

ATHLETICS



HIGH SCHOOL ATHLETIC HANDBOOK

Athletic Director: **MICHELLE YORK**
Office: 317-813-3850
Cell: 317-797-0287
Email: michelle.york@heritagechristian.net

Equipment/Facilities: **SHERMAN WILLIAMS**
Office: 317-813-3914
Email: sherman.williams@heritagechristian.net

Associate Athletic Director: **MICHAEL HORSTMAN**
Office: 317-813-3913
Cell: 317-695-7482
Email: michael.horstman@heritagechristian.net

Athletic Trainer: **LEE LYSIUK**
Cell: 317-417-8689
Email: lee.lysiuk@ascension.org

Assistant Athletic Director: **ERIC RAUSCH**
Office: 317-813-3825
Cell: 765-721-1581
Email: eric.rausch@heritagechristian.net

Athletic Trainer: **GARRETT HUEBER**
Cell: 317-750-9584
Email: garrett.hueber@ascension.org

Administrative Coordinator: **HILLARY REEVES**
Office: 317-813-3889
Fax: 317-594-5901
Email: hillary.reeves@heritagechristian.net



TABLE OF CONTENTS

INTRODUCTION..... 4

MISSION STATEMENT 4

ATHLETIC DEPARTMENT CORE VALUES..... 4

 Our Coaches 5

 Our Parents 5

 Our Athletes..... 5

 Our Teams..... 5

 Our Athletic Department 5

PHILOSOPHY 6

ATHLETIC DEPARTMENT EXPECTATIONS, PRACTICES & POLICIES 7

 Eligibility for Interscholastic Participation 7

 Participation Fees 9

 Athletic Training & Sports Performance..... 10

 Parent Portal..... 10

 Physical Form & Parental Consent- Online Forms 11

 Transportation 11

ATHLETE CODE OF CONDUCT 12

 Athletic Conduct and Discipline 12

 Athletic Disciplinary Actions..... 14

 Anti-Hazing Policy 15

 Anti-Bullying Policy 15

 Locker Room Policy..... 15

 Attendance at Practices and Games 16

 Attendance at School 17

 Handling Problems/Solving Disputes..... 17

 No Quit Policy 18

 Playing Time Policy 18

 Starting a Season Late 18

 Multiple-Sport Policy..... 18

SAFETY 19

 Accidents/Injuries 19

 Bad Weather..... 20

GENERAL INFORMATION 20

 Schedules..... 20

 Team Pictures 20

 School Equipment 20

 Team Fundraising Projects..... 21

 Extracurricular Conflicts..... 21

 Scholastic Athletic Offerings 21

COMMUNICATION 22

 General Information..... 22



Heritage Christian High School – Athletic Handbook

Cancellations 22
Twitter..... 22
Weekly Bulletin/Athletics Homepage 22
General..... 22
Participation Requirements 23
Pre-Season Parent Meetings..... 24
Publicity 24
Parent Responsibilities for Each Team..... 24
ADDENDUM I 25
ADDENDUM II 27
ADDENDUM III 30



INTRODUCTION

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

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

Sound reasoning, good judgment, and adherence to the school's core values will be the standard by which situations outside these stated rules and regulations are determined and evaluated.

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

It should be carefully noted that the policies and procedures detailed in this handbook are reflective of official action by the Heritage Board of Directors and Administration. As such, all policies will be followed as written.

Thank you for your participation in our athletic program. May God bless you as you use your God-given athletic abilities and desire to serve Him in this integral part of school life.

MISSION STATEMENT

The mission of the Heritage Christian School Athletic Department is to **glorify God** through the **discipleship of student athletes** and **the pursuit of excellence in athletics** with the Bible as the foundation and Jesus Christ as our focus.

ATHLETIC DEPARTMENT CORE VALUES

1. Christ
2. Responsibility
3. Integrity
4. Trust
5. Teamwork
6. Enthusiasm
7. Respect



Our Coaches

The coach is the “living curriculum” for the student athlete. Coaches at Heritage Christian School are the most significant components of the athletic program. They are both teachers and active participants at the same time. They have the responsibility to model Christ-like behaviors and attitudes at all times.

In order to be an effective coach and role model, HCS coaches must also be thoroughly knowledgeable in their sport, capable of detailed preparation, able to motivate athletes, able to make adjustments during competition, and work effectively under the authority of the Athletic Director and High School Administration. Our coaches take seriously the opportunity they have to mold young lives for Christ.

Our Parents

Parents of student athletes have a responsibility to both their child and to the team. Without strong parental support the student athlete will not be able to achieve his/her greatest potential and/or the team may suffer. It is important that parents provide positive reinforcement and understand their role as being part of the team. Parents, as well as players, should be supportive and encourage coaches and teammates at all times.

Parents are not coaches and learning to trust coaches is a key step to learning the value of the life lesson experiences athletics provides. It is also important that parents honor the Lord when attending athletic events. In order for HCS's athletic program to be successful, coaches, student athletes, and parents must make a firm commitment to glorify God at all times.

Our Athletes

Heritage Christian athletes should be diligent in preparation, give 100% at all times, demonstrate personal discipline, be respectful in all situations, maintain self-control, show humility, and aggressively pursue excellence regardless of the score, opponent, time, referee, or situation. The ultimate and final responsibility rests upon the shoulders of the student athlete, for it is the student athlete who is accountable to his/her parents, coach, and the Lord.

Our Teams

Our teams should in all things strive to:

1. Glorify God
2. Play Hard
3. Have Fun

Our Athletic Department

Is committed to:

1. Discipleship of our coaches and student athletes.
2. Outreach to opposing teams and fans and to the larger community outside of Heritage.



3. Preparation of student athletes for both competition and life with Christ as our model.
4. Stewardship of our resources.
5. Pursuit of athletic excellence.

PHILOSOPHY

Heritage Christian School Athletics is founded on the teaching and principles of God's Word. Biblical principles and the corresponding philosophies may differ substantially from schools with other philosophies. Such differences, however, do not necessitate unworkable relationships. Instead, our philosophy of athletics should provide an opportunity for others outside the Heritage community to visualize actions and principles that are quite unique in today's society. The Heritage Christian School's athletic program is a wonderful opportunity to minister to the non-Christian community through exemplary actions, Christ-like attitudes, and a high level of individual and team athletic skill. The challenge for our athletes, parents, and coaches is to adhere to the Colossians 3:17 mandate. "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him".

The priorities of athletic participants, established by the Heritage Christian School Board of Directors, the CEO, High School Principal and Athletic Director are based on the mission of the school. The priorities are:

1. All participants must honor the name of our Lord and Savior, Jesus Christ and seek to glorify God in word and deed.
2. The Lord's Holy Name and reputation of His collective agent, Heritage Christian School, must be preserved and protected at all cost.
3. The spiritual, psychological, and physical well-being of the individual athlete must take precedence over any individual or team athletic accomplishment. Athletics at Heritage Christian School is one primary means of accomplishing the school's mission. Spiritually, this mission seeks to glorify God through the discipleship of students, the pursuit of excellence and outreach to opposing athletes and fans.
4. Athletic excellence and accompanying awards should be taught and established as appropriate goals for any athlete or team.

The hierarchal order of the preceding priorities is extremely significant.



ATHLETIC DEPARTMENT EXPECTATIONS, PRACTICES & POLICIES

Eligibility for Interscholastic Participation

All student athletes at Heritage Christian School must be exemplary members of the student body. Therefore, standards of academic achievement have been adopted in order for student athletes to establish and maintain eligibility.

1. Academics – Heritage Christian School academic standards are high. These standards acknowledge that academic achievement takes precedence over athletic participation. Therefore, HCS academic standards have been established at levels higher than those required by the IHSAA. These standards, as well as specific eligibility/ineligibility information, are as follows:
 - a. All student athletes must be enrolled in and receive grades at the quarter and semester in at least six classes (Teacher Assistant, Study Hall and Directed Studies are not to be included in the total of six classes).
 - b. Each student athlete will be assigned a letter grade (see Heritage Christian School Handbook) as an evaluation for each class taken. Grades in all classes will count and will be weighted equally. Additionally, online classes must be approved to meet IHSAA/NCAA regulations and a grade must be re-recorded for the class at quarter and semester.
 - c. Each student athlete is assumed to be eligible for athletic participation until a declaration of ineligibility is made by the High School principal or his agent, the Athletic Director.
 - d. For the purpose of ineligibility declaration, a student's quarterly grades and semester grades will be the sole basis of consideration. Midterm grades can help a student regain eligibility but may not be used to declare ineligibility.
 - e. **Any failing grade ("F") (at quarter or semester), a quarterly composite grade point average of less than 2.0 or an incomplete (INC) will render a student athlete ineligible. (per IHSAA rules, an incomplete in a class will render the student athlete ineligible until the incomplete grades are made up, a grade is posted and the student-athlete is cleared by the High School office)**
 - f. Once a student athlete is declared ineligible due to academic shortcomings, the period of ineligibility will last until the next formal, written student academic evaluation (i.e., midterm grades) occurs. At that time, the entire academic record of the ineligible athlete will be re-evaluated. The academic criteria applicable for the quarterly grading periods (no "F's" and a minimum grade point average of 2.0) will also be the standard of re-evaluation at the time of the midterm update. After the grades have been re-computed for the midterm update, any ineligible student regaining eligibility status (no "F's", a minimum grade point average of 2.0 and no incompletes) will be immediately allowed to compete as a team member per recommended IHSAA guidelines. If, however, an ineligible student athlete does not re-establish eligibility at the time of the midterm report update, that student athlete may be dropped from the team. Furthermore, if a student athlete is declared ineligible at a quarterly



- grading period, regains eligibility at the time of the midterm update, and subsequently is declared ineligible at the next quarterly grading period, that student athlete will be dropped from the team. In other words, any time a student athlete is ineligible twice during the same athletic season (defined as the time tryouts are held until the last interscholastic contest is completed), that student athlete will be dropped from the team.
- g. If a student athlete receives a failing grade (“F”) in any subject for the fourth quarter or the semester, that student will be placed on the ineligibility list. In this grading period, unlike the previous three quarters, the student has the option of enrolling in and passing the recently failed class in an approved summer school program. A student may regain eligibility by going to summer school if the following guidelines are met:
 - i. Approval must be secured from the High School Guidance Department.
 - ii. The course receiving a failing grade (“F”) may be made up in summer school.
 - iii. Students whose GPA is below a 2.0 but did not fail a class must contact the high school Guidance Office for course selection and summer school approval.
 - iv. The final summer school grade will be averaged with the fourth quarter grade.
 - v. The recomputed fourth quarter GPA must still be a 2.0 or above for eligibility
 - h. In the event a student athlete has met all academic standards but drops significantly in academic performance during a time period when he/she is in no immediate danger of being declared ineligible, the coach has the authority to institute measures of accountability to help the student athlete get back on track.
 - i. The appeal procedure relative to any academic problems/policies is similar to the one addressing athletic eligibility decisions. Decisions may be appealed by approaching the coach first, and if appropriate the High School Athletic Director.
2. Conduct – Each student athlete is expected to conduct his/her life in accordance with the standards and principles set forth in God’s Word. This includes adhering to all appropriate HCS standards of student conduct. Violations of the Student Code of Conduct could affect participation in athletic activities. It is also expected that student-athletes will conduct themselves at, during or after practices and contests in ways that would glorify the Lord in all that they do or say.
 3. Trying Out for a Team if Ineligible – A student athlete who is ineligible for athletic participation at the time team tryouts are held will be allowed to try out for the team. It should be clearly understood, however, that the possibility of that student athlete not regaining eligibility status at the time of the progress report update and the probability that the student athlete will miss some interscholastic competition and, therefore, perhaps adversely affect team performance and team



accomplishment, will be a major consideration on behalf of the coaching staff when selecting team members.

4. Remaining on a Team After Being Declared Ineligible – It is entirely possible that a student athlete will be eligible when trying out for a team, will make the team, and will become ineligible after making the team, either before or after the season has started. If this occurs, the student athlete will, of course, be ineligible for the prescribed period of time. If this student athlete fails to re-establish eligibility at the completion of the first period of ineligibility (progress report update), the student athlete may be dropped from the team.
5. Practicing with the Team if Ineligible – Generally speaking, ineligible student athletes should be spending time correcting situations that rendered them ineligible. Therefore, it would be advised for student athletes not to be practicing with the team on a regular basis and they cannot accompany the teams to interscholastic contests. There are times, however, when coaches need these student athletes at practice for the sake of team continuity. The discretion of the coach, with the concurrence of the Athletic Director, will dictate the necessity and frequency of the attendance of a student athlete at practice. At no time will an ineligible student athlete be permitted to miss school to practice or accompany his/her team on an athletic trip.
6. Participating in summer work-outs, practices and camps while ineligible will be at the coach’s discretion with the approval of the Athletic Director.
7. Suspension from School – A disciplinary action severe enough to warrant student suspension will eliminate the student athlete from all participation in interscholastic sports for the duration of the suspension. Therefore, any suspension, whether in-school or out-of-school will render a student athlete ineligible to attend practice or any interscholastic contest. After serving the suspension, further disciplinary action will be assessed according to the Student Athlete code of conduct.

Participation Fees

Participation fees are essential to help fund the cost of interscholastic athletics; transportation to athletic events, game officials, tournament entry fees and supplementary equipment and supplies. Fees will be collected on a three-tiered structure with the fee structure listed below.

TIER 1 - \$275

- Golf (Boys & Girls)
- Swim/Dive (Boys & Girls)

TIER 2 - \$200

- Football
- Lacrosse (Boys & Girls)

TIER 3 - \$150

- | | | |
|---------------------------|------------------------------|------------------------------|
| Baseball | Cross Country (Boys & Girls) | Tennis (Boys & Girls) |
| Basketball (Boys & Girls) | Soccer (Boys & Girls) | Track & Field (Boys & Girls) |
| Cheerleading | Softball | Volleyball |



Participation Fees are not a guarantee of playing time on a team. This fee is not assessed if an athlete does not make the team. All of the conditions of being a team member apply as if the fee did not exist. Playing time is based solely on the coach's discretion and assessment of a student's athletic ability and game situations.

Athletic Training & Sports Performance

Athletic Trainer

Heritage Christian School through a partnership with St. Vincent's Sports Performance provides two on-site certified athletic trainers. The trainers are available to all athletes and usually arrive by 2:00 pm Monday – Friday. If your student athlete becomes injured during practice or competition, please make sure that the trainer is aware of the injury right away. It is highly encouraged that student athletes see the athletic trainers about an injury before seeing a physician.

Strength and Conditioning

The partnership with St. Vincent Sports Performance also includes an on-site strength and conditioning coach. The strength & conditioning coach will be on campus from 8:00 am to 5:30 pm and works with our student athletes during strength and conditioning classes, as well as providing team training after school from 3:30-5:30 pm.

Impact Testing

Due to the number of head injuries and concussions that occur throughout schools each year, Heritage Christian School Impact tests all current student athletes entering 7th, 9th and 11th grade. Any new student athlete enrolling at HCS will be Impact tested no matter the grade level. The initial Impact test is administered by our certified athletic trainers. All athletes and their parents must read and sign concussion acknowledgement forms according to the Department of Education, IHSAA, and Indiana law. **If a concussion occurs, the student athlete must be evaluated by an Impact certified physician for further evaluation before being allowed to return to practice or competition.** Once the athlete is released for play by the same Impact certified physician, a "return to play" protocol will be administered by our athletic trainer. The "return to play" protocol is a 5-day progression to safely return athletes to practice or completion. **An athlete may not be cleared to return to play by a physician who is a family member.**

Parent Portal

The Parent Portal is where parents of student athletes will be able to find all the basic information you may need regarding participating in athletics while at Heritage Christian. The portal is accessed through [HCS Connect](#) by clicking on the "Athletics" tab on the main page after logging in to HCS Connect. The information contained in the Parent Portal includes:

- HCS Athletic Department Policies
 - Discipline Policy
 - Code of Conduct
 - Concussion procedures



- Digital signature
- Athletic Training policies
- Physicals
 - Information on requirements for sports physicals.
 - A current printable IHSAA physical form.
 - Link to upload completed physical.
- General HCS Athletics Information
 - High School & Middle School Student Athlete Handbooks
 - New Family Guide
 - IHSAA Transfer procedures and information
 - NCAA links
 - NAIA links
- Parent Resources
 - Sportsmanship expectations
- IHSAA Resources
- St. Vincent Sports Performance (SVSP) Information

Physical Form & Parental Consent- Online Forms

1. **For a student to be allowed to try out for a team or practice with a team, he/she must have a current IHSAA Physical Form on file in the Athletic office. The IHSAA requires that physicals be dated between April 1 and the first official practice of each year. These forms are available on the Parent Portal under the Physicals tab.**
2. For a student to be allowed to participate on any team, he/she and their parent/guardian must have **signed electronically through the Parent Portal** the following forms: **Parent Code of Conduct and Consent & Release Form, Student Athlete Code of Conduct Form, Concussion Acknowledgement Form, Consent for Athletic Training Services Form, and the Anti-Hazing/Anti-Bullying Policy**, thus agreeing to abide by the terms of the Heritage Christian School athletic code.
3. There may be other forms required for participation on a team: a **Player Pack/Participation Fee Form or meal forms as examples**. These will be provided by the coach, team mom or athletic department.

Transportation

1. All Varsity team members are expected to ride with the team to and from contests when transportation is provided. The mode of transportation will be by either Heritage school bus, Heritage activity bus, or a chartered bus.
2. When traveling separate from the Varsity team, Junior Varsity and Freshman/”C” teams will receive one-way transportation to away contests, either by one of our school buses, a Heritage Christian School activity bus, or a chartered bus. It is the parents’ responsibility to make sure their athletes have a ride home from away contests.
3. If the Junior Varsity team travels with the Varsity team, they will have transportation home from away contests. Likewise, if the coach of the team (be it



Varsity, JV or freshman) drives the bus to the event, that team will have transportation home from the event.

4. Students may be released to their parents after an away contest with verbal or written consent to the coach. Students may be released to another adult only with verbal or written consent from their parent.
5. At no time should students ride with a student driver without written or verbal consent of their parent
6. Coaches are responsible to stay with student athletes returning from off campus events at night until all students have been picked up. Likewise, a coach must remain at an away event until all students have been picked up.

ATHLETE CODE OF CONDUCT

All high school student athletes will adhere to the following code of conduct. A violation can result in suspension or expulsion from an athletic team. See Addendum II.

Athletic Conduct and Discipline

All student athletes shall adhere to the Athletic Code of Conduct. Any violation or misconduct shall be subject to the disciplinary measures contained herein, above and beyond those rendered by the appropriate High School authority. It should be noted that the athletic code of conduct both includes and is in addition to the High School Code of Conduct.

The following Heritage Christian School athletic code of conduct rules are in accordance with the IHSAA. The conduct of participants in athletics at Heritage Christian, in or out of school, year round, shall be as follows:

1. Not to reflect discredit upon our school, teammates, coaches, or Jesus Christ.
2. Not to create a disruptive influence on the discipline, moral or educational environment in our school.

Any such misconduct violating these principals shall be subject to disciplinary measures above and beyond the high school code of conduct.

The Athletic Director shall enforce all rules and regulations as described in the Code of Conduct for athletes. All rules regarding behavior and /or training as outlined in the IHSAA regulations apply. The Code will be enforced by the coach of each sport during the year. Please see the complete Athletic Code of Conduct for (Addendum II) detailed information regarding enforcement, procedure and appeal.

Student-Athletes are expected to demonstrate the following behaviors and characteristics:

- Integrity in the keeping of one's word, speaking the truth, carrying out responsibility and respecting authority
- Respect for self, Heritage Christian School, coaches, officials, fans and the property of others
- Courtesy extended in all relationships – athlete to athlete or athlete to coach, stewardship of the property, supplies, and equipment of Heritage Christian School, as well as wise stewardship of personal items



- Reconciliation through Biblical and appropriate repentance and forgiveness when offenses have been committed or received

Student-Athletes are expected to refrain from the following behaviors and characteristics:

- Tardiness to practices or competitions
- Careless and/or reckless behavior
- The inappropriate use of cellular phones, cameras and other electronic devices, especially while in the locker room areas
- Inappropriate public displays of romantic affection (i.e. holding hands, kissing, excessive hugging)
- Profanity and vulgar or offensive speech and/or gestures
- Inappropriate use of social networks or media outlets (ie: Facebook, twitter, blogs, Instagram, snapchat, etc...)
- Dishonesty in any form, including lying, theft, or cheating
- Gambling
- Rebellious or disrespectful attitude
- Flagrant disrespect and disobedience
- The possession and/or distribution of pornographic materials and information, including the distribution of sexually suggestive material via cell phones, cameras computers, or “sexting” of any kind. The Heritage Christian School definition of sexting is the act of sending, receiving or forwarding sexually explicit or suggestive messages, photos or images via cell phone, computer, or other digital or electronic devices.
- Harassment or bullying in any form, both physical and/or sexual in nature. Sexual harassment includes all acts of a sexual nature, whether verbal or physical, which are unsolicited, unwelcome, inappropriate, and/or demeaning, which interfere with an individual’s performance, or create an intimidating, hostile or offensive atmosphere. Physical harassment includes threats or intimidation of any nature, or inappropriate verbal or physical conduct which creates a hostile, offensive, or fearful environment. Examples of threats or intimidation include, but are not limited to, provoking a fight, fighting, bullying, acts that inflict injury or damage, and/or acts intended to control by fear and/or intimidation. (see bullying policy)
- Hazing in any form (please see specific area on hazing policy)
- The use and/or possession of tobacco, alcoholic beverages, illegal drugs, and the abuse of prescription medication. Violations of this policy may also result in random drug testing, per Heritage Christian procedures, at the expense of the student. (please see specific reference to consequences below)
- Immoral sexual conduct
- Use or possession of weapons and/or dangerous items on school premises or at any athletic event (i.e., guns, knives, explosive devices, etc.)

It is a privilege to represent our school and our Lord participating in interscholastic athletics. We are different at HCS, in that, our number one priority is to glorify God in



everything we do. This is a tremendous responsibility, one that our student athletes should recognize at all times.

All student athletes shall adhere to the Athletic Code of Conduct as fully detailed in the Athletic Handbook. Any violation or misconduct shall be subject to the disciplinary measures contained herein, above and beyond those rendered by the appropriate High School authority. It should be noted that the Athletic Code of Conduct both includes and is in addition to the High School Code of Conduct.

<u>Athletic Disciplinary Actions</u>		
Please note that the Athletic disciplinary actions below are in addition to the “High School Code of Conduct Discipline Procedures.”		
Types of Violations	Occurrence	Disciplinary Action
TYPE “A1” OFFENSES		
Use or under the influence of alcohol or illegal drugs and the abuse of prescription medication	1st	Minimum 1 game suspension- (See drug policy for other consequences)
	2nd	33-50% of contest season, carried over to the next sports season if necessary.
Possession or distribution of alcohol or illegal drugs Immoral sexual conduct. Possession /distribution of pornographic materials, sexting. Inappropriate use of cellphones, cameras or other devices resulting in invasion of privacy or sharing of sexually explicit materials Felonies , Misdemeanors, Thefts	1st	33-50% of the contests for that season, carried over to the next sports season, if necessary.
	2nd	Suspended from athletics for 365 days.
Lower percentage not to go below 33% with approved service project. Carryover will be determined by the Athletic Director.		
TYPE “A2” OFFENSES		
Harassment or bullying in any form, physically, mentally and/or sexually in nature. Hazing in any form. Careless /reckless behavior resulting in property of physical damage.	1st	25-50% of the contests for that season, carried over to the next sports season, if necessary.
	2nd	Suspended from athletics for 365 days.
Lower percentage not to go below 33% with approved service project. Carryover will be determined by the Athletic Director.		
TYPE “B” OFFENSES		
Careless/reckless behavior. Inappropriate displays of affection. Profane or vulgar speech/gestures. Dishonesty in any form including lying, theft or cheating. The use and/or possession of tobacco including e-cigarettes. School suspensions not addressed in specific categories.	1st	10-25% of the contests for that season, carried over to the next sports season, if necessary. Lower percentage not to go below 10% with approved service project.
	2nd	Minimum 25% of the contests for that season. Service project opportunities are not an option for 2nd type “B” offenses.
	3rd	Suspended from athletics for 365 days.
Carryover will be determined by the Athletic Director		



Anti-Hazing Policy

Hazing in any form is neither tolerated nor consistent with any spiritual, educational or athletic goal at Heritage Christian School.

“Hazing” refers to any activity expected of someone joining a student organization that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person’s willingness to participate.

Hazing activities generally considered: physically abusive, hazardous, and/or sexually violating. The specific behaviors or activities within these categories vary widely among participants, groups and settings. Typical hazing practices would include: personal servitude; sleep deprivation; restrictions on personal hygiene; yelling; swearing; insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such substances on one’s skin; brandings; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault.

Any activity that intimidates or threatens the student with ostracism that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school is considered Hazing.

Any activity that causes or requires the student to perform a task that involves violation of state or federal law or Heritage Christian School policies or regulations is considered hazing.

Hazing in any form will not be tolerated at Heritage Christian School and will result in disciplinary actions. There may be other disciplinary consequences as well administered by the Coach, Athletic Department, High School Principal, Superintendent and/or the Board of Directors.

Anti-Bullying Policy

Bullying in any form is neither tolerated nor consistent with any spiritual, educational or athletic goal at Heritage Christian School. Bullying in any form will not be tolerated and will result in disciplinary actions. See Addendum I for complete policy.

Locker Room Policy

Just as participating in interscholastic athletics at HCS is a privilege, so too is the use of all athletic facilities and equipment. Great care should be taken to be respectful of all facilities, equipment and resources that the Lord has provided.

Any misconduct or disrespect involving athletic facilities or equipment will be considered an “Other Code of Conduct Violation” and will be considered a Type “B” offense as set forth in the Athletic Disciplinary Actions section of the Athletic Handbook. As such, a 1st offense will result in the student athlete not being allowed to participate in 10% of the contests for that season, carried over to the next sports season, if necessary.



In order to promote a safe, respectful environment as it relates specifically to the use of locker rooms, it is our policy that a coach must be present in the locker room immediately prior to, during (if appropriate) and after all athletic practices and contests.

Coaches are responsible for distributing school issued locks to student athletes. Furthermore, coaches are responsible for providing the Athletic Department a list of all athletes, assigned locker numbers, lock numbers and combinations. Lastly, coaches are responsible for collecting the locks at the conclusion of the season.

The Athletic Department reserves the right to open any student athlete's locker for due cause. In addition, the Athletic Department reserves the right to charge any offending student athlete reimbursement for any abuse of athletic facilities and equipment that may result in financial loss.

Attendance at Practices and Games

Each member of a Heritage Christian School Athletic team must assume the responsibilities associated with such a position. The athlete has an ethical obligation to the team and the school. This obligation includes regular attendance at practices and athletic contests. Commitment to Heritage teams should come before any club or outside team. If a practice or competition is missed due to outside commitments, there will be consequences for missing the Heritage practice or competition.

It is possible, of course, that emergency situations may arise (e.g., illness, death in a family, etc.) that render it impossible for an athlete to attend a practice session or an athletic contest. Absences should be few and far between and arranged with the coach as early as possible.

When athletic team practices occur on school vacation days all varsity athletes are expected to be in attendance. If a conflict arises and the athlete may have to miss a practice it is of utmost importance that the athlete communicates this with the coach immediately knowing that consequences may follow. Summer and off-season activities are strongly encouraged but cannot be required by coaches.

Each team member must practice a minimum of ten (10) separate days prior to the first contest. If they are moving from one season to the next within the same school year a team member must practice a minimum of five (5) times. (IHSAA Rule 50/101)

If a student athlete misses five (5) to ten (10) consecutive days of practice/contests, he/she is required to participate in four (4) practices before returning to contest play. If a student athlete misses more than ten (10) consecutive days of practices/contests, he/she is required to participate in six (6) practices before returning to contest play. (See IHSAA rule 9-14.c)

Absences from practice sessions or athletic contests will be handled in the following manner:



ABSENCE FROM PRACTICE	
Excused absence	No action
Unexcused absence – 1 st Offense	Conference with coach and discipline of athlete
Unexcused absence – 2 nd Offense	Suspension from the next interscholastic contest
Unexcused absence – 3 rd Offense	Dismissal from team (Athlete forfeits all awards)

ABSENCE FROM ATHLETIC CONTEST	
Excused absence	No action
Unexcused absence – 1 st Offense	Suspension from next two interscholastic contests
Unexcused absence – 2 nd Offense	Dismissal from team (Athlete forfeits all awards)

Attendance at School

A student athlete must attend school on the days of an athletic practice and contest in order to participate in that practice or contest. Some specific circumstances are as follows:

1. Students who are absent from part of the school day and are granted a non-illness related excused absence (e.g., a dental appointment) will be allowed to participate in the practice or contest that day.
2. **Student athletes must attend at least five class periods of the day unless it is due to an excused absence. A student athlete may not participate in practices or games if they did not attend the five periods. (Lunch and 9th period do not count toward the five periods.)**
3. Any unexcused absence from school, regardless if it is only for a partial day, will render an athlete unable to participate in the day’s events. This would include in-school suspension or skipping class.

Handling Problems/Solving Disputes

All disputes at Heritage Christian School, including those related to athletic matters, should be handled in a Biblical manner. In particular, Heritage Christian School encourages application of the “Matthew 18 Principle” when handling a problem/settling a dispute. This principle, in summary form, encourages the offended party to go directly to the one with whom he/she has a problem. (e.g., student athlete should talk to the coach at an appropriate time prior to parental involvement and prior to going directly to the Athletic Director.)

NOTE: Lack of playing time at the varsity level is not considered a dispute and should not be addressed with the coach by the parent. (Refer to Playing Time Policy)

If the situation is not resolved, the offended is encouraged to seek a solution by speaking to the next person in authority. In simple terms, an athlete should approach the coach first, and if unresolved, the athlete, parent and coach should meet next, then the Athletic Director. If the athlete and parent do not feel that proper process was



followed, they may take the matter to the Heritage Christian School CEO by providing their concerns in writing.

It is absolutely necessary that this chain-of-command be followed specifically. If not, the upper level authorities will direct the offended party to solve the problem at the appropriate level.

No Quit Policy

If a high school or middle school student is selected for a position on one of the Heritage athletic teams, it is important that he/she makes a firm commitment to that team. Therefore, quitting a team after being selected is strongly discouraged. If any student athlete quits a team after the first contest, that student athlete is prohibited from trying out for another Heritage Christian School team or extracurricular activity during the same season. *The student will be obligated to pay for any player pack items that were ordered, and at least 50% of the participation fee.* Furthermore, quitting a team in one season will impact a student's ability to participate in a sport the following season. A student athlete also will not be allowed to work out or practice with the next season's sport, until the team that they quit has finished their season. This includes post season playoffs.

Playing Time Policy

While it is true that our coaches and administrative personnel believe it to be important to broaden the experience of Heritage Christian School athletes, and that broadening is enhanced by playing time, it is also an important goal of the Heritage Christian School athletic program to strive toward excellence. Therefore, no minimum per game playing time provisions or minimum numbers of athletic meets in which athletes must compete are established at the Freshman, Junior Varsity or Varsity level. Playing time decisions are left up to the individual coaches.

Starting a Season Late

A student may start a season late if the reasons are acceptable to the coach and the Athletic Director. If a cut has been made the student must go through a three-day try out period. If the student is determined to be good enough they may be added to the team. No one may be cut to make room for this student. The student must have a minimum of ten (10) practices including the tryouts before he/she can participate in a contest. If they are moving from one season to the next within the same school year a team member must practice a minimum of five (5) times. The ten practices are also required when joining a team late that did not have a cut.

If a student transfers into Heritage once a season has already begun, they will be considered as a new student with new opportunities and will be permitted to try out for a team.

Multiple-Sport Policy

To fully accomplish the mission statement of HCS Athletics we, the coaches and athletic administrators, must encourage all of our student athletes to participate in multiple



sports. A multiple sport athlete has two to three times the opportunity to develop Christian friendships, Christian character, competitive experience, and reap the benefits of cross training, etc. than a single sport athlete.

If a student athlete approaches a coach or athletic administrator about his/her thoughts on the pros and cons of being a multiple sport athlete, it is our job to carefully give the student athlete an objective evaluation of his/her options. Never should a coach discourage participation in other sports. Coaches should share as much information with the student athlete as possible to help him/her make the best-informed decision he/she can make.

Off-Season Practice Policies - When a student athlete makes a commitment to participate in a team sport, he/she is making a commitment to the team to be at his/her best/peak performance at all times during the season. The student athlete is also facing the challenge of maintaining his/her academics at the highest level possible. Therefore, it is vital that coaches communicate and come to some agreement that is in the best interest of our student athletes.

These activities include:

- Open Gyms, Scrimmages, Pick-Up Games
- Conditioning
- Weight Training
- Skills Practices
- Drills

Student athletes may choose to participate in non-HCS off-season sports outside the HCS campus. This is permissible, but “club” sports must take a backseat to the athlete’s HCS team when it comes to schedule conflicts.

SAFETY

Accidents/Injuries

Athletic trainers are on campus for nearly all practice sessions and will be in attendance at all home games, and many varsity away games. If an accident or injury occurs, the athlete will be evaluated by our trainer. The coach may be required to submit a written accident report to the Athletic Department within 24 hours. If the injury is serious the coach will call emergency services and the parent(s). All coaches are trained and tested on the Athletic Department Emergency Action Plans annually before the start of their season in the event of an injury or other emergency requires their immediate action.

All injuries should be treated with caution and handled with care. The parents will be contacted in the event of severe or significant injuries and consulted with in any decisions made in regard to treatment and rehabilitation. Heritage Christian School has



two athletic trainers to help with the care and rehabilitation of injures. The athletic trainers will recommend doctors and/or treatments to care for the student, but the final treatment decision rests with the parents.

Coaches treat any acknowledged condition in the confidential manner with which the information is related by the parent or guardian. If an athlete misses practice on the request of a physician, the athlete should have a note of clearance from that same physician before returning to practice. Please note that according to IHSAA Rules, if an athlete misses more than six consecutive practices/games they must have four practices before they are allowed to complete again. If they miss more than ten, they then must have six practices.

Bad Weather

Lightning, severe storms, hot and cold extremes: The Athletic Directors in consultation with the coach, trainer and officials (during contests), will make decisions based on the IHSAA guidelines for student athlete safety. On the day of games, decisions are made by the host school as close to team departure time as possible.

GENERAL INFORMATION

Schedules

The scheduling of all athletic events and practices is determined by the Athletic Director in cooperation with each coach. The coach will issue a schedule to the students and parents as soon as possible in each season. If practice is understood to be every day, there may not be a printed practice schedule issued. Athletic contests are rarely scheduled on Wednesdays and all practices will end by 6:30 p.m. on Wednesdays for high school sports and 5:30pm for middle school sports. Athletic practices may be scheduled on Saturdays, but there will never be any practice on Sunday. On occasion an athletic event may be scheduled on a day or weekend when school is out on vacation. When this is determined to be necessary, the dates will be given out as far ahead as possible and all athletes are expected to be in attendance.

Team Pictures

A professional photographer (Lifetouch) will take team and individual pictures early in each season. These pictures are purchased by the students or parents and must be pre-paid online or may be purchase after the student athlete receives the proofs two to three weeks after pictures are taken. Any problems or mistakes with the orders should be reported to the Athletic Department immediately.

School Equipment

1. Students are responsible for all equipment issued to them. Athletic uniforms are supplied for the sole purpose of athletic participation. This equipment is not to be used for any other purpose.



2. When the season is over, all equipment and uniforms are to be returned to the coach who will keep inventory of all items issued to the team. The coach will then submit the end-of-season inventory list to the Athletic Director in a timely manner following the season.
3. **The parent is responsible for the dollar replacement cost of any lost or damaged school issued equipment or uniforms.**
4. Uniform budget will be allocated and reviewed by the Athletic Director according to a rotation schedule.

Team Fundraising Projects

All team fundraising projects must be presented to and approved by the Athletic Director and FROC Committee. Forms are available from the Athletic Director. Completed forms must be submitted to the Institutional Advancement Department for its approval. **Only after the project has been approved is the team allowed to go ahead with the fundraiser.**

Extracurricular Conflicts

If a conflict arises involving an athletic contest and an event related to another school activity, the coach and teacher/sponsor will discuss whether accommodations can be made to allow the student to participate in both events. If an agreement cannot be reached in this manner, the student and parent(s) will decide how best to proceed keeping the best interest of the student in mind. Teachers and coaches may assign alternative work/tasks in place of the missed event. No additional or punitive penalties may be assessed beyond the loss of benefits (e.g., grades, participation) inherent in the event itself. It is understood that post-season contests/performances will take priority over regular in-season contests/performances.

Scholastic Athletic Offerings

The interscholastic sports currently being offered at the High School level at Heritage Christian School are:

Fall	Winter	Spring
Coed Cross Country	Boys' Basketball	Boys' Baseball
Boys' Soccer	Girls' Basketball	Boys' Golf
Girls' Soccer	Coed Swimming/Diving	Boys' Lacrosse
Boys' Tennis	Cheerleading	Coed Track/Field
Boys' Football		Girls' Lacrosse
Girls' Golf		Girls' Softball
Girls' Volleyball		Girls' Tennis
Cheerleading		



COMMUNICATION

General Information

The best resource for information is our Athletics Website (www.hcsathletics.net). Each sport has a dedicated page with links to direct communication from the coach, schedules, required forms, and even photos.

Cancellations

It is necessary, at times, to cancel games and practices at the last minute due to inclement weather. Please do not call the school on these days! We will update cancellations on the athletics twitter ([@HCS_Athletics](https://twitter.com/HCS_Athletics)) and blog pages continually as cancellations are made and information comes in. If it is a home event that we have scheduled, the Athletic Director will try to make the cancellation call by 2:30 pm if at all possible. If it is an away event, the opponent school Athletic Director makes the cancellation decision. As soon as we receive that information the website and twitter will be updated. The cancellation will be announced immediately from the respective school office and students will be allowed to call their parents at that time to make arrangements for pick up. The most up-to-date information on cancellations and schedule changes can be found on the Heritage Christian Athletics Blog (<http://hcsathleticnews.blogspot.com/>), or our Twitter feed.

Twitter

You can get up to date scores and athletic information by following the athletic department [@HCS_Athletics](https://twitter.com/HCS_Athletics).

Weekly Bulletin/Athletics Homepage

The HCS Weekly Bulletin and the Athletics homepage will provide you with information about upcoming athletic events, news, and other athletic department related activities.

AWARDS

General

Athletic awards can be earned in all sports at Heritage Christian School when the appropriate criteria are met. Awards are presented at the discretion of the coach and the Athletic Director. The awards and criteria are as follows:

1. Letters are to be presented on the basis of Varsity participation.
2. A letter should be presented when the student athlete has demonstrated the qualities that are deemed desirable for athletic participants.
3. An athlete shall only be allowed to purchase a letter jacket when he/she has earned a varsity letter. An athlete should not list a sport in which he/she has not lettered on their letter jacket. Letter jackets may be purchased through the High School Office.



4. A Junior Varsity or freshman participant will receive a participation certificate.
5. Auxiliary awards/patches that an athlete may receive (City Tournament Championship, sectional championship, etc.) can be worn on the letter jacket.

Participation Requirements

In all sports, a player must complete the season and must have remained academically eligible to complete the following individual sport requirements for earning a varsity letter:

1. Baseball and Softball: Must have averaged three (3) innings per seven (7) inning game or one (1) at bat per total games played and/or made the sectional roster.
2. Basketball: Must have competed in one-half of the total number of quarters played and/or made the sectional roster.
3. Cheerleading: Successfully complete the season as determined by the coach.
4. Cross Country: Top five (5) plus one to five (1-5) more if they were competitive and/or made the sectional roster.
5. Football: Must have competed in one-half of the total number of quarters played and/or made the sectional roster.
6. Golf: One (1) point per match. Point system (2 pts. /playing – 1 pt. /win – 1 pt. /score is used).
7. Lacrosse: Must have competed in one-half of the total number of quarters played.
8. Soccer: Must have competed in one-half of total number of halves played and/or made the sectional roster.
9. Swim/Dive: Letters are awarded based on a point-system whereby 90% of the total points must be earned. Points are received based on practice attendance, meet performance, and/or participation in the state competition.
10. Tennis: Top seven (7), plus one to two (1-2) more if they competed in half of the varsity matches.
11. Track/Field: Must score one and one-fourth (1-1/4) point average per total number of regular season meets run and/or made the sectional roster.
12. Volleyball: Must have competed in one-half of the total number of games played, and/or made the sectional roster.



Pre-Season Parent Meetings

All parents of student athletes are required to attend a pre-season meeting with the coaching staff of that sport. The meeting shall be held before the first contest. Parents will be informed of all rules for their sport as well as the rules of Heritage Christian School and the IHSAA.

Publicity

Please be advised that several newspapers photograph sporting events throughout the school year. Your son or daughter's picture may appear in the local section of any high school sports section. If you **do not** wish to have your son/daughter photographed, please fill out the photograph release form located on the Athletic Department website.

Parent Responsibilities for Each Team

The primary goal of the Booster Club is to help give all students the opportunity to participate in top-notch athletic programs, while also providing access to quality athletic facilities, equipment, and coaches. Our members help with fundraising and serve on support committees. Along with the necessary financial costs, parents should be aware of the necessary service/costs associated with athletic participation in their athlete's sport. This participation which is required of all parents includes, but is not limited to, the following: team devotions/prayer, concession sales, transportation, basic clean-up assistance at home contests, special events/tournaments, and others as directed or requested by that team's coach.

At your parent meeting the coach will have sign-up lists available. For the success of each team, it is imperative that parents sign up for at least one area.

1. Discipleship
2. Outreach
3. Administrative
 - a. Concessions
 - b. Scorekeeper
 - c. Field/Gym tear down after games
 - d. Fundraising



ADDENDUM I

Anti-Bullying Policy

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

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

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

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

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

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



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

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

The Anti-Bullying Policy will be enforced in accordance to HCS Code of Conduct guidelines, which state;

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

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

Procedures to be followed for Suspected or Reported Bullying Behavior:

- Staff, student or parent reports the incident and suspected behavior immediately to a school staff member who will ensure that the incident is reported to the appropriate school administrator
- Appropriate school personnel will immediately investigate the incident and follow the established guidelines for investigation, intervention and notification of parents of all parties
- Bring resolution to the incident in a timely manner and inform all parties involved as to findings and action to be taken.



ADDENDUM II

HIGH SCHOOL CONDUCT AND DISCIPLINE

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

In keeping with this purpose, the Scriptural principles that provide the foundation for the discipline policy are as follows:

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

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

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

Code of Conduct

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

Students are expected to demonstrate the following behaviors and characteristics:

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

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

- Tardiness to class
- Failure to conform to the expected dress code
- Careless and/or reckless behavior (i.e., throwing objects, running in halls, driving recklessly, etc.)
- Disruptive behavior that impedes the educational process
- The use of cellular phones and other electronic devices during school hours
- Inappropriate public displays of romantic affection (i.e. holding hands, kissing, excessive hugging)



- Profanity and vulgar or offensive speech and/or gestures
- Dishonesty in any form, including lying, theft, cheating, and plagiarism (Note: indication of cheating on any assignment will result in zero for the assignment; this guideline applies to the person copying as well as to the person knowingly supplying the material to be copied)
- Gambling
- Rebellious or disrespectful attitude
- Flagrant disrespect and disobedience
- Skipping class, leaving campus without permission, or truancy
- Vandalism, including that which would be directly toward the personal property of school employees
- The possession and/or distribution of pornographic materials and information, including the distribution of sexually suggestive material via cell phones and computers, or “sexting.” The Heritage Christian School definition of sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital or electronic device.
- Harassment in any form, both physical and/or sexual in nature. Sexual harassment includes all acts of a sexual nature, whether verbal or physical, which are unsolicited, unwelcome, inappropriate, and/or demeaning, which interfere with an individual’s performance, or which create an intimidating, hostile or offensive atmosphere. Physical harassment includes threats or intimidation of any nature, or inappropriate verbal or physical conduct which creates a hostile, offensive, or fearful environment. Examples of threats or intimidation include, but are not limited to, provoking a fight, fighting, bullying, acts that inflict injury or damage, and/or acts intended to control by fear and/or intimidation. Please see the anti-bullying section for more information.
- The use and/or possession of tobacco, alcoholic beverages, illegal drugs, and the abuse of prescription medication. Violations of this policy may also result in random drug testing, per Heritage Christian procedures, at the expense of the student.
- Immoral sexual conduct
- Use or possession of weapons and/or dangerous items on school premises (i.e., guns, knives, explosive devices, etc.)

Discipline Procedures

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

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

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

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



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

- The use and/or possession of tobacco, alcoholic beverages, or illegal drugs, and the abuse of prescription medication
- Immoral sexual conduct
- Pregnancy
- Possession of weapons &/or dangerous items on school premises
- Repeated dishonesty
- Flagrant disrespect and disobedience
- Leaving campus without permission
- The possession and/or distribution of pornographic materials and information, including sexting
- Harassment in any form, both physical and/or sexual in nature
- Vandalism
- Continued willful disobedience, misconduct, disrespect

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

All assignments or tests missed during the period of suspension must be completed. All missed assignments will receive a 50% reduction in grade, and test/quiz grades will be reduced by 10%.

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



ADDENDUM III

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; (See Appendix V)
 - 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.