstatement on probation by the principal.
- Withdrawal, permanent
- Expulsion

# Operating **POLICIES AND PROCEDURES**

## **ATTENDANCE**

Using instructional time productively is a priority at Heritage Christian. The following policies serve to encourage attendance and timeliness to promote consistent learning and quality classroom experiences.

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. Any activities before this must have administrative approval.

- A student must attend **5 academic periods** of the school day to participate after school in extra/co-curricular activities unless excused for a medical appointment or other reason by administration. **The resource time (9th period) and lunch are not considered an academic period.**
- Students leave school by 3:30 p.m. All students remaining must stay in the high school commons until their ride arrives.

### **Early Dismissal Schedule**

High school seniors are eligible for early dismissal with approval of administration and the guidance office. They must be academically eligible, with no disciplinary issues and maintain appropriate classes to graduate on time. Early Dismissal is only granted for employment, or additional educational, technical, or occupational training. Underclassmen may 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 necessary documentation to the guidance office. These students must have appropriate credits to graduate. Please talk with HCS guidance for more information.

## **ABSENCES**

### **Excused Absences include the following:**

1. Personal Illness
2. Death Within the Family
3. Family Emergencies
4. Professional/Medical Appointments
5. College Days - Each high school junior and senior is allotted a maximum of five (5) pre-arranged college days per year.
6. Family Vacations/Mission Trips - Students may be excused, at the request of the parents/guardians 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. **Family Vacation Days and College Days must not be taken during examination weeks.**
7. Approved School Activities - Students missing classes for school field trips, athletic contests, music programs, etc. will be considered excused.
8. Parents/guardians may call the office to request the building administration to excuse an absence for appropriate reasons. Senior or class skip days are not considered appropriate.

## Unexcused Absences

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

1. Skipping class
2. Leaving the HCS campus without school permission
3. Absences without notification
4. Truancy, being absent from school without the parent's/guardian's knowledge or permission, or in a fashion deemed inappropriate by the school administration.

The student will receive a zero (0) for all work due that day and he or she is not allowed to participate in after school activities (i.e. athletics, Fine Arts, clubs) for that day. The administration may have additional disciplinary responses depending upon circumstances.

## Excessive Absences

Once a student misses more than ten (10) days of school or ten (10) class periods in any one course per semester, *the parents/guardian will be contacted for a meeting*. 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 unless the principal and parents/guardians have previously worked out a school plan. Absences due to approved school activities are not counted toward the 15-day limit.

## Procedure for Communicating Absences

A **parent/guardian** must call the high school office (594-5858, ext. 502) by 8:30 a.m. and specify the reason for the absence. This procedure must be followed each day a student is absent unless administration arranged an extended time out of school. If no telephone call is received the absence will be considered unexcused.

## 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 by a parents/guardian or guardian specifying date, time, and reason for the early dismissal.
2. The student communicates with the teacher when leaving
3. The student manages any missed work with the teacher(s)
4. The student signs out in the high school office before meeting parents/guardian

When a **family emergency** requires a student to be pulled from school without prior arrangements, parents/guardians simply call the high school office. If the emergency keeps the student from coming and prior communication cannot be made, parents/guardians should send a note or call when the student returns.

## Partial-Day Absences

If a student arrives after the school day has started, he or she is to sign in at the high school office before going to class. Notes or calls from parents/guardians are still necessary for the absence to be excused.

## **Extended Illness/Injury Protocol**

**Students with chronic illnesses** or conditions receive academic accommodations through a collaborative agreement between the student's physician, ESS department, health services and school administrators. Please provide the high school office with documentation from the physician including diagnosis and any prescribed medical protocol/interventions taken at school.

Students and student athletes sustaining injuries will be considered for academic accommodations with the same process as **chronic illness**. All injuries or suspected concussions occurring at school or a school-sponsored activity will be reported to the school nurse. Academic accommodations will be written if prescribed by a physician. Accommodations must be specific for each student, per physician, with a specified time frame.

## **Tardiness to School**

Students arriving tardy report to the high school office before going class. Students will receive a detention on the sixth (6th) tardy and for each of the subsequent tardies for the remainder of the nine-week 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 when tardy may result in an unexcused absence.

## **Tardiness to Class (during school)**

A student who arrives at any class after the bell or teacher-designated time is considered tardy.

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. Administration will intervene with students who are persistently tardy.

## **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. Extended unexcused tardiness is considered a truancy issue.

## **Passes Out of Class**

Students are required to obtain a pass from their teacher before leaving class. 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**

### **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 makeup work. Work assigned or provided prior to the absence is due on the day the student returns unless otherwise determined by the teacher.

- 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 must communicate with the teacher or use the class Moodle page to create a list of missed assignments and to complete those assignments on time.

### **Work for Unexcused Absences**

- Assignments due on days of unexcused absences will receive 50% credit.
- 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 must be turned in the day the student returns to school.
- Any special assignments will be treated like a test or quiz with a 10% deduction. Each subsequent day the assignment is not submitted an additional 10% grade reduction will be assessed.

## **STANDARD OF DRESS**

We desire that students have a standard of dress that is modest and neat. Parents/guardians, as the primary educators of their children, play a key role in this area of standard of dress. It is important for parents/guardians to guide and supervise their children in the selection of appropriate clothing. For examples of approved dress items three vendors have been chosen: Land's End, Schoolbelles, and Old Navy. Items purchased from other vendors must be indistinguishable from what is approved from these vendors.

The guidelines below are 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 including any co/extra-curricular activities.
4. The Standard of Dress is for all school days unless special dress is approved by the administration.

### **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 tan, beige, navy blue, gray, or black.
2. Skirts should be modest in length. A parent's/guardian's 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 Clothing 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, crewneck 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. Makeup 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.

## GENERAL INFORMATION

### Access to 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. Records will not be released if accounts are not current.

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

### Change of Address

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

### Campus Safety and Security

The safety and security of our students and school community is a primary concern to HCS. In an effort to ensure our campus security, a well trained Safety and Security Department serves in a variety of ways. The department is also consistently evaluating policies and procedures for effectiveness. It also schedules and evaluates emergency drills each year. Feel free to contact this department with any and all concerns or needs. For more information and specific forms, visit the Current Parents portal of the HCS website here: [current parents](#) and click on the [Safety and Security](#) tab.

### 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/guardian if the student is to be released from school for health reasons. 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 school office before coming to the nurse.

### Nurse contact for Grades 5-12

**Direct Line:** (317) 813-3902

**Fax:** (317) 813-3837



Complete policies and forms are located on the Health Services page of our website that can be accessed by [clicking here](#). This includes information on the following topics:

- Student Medical Information and Consent
- Student Immunizations
- Accidents and Illness (While at School)
- Illness (Outside of School)
- Accidents (Outside of School)
- Medication Policies
- Emergency Medications
- Annual Emergency Action Plans
- Annual Vision and Hearing Screenings

## **Lunch**

Students who choose not to bring lunches from home are able to purchase lunches in the Cafeteria and the Common's Cafe. Purchases made with their student ID card are billed monthly to the tuition account. Students are permitted to eat in the Cafetorium, the Commons, and the Commons Patio. Students wishing to eat in classrooms must have teacher permission and supervision.

Since we are a closed campus, students are not permitted to leave campus or have food delivered from local restaurants. However, parent/guardians may bring in food for lunch. With parent/guardian notification to the high school office prior to lunch, students can leave campus to have lunch with their parent/guardian or a parent/guardian approved adult. Students leaving campus without permission will be considered truant.

Parents/guardians, siblings, and pastors may join a student on campus for lunch at the appropriate lunch time by registering at the front desk in the Fine Arts entrance. Non-Heritage student visitors and alumni may not come to the HCS campus for social reasons during school hours, including lunch.

## **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. Students should not open lockers other than their own.

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.

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**

Students should come to the high school office to deliver items that he/or she finds, or to inquire about lost items. The office displays general items that have been found outside the office. Phones, wallets and other valuables are kept by the office staff for identification.

## **Special Banquets**

HCS provides opportunities for students to have a special time with classmates, guests, teachers, and parents/guardians 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/guardians.

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.

## **Library**

All students are issued IndyPL cards and expected to carry them for use at school and home. More information can be found here: [Library Information](#)

You can access Heritage policies and information by clicking "**about the library**" button on the above page.

## **Parent-Teacher Conferences**

Conferences between parent/guardian 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/guardians to assist in the development and guidance of children. Conferences may be arranged by contacting the teacher directly.

Specific dates are scheduled in the fall, near the end of the first quarter/grading period, on the school calendar for parent/guardian-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 or assistant 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/guardians through the **One Call Now** communications system, the school website and local radio and television stations.

## **Senior Activities**

The senior retreat and senior trip have become 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.

During the week of school leading up to graduation, there are also numerous senior events planned. The only events considered mandatory are the graduation practices and graduation ceremony. Therefore, HCS extracurricular or co-curricular commitments (such as: athletic practices or games, fine arts concerts, etc) take priority over participation in these non-essential senior events..

## **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.**

If parents/guardians 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.

## Transcripts

Graduating seniors, or transferring students may request the guidance office to send official transcripts. All student billing accounts must be paid in full before Heritage Christian School will release academic records/transcripts to another school. Academic records may also be withheld for not returning library or athletic materials. Transcripts and diplomas will be withheld if a senior's account has not been paid in full by the last day of their academic year.

## 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.

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.

## 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 !!!

# Appendix 1 **RANDOM DRUG AND ALCOHOL TESTING POLICY**

## **Drug and Alcohol Use**

All Heritage Christian School students are required to comply fully with federal, state, and local laws regarding the use of prescription drugs, illegal drugs, tobacco, alcoholic beverages, and other dangerous substances.

*No student may use, be under the influence of, or possess alcoholic beverages or drugs/paraphernalia on school grounds or before, during, and after a school-sponsored or sanctioned activity. Heritage Christian High School students shall be subject to randomized drug testing procedures outlined in this policy.*

It should be understood that *drugs* in this policy also refers to the abuse or misuse of prescription medication.

Any student found using, possessing, or aiding in the distribution of drugs, tobacco, alcoholic beverages and/or related items on campus or at school-sponsored activities is subject to disciplinary action up to and including dismissal.

The Heritage Christian School board approved random drug testing to create both a deterrent and an avenue to intervene in the lives of students at risk.

Heritage Christian School must be a safe zone where every student feels valued as the person God created him or her to be. The primary function of this policy is to promote health and safety and to assist our students in making good choices. With this in mind, there are five goals for this policy:

1. A deterrent to keep students safe and free from using drugs and alcohol.
2. To arm our students with a reason to say “no” when they are faced with a situation where they are pressured to use drugs and/or alcohol.
3. To affirm our students who are choosing to be drug and alcohol free and provide them with a reason to continue to do so.
4. To educate our students who are choosing to experiment with drugs and alcohol that there are consequences for their choices, and their choices are unacceptable.
5. To provide our students who may have a drug and/or alcohol problem with an avenue to get needed help and support.

Attendance at Heritage Christian School comes with certain responsibilities. We hold students, parents/guardians, faculty, staff, and administration to a high standard of behavior in areas that affect the health and safety of all students.

## **Testing for Drug and Alcohol Usage**

Students will be tested for drug usage in the following manner:

1. **Random Screening:** All Students will be in the “pool” for random screen through Witham Health Services. Up to 20 students will be drawn per month. Consequently, some students may be tested more than once a year. The Heritage Christian School administration may also randomly screen for drug and alcohol use at school sponsored events.
2. **For Cause Screening:** Any student who displays behavior that may be related to the use of prohibited substances, or is otherwise demonstrating conduct that may be in violation of this policy can be required to submit to screening. A student may be directed to submit to screening based upon their behavior before, during, or after the school day or at a school-sponsored activity. This also includes any student found to be in violation of this policy due to previous screenings. Any student who tests positive in a screening may be subject to consistent follow-up screenings as established by administration, at the parent's/guardian's expense, for the remainder of the time they are students at Heritage Christian School.

**3. Transfer Students:** All transfer students shall immediately be considered in the “pool” of HCS students who could be randomly chosen for a test. Administration may utilize an entrance screening based upon parent input, admissions recommendation letters, or a student’s disciplinary history.

The initial screening is not intended to result in a standard punitive measures, but to serve as a tool to identifying drug and/or substance abuse among HCS students and initiate programming to increase accountability, involve key discipleship elements (parents/guardians and local church) and educate students. Parents/guardians of students testing positive will be notified as we seek to partner with families to build a consistent environment that supports needed change. This program is a part of Heritage Christian School’s physical and mental wellness educational efforts and will be part of larger efforts to incorporate biblically based health and wellness school-wide programming. It is not intended to create an environment seeking to judge or deprive students of school attendance or to impose academic penalties. If students persist with illegal and/or destructive behavior, resisting parent/guardian and community efforts to bring healthy change, punitive measures are a natural consequence. HCS students should strive to be positive role models for our community and students need to be free of alcohol, drugs, and other dangerous substances to participate fully in their education.

### **Applicability**

The policy applies to every HCS student, from the day of Freshman Orientation until the student’s last school-affiliated event is completed as a senior. The policy applies at all times and in all places, throughout the student’s enrollment at HCS in accordance with the Code of Conduct.

A student’s behavior away from school and in the school can affect the safety of the student or others. It can also be a sign of a significant issue in the student’s life and can affect the overall well-being of the school community. For this reason, all students and parents/guardians are required to consent to participation in all aspects of this policy as a condition of the student’s continued enrollment at Heritage Christian School. As well, parent/guardians agree that HCS has full and complete discretion to impose discipline or take other action, as the administration deems appropriate, for behavior occurring at and/or away from school.

### **Testing Method**

Heritage Christian School has entered into a contract with Witham Health Services, a licensed clinical laboratory, to complete the analysis of all samples. Witham representatives assisted HCS administration in choosing the particulars of the screening, including the drugs that are included in our screening panel.

### **Random Testing**

Trained school personnel will collect a urine sample from students selected randomly by Witham. This collection will be completely private with no persons in the bathroom with the student. This will be analyzed with reports released to school administration only within 24-48 hours.

However, if a sample of urine cannot be obtained, hair and/or saliva will be used for the drug screening method. If it is determined that a student is attempting to avoid being tested, or alter test results, it will be considered as a positive analysis and the school will respond accordingly as listed below.

When screening for alcohol use, school officials or local law enforcement may utilize a device to measure blood alcohol levels.

### **For Cause Testing**

If administration has reason to believe that a student is currently or recently under the effect of drugs, they may administer any or all of the testing methods needed.

### **Notification of Test Results**

Notification of test results will be kept confidential and will only be given to the Principals by the drug testing company. The Principal will notify the parents/guardians, and student of a positive or negative test result as soon

as possible. Test results from For Cause Screenings will be shared with the appropriate personnel.

## **Consequence for a Positive Test**

If a student has tested positive for a banned substance, a Principal will inform him/her in person. As soon as possible, the Principal will notify the student's parents/guardians. An email will be used if the parents/guardians cannot be reached by telephone. The parents/guardians will be asked to come to the school. The following will take place for a positive test:

### **First Offense**

- Discuss the report;
- Explain the test results;
- Discuss intervention;
  - Required Assessment\*/follow up programming as needed
  - Required church contact and mentorship establishment
  - Develop timeline for plan
  - Develop progress reporting structure and sequence
- Explain the re-testing procedure and expense;
- Explain the consequences of a second positive test.

Students who test positive the first time will be permitted to remain in school but must be retested consistently as established by the Principal(s) with fees assessed to the family. HCS will cooperate with families to choose assessment options and necessary treatment programs if appropriate. Additional tests will be given throughout the remainder of the student's enrollment at HCS.

\*Note: An **assessment** is a medical appointment- typically covered by insurance. It is designed to reveal the extent of usage and the need for follow up treatment or programming.

Programming beyond assessment is open to any family and usually is just a service that is paid for out of pocket. Programming may be highly recommended by the assessment, or it may be a requirement regardless of assessment results by parents/guardians or administration.

Seniors who test positive for the first time must successfully pass a second test prior to the school issuing his or her diploma. This means a test may need to take place after graduation ceremonies if necessary.

### **Second Offense**

- Discuss the report;
- Explain the test results;
- Suspension from school;
- Possible social (school activities) probation and loss of driving privileges;
- Formal Counseling/Assessment and Treatment
- Explain the re-testing procedure and expense;
- Explain the consequences of a third positive test.

### **Third Offense**

- Discuss the report;
- Explain the test results;
- Schedule a meeting with the administration to discuss:
  1. Possible expulsion from school, or

2. Placing student on strict behavior plan or homebound program to finish year with no re-enrollment

Note 1: Students who violate this policy more than one time will use the same counselor and assessment agency.

Note 2: Extracurricular programs administer similar tiered discipline structures that result in additional consequences.

## **Prescription Drugs**

If a student tests positive for a prescription drug, his/her parents/guardians will be asked to provide the Principal with the original container for the drug with the label intact and containing the prescribed dosage. If the parent/guardian no longer has the original container, a signed statement from the prescribing doctor verifying the prescription and dosage must be provided. A student who abuses or misuses prescription drugs will be in violation of this policy.

## **Questioning Results**

If a student or parent/guardian question the results of a drug test, the student/parent/guardian may work directly with Witham initially to understand the processes and procedures used to insure test integrity. Witham's practice precludes the "false positive" result.

## **School Grounds and Activities**

If a student is found to be under the influence or in possession of drugs or alcohol on school grounds, including in his/her locker, automobile or at any school-sponsored function home or away, he/she can be immediately suspended for a minimum of three days and subject to the following interventions:

- a. Must complete parent/guardian meeting;
- b. Must complete assessment and start the prescribed treatment plan;
- c. Must submit to non-random drug testing as mentioned above;
- d. Suspended in accordance with the current code of conduct for extra curriculars.

A student found to be dealing or selling drugs or alcohol on school grounds or at any school-sponsored function will be subject to local law enforcement and probable expulsion from Heritage Christian School immediately.

## **Law Enforcement**

It is the policy of HCS to cooperate fully with law enforcement agencies. Where appropriate, the school will seek information from law enforcement agencies regarding student conduct.

## **Exceptional Circumstances**

Notwithstanding any other provisions of this policy, HCS retains full and complete discretion with regarding to all its policies. It is understood that exceptional circumstances beyond the scope of understanding of administration at the time of the writing of this policy may arise deeming steps not outlined in this policy.

## **Responsible Reporting**

Students and adults have an obligation to join in our effort to help keep all students safe and free from drugs and alcohol. With this obligation comes the responsibility to report any unsafe, illegal, and/or dangerous activities involving students. Every adult is a mandatory reporter, but teachers and schools are held to a higher standard.

## **Student Centered Activities**

It is the position of Heritage Christian School that any and all student centered activities, on or off HCS property, will be drug, tobacco and alcohol free. Drinking and/or smoking by adults at HCS athletic events or other Extra Curricular Activities is prohibited.

## Appendix 2 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 victim's 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 schoolbus 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/guardian 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/guardians 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

## *Appendix 3* **COMPUTER/TECHNOLOGY NETWORK ACCESS AND SOCIAL MEDIA**

### **COMPUTER NETWORK AND 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.

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/guardians 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.

### **Cyber 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.

## HCS SOCIAL MEDIA POLICY AND GUIDELINES

### Purpose:

The objective of this policy is to define HCS standards for social media usage, to set expectations for students and to avoid potential problems inherent with online communication and social media.

### Definition:

Social Media is defined as any website, application or tool that enables users to create and share content or to participate in electronic communication.

### Policy Statements:

- All student electronic communications at any time and place are subject to this policy and all other related HCS policy.
- All students are expected to reflect a positive Christian testimony and serve as Christian role models in and out of school, adhering to Heritage Christian School's stated social media guidelines and best practices.
- Moodle and Netclassroom are approved LMS sites for teacher work with students. Any other social media contact must be approved by administration.
- Students are not permitted to post any financial, confidential, personal health information, sensitive or proprietary information about HCS or any of our students, parents/guardians or employees.
- Students will be held responsible for any content they post electronically.
- Students communications are also subject to the HCS anti-bullying policy and code of conduct.
- Students are subject to parents/guardians and all applicable laws regarding usage of social media.

### Disclaimers:

- HCS reserves the right to monitor all traffic and interaction on the HCS network or any other public networks that pertain to HCS interests.
- Depending on the severity of the incident, violation of this policy may lead to corrective action, up to and including expulsion from school.
- HCS reserves the right to amend this policy at its sole discretion to address issues that arise or as a result of changes in its operation or the law.

### Guidelines for use of Social Media:

- All posts and comments should honor the name of Jesus Christ and reflect the biblical principle that people are created in God's image and should be treated with kindness, dignity, and respect. Interactions should be marked by honesty and grace, as we - as an online community - seek to uphold the highest standards of Christian charity (1 Cor. 13:4-8a).
- All HCS related social media accounts are guided by the HCS Parent Student Handbook and school policies that reflects our commitment to biblical principles of communication and interaction.
- Students should refrain from social media during the school day, and must not be using social media during any class time.

- Students should not connect with faculty or staff through personal social media sites (i.e., “friending,” “following,” etc.). Instead, students should use instructional and institutional methods for mission focused communicating in order to protect appropriate faculty,staff/student boundaries.
- As a social media user, be aware that all online communications are considered public. Privacy does not exist online. Posts can become widely published and reflect both on you and HCS as they may be forwarded or copied. Posts are permanent, archived and can be accessed years after they are created.
- Do not post confidential student information online (i.e. others who are gone, or any student discipline).
- Honor copyrights and trademarks for all electronic media, brands, logos, etc.
- Students may not use personal or instructional social media accounts to announce HCS information that has not been publically released. (Examples: Snow days, early release, etc.)
- HCS assigned school email addresses should be used for any school-related correspondence. It is recommended that students maintain separate personal and work email addresses and set strong passwords for all accounts.

**HERITAGE**  
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