

**Heritage Christian  
Middle School  
2018/2019  
STUDENT HANDBOOK**



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## **SECTION I - INTRODUCTION**

### **WELCOME TO HERITAGE CHRISTIAN MIDDLE SCHOOL**

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

The purpose of this handbook is to acquaint students and parents with the organization, policies, and procedures of Heritage Christian Middle School. It is the responsibility of each student and parent to be knowledgeable of the contents of this handbook, so that we can all live in peace and harmony as a 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 these guidelines, doing your best to follow them as written. As parents, we simply ask for your support as we strive to educate your child and help them grow closer in their walk with Christ. We trust that you will utilize this book as questions arise at home during the school year. Please do not hesitate to contact the middle school office if you need further information or clarification.

We are grateful to God for what He has given us here at Heritage Christian School: a quality, Christ-centered, educational institution that is both biblically integrated and academically challenging. We are so glad that you have chosen to follow the Lord's calling by being a part of the Heritage Christian School family. The success of our school is a direct reflection of you.

### **VISION STATEMENT**

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

### **MISSION STATEMENT**

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

## HERITAGE CHRISTIAN SCHOOL PHILOSOPHY

We, the Board of Directors, administration, and staff of Heritage Christian School, are mindful of God's will that children should be taught the content and practical applications of His Word in every aspect of learning and in every activity of life (*Deuteronomy 6:4-9*). It is our desire that every student will accept Jesus Christ as his/her Savior and make Him Lord of his/her life. We teach that the knowledge of God is the beginning of wisdom, that each student is uniquely created by God, and that each student is endowed with particular talents. We believe that we are an extension of the home and church as we endeavor to help each student grow in their understanding of God, their fellow man, and themselves. We desire that each student will develop his/her capacities to the highest level so that he/she may become mature and live his/her life to the fullest, wherever God has called him/her.

### STATEMENT OF FAITH

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

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

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

**We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (*John 3:16-19, 5:24; Romans 3:23, 5:8, 9; Ephesians 2:8-10; Titus 3:5*).

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

**We believe** in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9; I Corinthians 12:12, 13; Galatians 3:26-28*).

**We believe** in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (*Romans 8:13, 14; I Corinthians 3:16, 6:19, 20; Ephesians 4:30, 5:18*).

## **PLEDGE TO THE BIBLE**

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

## **PLEDGE TO THE CHRISTIAN FLAG**

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

## **PLEDGE TO THE AMERICAN FLAG**

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

## **HERITAGE CHRISTIAN SCHOOL 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!

## SECTION II - ACADEMICS

The main emphasis of the middle school is to prepare and transition students for high school. In middle school, we desire to provide students with multiple opportunities to attempt new things. Curriculum offerings are expanded, extra-curricular opportunities increased, and new scheduling/teacher assignments introduced. Students will be provided with ample opportunities to achieve through a dedicated and supportive staff that will motivate students toward success. In an attempt to balance academics and extra-curricular activities, we strongly encourage students to select elective courses carefully.

### COURSE OFFERINGS

#### *Required Courses*

- Bible
- Fine Arts
- History
- Language Arts
- Math
- Science
- Physical Education/Health (one semester)

#### *Advanced Course Offerings*

- Accelerated Language Arts
- Accelerated Science – **8<sup>th</sup> grade only**
- Pre-Algebra, Algebra I, Geometry

#### *Elective Course Offerings*

- Advanced PE: Strength and Conditioning, Wellness for Life
- Art 2D, 3D, Mixed Media and Ceramics
- Band, Jazz Band, Chapel Band, Choir, Orchestra, Theater
- Business Information Technology (BIT)
- French I – **8<sup>th</sup> grade only**
- Man & the Myth
- Photography – **8<sup>th</sup> grade only**
- Project Lead the Way, Advanced Project Lead the Way
- Spanish (two-year program), Advanced Spanish – **8<sup>th</sup> grade only**
- Yearbook - 8<sup>th</sup> grade only; offered during first semester, but some additional work is required during second semester; student grades are withheld until all responsibilities are met for completion. The yearbook is distributed near the end of the year.

**Note: 8<sup>th</sup> grade will be given first preference in scheduling classes.**

## COURSE SCHEDULING

Each student will have a small group session in the spring to review the requirements for schedules and to discuss course options. Students will build their schedules with assistance from the office staff and input their course choices in the computer lab. Once the process of inputting student schedules has been completed, parents will have a chance to review and approve. A parent signature is required to approve each student's course selections for the coming year as well as any significant schedule changes during the school year. Questions regarding scheduling should be directed to the middle school administrative assistant.

## CLASSROOM ASSESSMENT

Teachers administer a variety of assessments to evaluate student progress and facilitate learning. These may take the form of papers, projects, presentations, quizzes, and oral or written tests. No more than two tests should be administered on any given day.

## GRADING SCALE

Percentages	Letter	Numerical
	Grade	Equivalent
100	A+	4.33
93-99	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.00
60-62	D-	0.67
59-0	F	0.00

## HONOR ROLL

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

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

## REPORT CARDS

To facilitate understanding and communication of student academic progress, parents may view their child's grades throughout the grading period by accessing Moodle. 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. Report cards will be posted to Netclassroom with only quarter and semester grades displayed. Netclassroom and Moodle can be accessed online under the Current Parents webpage (scroll to the bottom for various links.) For Netclassroom login information, please contact the middle school office at extension 124, if you need assistance with your user ID and password.

## SCHOOL RECORDS

The school maintains cumulative academic, attendance and health records for each student enrolled. Disciplinary records are not ordinarily retained as a part of the student's cumulative record, but are kept in possession of the school's administration. Material in each student's cumulative file is confidential and shall be accessible only by permission of an administrator. Information in the student's permanent record will be given out to parents, or other educational or military institutions upon parent request, and to the police department by court order or warrant.

## STANDARDIZED TESTING

In addition to routine classroom assessments, middle school students are evaluated each spring with the Indiana Statewide Test for Educational Progress (ISTEP). These tests reflect the Indiana Academic Standards in English Language Arts and Mathematics and serve as one type of measurement of a child's academic progress and potential in relation to his/her innate ability as well as others in the school and the state of Indiana. Composite class scores are used to measure the adequacy of the school's curriculum and/or instruction. Parents receive a report from the Department of Education summarizing the results of their child's performance once the assessment has been graded and verified.

## **INCOMPLETE GRADES**

All quarter and/or semester incomplete grades must be made up and submitted to the middle school office within the first two (2) weeks of the quarter's end, unless specific medical or educational circumstances as dictated by Educational Support Services, indicates otherwise. Students not completing their work in this designated time frame will receive a zero for the incomplete work and the final grade will then be determined. Athletes will be ineligible until incomplete grade(s) are resolved.

## **ACADEMIC PROBATION**

A student's cumulative grade-point average that falls below 2.0 may be placed on academic probation, which is designed to give the student an opportunity to bring the GPA to an acceptable level. At the conclusion of the determined probationary period, the teacher and administrator will determine to:

1. Discontinue probation
2. Continue probation
3. Recommend withdrawal from HCS

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

## **PROMOTION/RETENTION POLICY**

Each middle school student should pass all of their classes to promote to the next grade level. However, mathematics and language arts must be passed in order to be promoted to the next grade. Furthermore, if a student's yearly grade point average (GPA) falls below the 2.0 mark, that student may be retained in his/her present grade.

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

Parental input regarding such decisions is important, but it should be clearly understood that the recommendation of the middle school administration, in consultation with the appropriate teacher(s) and the Director of ESS (if necessary) will govern all decisions of promotion and retention.

## EDUCATIONAL SUPPORT SERVICES

Heritage Christian School offers programs for students who have been diagnosed with specific learning disabilities and/or organizational and accountability concerns. 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) at ext. 168.

- **National Institute for Learning Development (NILD)** program provides educational therapy for students who exhibit learning differences. Applicants must have a comprehensive evaluation to determine eligibility for NILD.
- **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 comprehensive evaluation is required to determine eligibility.
- **Directed Studies (DS)** provides students with more individualized attention, accountability, and help with organizational and study skills.
- A **Written Intervention Plan (WIP)** is available to students who are eligible to receive academic accommodations. Accommodations are determined through a comprehensive (psycho-educational) evaluation and must be on file in the ESS office. Students with medical conditions may also need a Medical Written Intervention Plan. Medical documentation is required in these situations.

Parents are expected to support their child that is identified with learning differences and/or participates in ESS programming to ensure completion and submission of homework in a timely manner.

## FINE ARTS

Fine Arts is considered a core subject and a significant part of the middle school experience at Heritage. Students continue to have the opportunity to discover and develop their God-given talents in the areas of visual art, band, choir, orchestra and theater in the middle school. The music groups perform two to three concerts over the course of the year and have the option to participate in the Indiana State School Music Association solo and ensemble contest. Music performing groups have practice and performance requirements and their class grade is based on class participation and performance criteria as determined by each director. For more information about Fine Arts at HCS, please refer to the Fine Arts Handbook posted on the Fine Arts webpage found at [www.heritagechristian.net](http://www.heritagechristian.net) or contact the Director of Fine Arts at extension 148.

## HOMEWORK

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

### Homework Access

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

### Homework Policy

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

- 7<sup>th</sup> Grade approximately 70 minutes
- 8<sup>th</sup> Grade approximately 80 minutes

### Additional Homework Policies:

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

**Wednesday Homework Policy:** limited math sets may be assigned (half a problem set or less).

- Aside from weekly spelling, vocabulary or Bible quizzes, no quizzes or tests should be given on Thursday except on shortened weeks or altered schedules. Exceptions require administrative approval.

## **Late Homework Guidelines**

To hold students accountable for their homework and to teach them responsibility, all teachers will use the following stipulations: homework that is not turned in at the time it is due is considered late.

- **1 day late** *20% deduction*
- **2 days late** *40% deduction*
- **3 days late or more** *zero credit*

**Note: A day is the 24-hour period following when the assignment was due. The penalties imposed on late work will be deducted after the work has been graded.**

## **ACCELERATED CLASSES**

### **Math**

Any student interested in taking Accelerated Math in 7th or 8<sup>th</sup> Grade must meet the following criteria:

- 90% or higher average up through midterm of 4<sup>th</sup> quarter in his or her current Math class,
- Pass+ on ISTEP+ performance results in Math,
- Teacher recommendation from current teacher regarding problem solving ability, maturity, and proven ethics in work habits,
- An appropriate score based upon the Saxon placement test (HCS revision) administered either upon application for admission to the school or at the end of the previous school year.

Once a student has been selected for an advanced Math class, he or she must maintain a minimum grade of 80% in the class each semester or risk being removed and/or repeating the course.

Students have the opportunity to participate in national/international mathematics competition through membership in Math Club.

### **Language**

Any student interested in taking Accelerated Language in 7th or 8th Grade must meet the following criteria:

- 90% or higher on Language Arts Department writing assessment,
- Scholastic Reading Inventory (SRI) must be at least one grade level higher than the current grade enrolled,
- Pass + on ISTEP+ performance results in Language Arts, and
- Teacher recommendation of the student's skill in reading, grammar, writing, vocabulary and speaking, along with strong study and work habits.

### **Science**

Any student interested in taking Accelerated Science in 8th Grade (not offered in 7th) must meet the following criteria:

- 90% or higher average up through midterm of 4<sup>th</sup> quarter in his/her current Science class,
- Pass+ on ISTEP+ performance results in Math,
- A minimum score of 80% on the Saxon End of Course Assessment in Pre-Algebra OR 90% on the Saxon End of Course Assessment in Math 7,
- Teacher recommendation regarding problem solving ability, maturity to be successful and proven work habits.

**Note: All 8<sup>th</sup> grade Accelerated Science students are required to enter a research project in the Science Fair. It is an optional activity for all other 8<sup>th</sup> grade Science students.**

### **French – HS course**

Any student interested in taking HS French in 8<sup>th</sup> grade must meet the following criteria:

- 90% or higher average in a regular LA class or 87% or higher in an accelerated LA class,
- Teacher recommendation of the student's skills in reading, grammar, writing, vocabulary and speaking, along with strong study and work habits.

### **Performance at Semester**

Once a student has been selected for an advanced class, the following guidelines will need to be maintained each semester:

- Maintain a minimum of a B+ average (87%) in the class,
- Complete and turn in assigned homework.

## **FINALS GUIDELINES**

A final exam week is scheduled during the last week of school for middle school students. The final exams are cumulative tests that cover material taught during the second semester only. A test schedule is established by the middle school office with no more than two core tests scheduled on any given day that coordinates with the high school testing schedule.

## **HIGH SCHOOL CREDIT**

High school credit may be earned when middle school students, given the opportunity, successfully complete high school courses such as Algebra I, Geometry, Algebra II, Spanish 1B and French I. Grades earned in high school level classes may count toward a student's high school grade point average (GPA). However, the option is provided for students to retake a class as is necessary to improve his or her GPA standing.

## MOODLE

Moodle is our online learning management platform for Middle School students. It provides a safe and secure area for teachers and students to interact as well as for parents to access information. Moodle **replaces** Teacher Webpages. All assignments will be contained in Moodle. Middle school students will use Moodle to collaborate, to interact with curriculum, and to submit assignments online. Moodle has several tools for class communication, and these features are limited to the confines of the course and can only be accessed by teachers and students enrolled in the course. Students are provided with a username and password that they and their parents/guardians will use to access the site.

**Forums:** this tool allows students to collaborate and discuss a topic within a discussion context. All posts can be seen by all the members of the course. Students can modify their post for 30 minutes before it becomes permanent. Forums may be graded.

**Chats:** this tool allows students to discuss a topic in real time. Chat information is seen by all participants and does not allow editing. Chats are monitored and managed by the course Teacher.

**Instant Messaging:** this tool allows students to collaborate and to ask questions of the teacher. Messages can be monitored by Administration and Teachers. Messaging is intended for course work only and can be disabled for a specific student upon parent or guardian request.

**Email Options:** Students may enter in a personal email address into their profile. If entered, Moodle will forward Forum Posts, Chat Comments, and Messages to that email address. This feature is optional and students are not required to enter in an email address.

## TECHNOLOGY

Middle school students are **required** to provide a personal iPad (ONLY) for classroom instructional purposes. The necessary requirements for this device can be found on the middle school webpage and should be followed to ensure proper accessibility for students.

A dedicated computer lab is also available for both classroom instruction and individual student work. However, if a student is working on an individual project or paper and needs use of the lab, he/she must have an adult supervisor present and is not allowed to work alone in the lab at any given time.

## SECTION III - ATTENDANCE

### INTRODUCTION

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

### HOURS

The normal school day for middle school is scheduled from 8:00 a.m. to 3:05 p.m. A half school day is scheduled from 8:00 a.m. to 12:00 p.m.

### ARRIVAL TO SCHOOL

Parents should plan to have their children arrive to school **NO EARLIER** than 7:00 a.m. Middle school students should enter into the Fine Arts Lobby and should remain there until released by the bell to go to their lockers and classrooms at 7:40 a.m. Parents are encouraged to have your child at school no later than 7:50 a.m. so that he/she can be in his/her seat ready to begin class by 8:00 a.m.

### DISMISSAL FROM SCHOOL

All students should exit the middle school hallways by **3:15 p.m.**

- Bus students should walk through the high school to the bus loading area as quickly as possible, so busses can exit the campus in a timely manner.
- Car students should exit through the Fine Arts Lobby or the side middle school doors to their respective vehicles. Students should be attentive and respectful to all traffic guard instructions during dismissal. Running, chasing, yelling or screaming during dismissal are not acceptable behaviors and will not be tolerated.
- Faculty and staff children must report to their parent's classroom/office or wait in the Fine Arts Lobby until 3:30 p.m.
- Students involved in athletics or clubs after school should report directly to the area designated by the coach or sponsor. **If the report time for an athletic practice/event or club does not begin until after 3:30 p.m., students are required to report to After School Care - HUB until it begins.**
- All middle school students not participating in after school activities must be picked up by 3:30 p.m. **or they will be required to report directly to HUB, which requires additional charges to individual student accounts.**

## NOTIFICATION OF ABSENCES

A parent/guardian must contact the Middle School Attendance Hotline (594-5861) by 8:15 a.m. when his/her student will be absent from or late to school. After 8:15 a.m., parents should contact the middle school office directly at (849-3441). This procedure must be followed each day a student is absent or the absence will be considered unexcused and all consequences for the unexcused absences will be considered.

## EXCUSED ABSENCES

Excused absences include: personal illness of student, death within the family, family emergencies, family vacations, professional appointments, mission or church related trips, and approved school activities.

## MAKE-UP WORK FOR EXCUSED ABSENCES

1. Students will have two (2) calendar days for every school day missed to a maximum of ten (10) days to complete make-up work. **Work or tests/quizzes that were assigned or provided prior to the absence are due or will be taken on the day the student returns unless other arrangements are made with a teacher.**
2. Larger assignments such as papers or projects that have been assigned several days prior to an absence are to be turned in by the due date. **It is the student's responsibility to retrieve any assignments missed due to any type of absence from school and can be obtained from Moodle or the teacher.**
3. Parents should check into the middle school office before being directed to retrieve any additional needed books and/or supplies from a student's locker.

## UNEXCUSED ABSENCES

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

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

**Note: Truancy is defined as being absent from school without parent or school permission.**

## MAKE-UP WORK FOR UNEXCUSED ABSENCES

1. Participation grades, class work and/or assignments due on the day or days of unexcused absences will receive a 50% deduction for each day of class missed.
2. Missed tests and quizzes must be taken on the day the student returns to school with a deduction of 10% per test and/or quiz.
3. Larger assignments such as papers or projects due during the unexcused absence must be turned in the day the student returns to school. As is the case of tests and/or quizzes, there will also be a 10% deduction on the paper or project. An additional 10% deduction will be administered for each additional day the assignment is late.

## PARTIAL-DAY ABSENCES

If a student arrives after the school day has started, he/she is to report to the middle school office and sign in before going to class. Likewise, if a student needs to leave school prior to the end of the school day, he/she should also report to the middle school office to sign out prior to leaving school grounds. Parent/guardians should notify the office by written note/email/phone call in order for the absence to be considered excused. **Failure to notify the office directly of any absence will result in an unexcused absence being assigned and all academic penalties incurred.** This communication should include the date, time and reason for the late arrival or early dismissal.

**All students are required to be present for at least 5 full periods of the school day if they plan to participate in a sports event, class event, or extra-curricular activity after school** (this includes arrival or departure time). The resource period at the end of the day (9<sup>th</sup> period) is not considered a period in regards to the count. Any exception to this rule must be with the approval of the administration.

**Note: Parents of students who ride the bus should also notify the Transportation Department when their child needs to leave school early and will not be riding the bus.**

## EXCESSIVE ABSENCES

Any student missing more than 15 days of school per semester risks promotional opportunities to the next grade level. Likewise, any student missing more than 15 days of an individual class period per semester risk receiving an "F" for the semester's course work in the class missed.

## TARDINESS TO SCHOOL

As a general rule, if buses arrive on time, students arriving via automobile should also be on time for school. A student is considered tardy if not in class when the bell rings to begin school. Students arriving to school after 8:00 a.m. should report directly to class. The student will receive an excused absence to class only if a parent has called in for the student.

In the event that a student reports to school late due to a professional appointment, he or she should report to the MS office to submit their doctor's note in order to be considered excused.

## TARDINESS TO CLASS

It is the responsibility of all students to be prompt and on time when changing classes throughout the academic day. Students have four (4) minutes to change classes. A student who arrives to any class after the bell is considered tardy. Student tardiness disrupts the classroom experience and results in lost educational time as well as requires additional clerical work for the office staff and faculty. Students detained after the bell by a teacher, staff member or administrator should bring a written explanation from that individual to the next classroom teacher.

## TARDY POLICY

The consequences of being tardy to class, within a current quarter, are as follows:

1-4 tardies	<i>no consequences</i>
5 tardies	<i>written warning to student, parent contact by written notification given to student</i>
6-8 tardies	<i>tardy detention served during lunch, detention slip MUST be signed by parent</i>
9 tardies	<i>1-day in-school suspension</i>
10 tardies	<i>1-day out-of-school suspension</i>
11 tardies	<i>administrative conference</i>

**Note: Student tardies to class are cumulative in nature.**

It should be understood that students cannot receive more than one tardy in any given class period.

## BOOK TARDY POLICY

Being prepared for class is an expectation of all students at HCS. A student who is not prepared for class will receive a book tardy if there is a need to retrieve items from his/her locker once class has started. Excessive book tardies may include an academic penalty.

The consequences of receiving a book tardy in a particular class, within a quarter, are as follows:

1-4 book tardies	<i>no consequences</i>
5 book tardies	<i>warning to student by teacher; parent contact</i>
6 book tardies	one (1) percent reduction of quarter grade
7 book tardies	Administrative conference

## SECTION IV - CONDUCT AND DISCIPLINE

### PHILOSOPHY

As an expression of Heritage Christian School's mission, the middle school discipline policy is intended to support the discipleship process for students and to serve as a reflection of Jesus Christ as well as an extension of the home. As such, the primary purpose of the discipline process is to produce growth in students while maintaining an environment of learning and order, providing a support to parents, and reflecting Scriptural principles of conduct and influence. In keeping with this purpose, the Scriptural principles that provide the foundation for the discipline policy are as follows:

- The responsibility of parents for the education of their children (*Deuteronomy 6:6-9*);
- Submission to authority (*1 Peter 2:13-17*);
- The principle of reaping and sowing (*Galatians 6:7-8*);
- Confrontation, restoration, and separation (*Matthew 18:15-17*);

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

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

### CODE OF CONDUCT

In order to best fulfill the goals of the discipline process, Heritage Christian Middle School has established a code of conduct that defines expected student behavior and establishes the procedure and process for addressing disciplinary matters. Please be aware that student conduct and behavior outside of Heritage Christian School can affect a student's standing at HCS as well as the reputation of HCS; therefore, it is the expectation of the administration that students adhere to the code of conduct at all times. It is therefore also understood that violations of the code of conduct both inside and outside of school, including breaks from school, may be addressed as a disciplinary concern by the administration.

Students are specifically considered to be under school jurisdiction at any time at which they are under the direct supervision of Heritage Christian School and its employees, including when riding a school bus or attending a school function or activity.

Students are expected to demonstrate the following behaviors and characteristics:

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

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

- Tardiness to class;
- Failure to conform to the expected standard of dress;
- Careless and/or reckless behavior (i.e., throwing objects, running in halls, etc.);
- Disruptive behavior that impedes the educational process;
- The use of cellular phones and other unapproved 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 a zero for the assignment, 50% deduction on projects, and 50% deduction on retake of tests, quizzes or finals; 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 directed toward the personal property of school employees;
- Immoral sexual conduct

- The possession and/or distribution of pornographic materials and information, including the distribution of sexually suggestive material via cell phones and computers, or “sexting.” The Heritage Christian School definition of sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital or electronic device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline up to and including expulsion and the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.
- Harassment in any form, both physical and/or sexual in nature. Sexual harassment includes all acts of a sexual nature, whether verbal or physical, which are unsolicited, unwelcome, inappropriate, and/or demeaning, which interfere with an individual’s performance, or which create an intimidating, hostile or offensive atmosphere. Physical harassment includes threats or intimidation of any nature, or inappropriate verbal or physical conduct which creates a hostile, offensive, or fearful environment. Examples of threats or intimidation include, but are not limited to, provoking a fight, fighting, acts that inflict injury or damage, and/or acts intended to control by fear and/or intimidation.
- Bullying in any form, both physical and/or verbal in nature. “A person is considered to have been bullied when he or she has been exposed repeatedly over a period of time, with intent to harm, to negative actions on the part of one or more persons.” **(See Anti-Bullying Policy)**
- The use and/or possession of tobacco, alcoholic beverages, illegal and recreational 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.
- Use or possession of weapons and/or dangerous items (i.e., guns, knives, explosive devices, etc.) on school premises.

## 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 by teacher of behavior problems to parents by telephone, e-mail or written communication
- Student conference with the assistant principal/principal possibly resulting in a conduct detention being assigned
  - Detentions are scheduled during lunch time in the middle school office on days determined by the administration.
  - A Student Discipline Referral will be sent home with the student to be signed by the parent indicating awareness.
- A student/administrator or teacher/student/administrator conference scheduled with the parent or guardian
  - An in-school or out-of-school suspension may be assigned for continual instances of substantial disobedience or misconduct.

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

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

- In keeping with the school's responsibility to prove a safe learning environment for all students, we have established a policy regarding the issue of "sexting". The Heritage Christian School definition of sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via

cell phone, computer, or other digital or electronic device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline up to and including expulsion and the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

- The use and/or possession of tobacco, alcoholic beverages, or illegal drugs, and the abuse of prescription medication;
- Immoral sexual conduct;
- Possession of weapons and/or dangerous items on school premises;
- Flagrant disrespect and disobedience;
- Leaving campus without permission;
- The possession and/or distribution of pornographic materials and information, including the distribution of sexually suggestive material via cell phones and computers, or “sexting”;
- Harassment in any form, both physical and/or sexual in nature;
- Repeated dishonesty; and
- Continued willful disobedience, misconduct, disrespect.

A student may be suspended for a period of one (1) to ten (10) days at the discretion of the administration.

All assignments or tests during the period of in or out of school suspension must be completed. 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 secondary administration and CEO.

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

## **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 behaviors, 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 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 as is necessary and appropriate

## **SECTION V - STANDARD OF DRESS**

### **INTRODUCTION**

Heritage Christian School seeks to achieve two purposes with our Standard of Dress policy; modesty and neatness. As a Christian school, it is important that our students dress in a way that meets our mission to glorify God. We also seek to train students to have high standards of dress that does not cause a distraction to others during the educational day.

It is important to recognize that parents/guardians, as the primary educators of their children, play a key role in this area of dress. It is important for parents/guardians to guide and supervise their students in the selection of appropriate clothing to be worn at school or during school-related activities.

### **STANDARD OF DRESS REQUIREMENTS:**

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 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:**

#### **Tops**

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. No denim material.
2. Skirts should be modest in length. A parental guideline for modest skirts is that the bottom of the skirt shall be no shorter than six inches from the floor when kneeling. Please check this at home in your selection of appropriate clothing.

## Other Clothing Requirements

1. HCS and College sweatshirts (crew neck, ¼ zipped or hooded), solid colored sweaters, cardigans or fleece may be worn. If removed the student must be in dress code with an approved collared base polo or oxford shirt.
2. Footwear (shoes or sandals) must be worn and be neat and clean. No flip flops.
3. No head coverings are to be worn in the building.
4. Make up and accessories are to be neat and simple.
5. Hair is to be clean, neat, well-kept and of modest length (for boys). Hair should not draw undue attention, and extreme styles or coloring are not permitted. Hair can only be colored a natural color.
6. Males must be clean shaven
7. Visible tattoos and body piercings (other than earrings for girls) are not permitted.
8. Any clothing or personal appearance that tends to draw undue attention to the individual is not acceptable.
9. For the occasional **Spirit Day** allowance, students may wear a Heritage tee shirt with relaxed, loose fitting sweatpants or athletic style pants.

## SECTION VI - OPERATING POLICIES & PROCEDURES

### AFTER SCHOOL CARE – HUB

Middle school students not involved in athletics or a club after school hours should be picked up to go home. Those students whose parents cannot pick them up by 3:30 p.m. should report directly to the provided after school care program of HUB. HUB meets in a designated classroom from 3:30 to 5:30 p.m. Upon arrival, attendance will be taken and the students should begin studying quietly. HUB requires an additional fee which will be charged to an individual student's account. Please contact extension 167 if there are any questions regarding HUB.

### ELECTRONIC DEVICES

Cell phones, iPods, and all other non-educational electronic devices are to be turned off at 8:00 a.m. and remain off until 3:05 p.m. These devices will be confiscated by the teacher and delivered to the administrator if they create a classroom distraction or are being used during the school day. The confiscated devices can be picked up at the end of the day by the student. Chronic violations of the policy could result in a detention being assigned and the parent may be required to meet with the administrator to retrieve the device.

### EMERGENCY PREPAREDNESS

**Fire Drills:** Fire drills are conducted at regular intervals as an important safety precaution to ensure each child knows his/her responsibility in the event of a fire at school.

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

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

### FIELD TRIP POLICY

Field trips are designed to be an extension of the classroom learning, as well as promote enthusiasm for the learning process. From such field trips, the student gains valuable insight into how theory and the "real world" actually relate. Therefore, field trips will be specifically related to the classroom topics of study, social development, and spiritual value to our students. All school conduct expectations are to be followed as students are representing HCS. Any student found to be disruptive during a field trip could be removed from the trip and sent home with his/her parents and have his/her field trip privileges suspended for future field trips.

Students must meet the following criteria in order to be considered for participation on field trips:

- Must not have a current grade of a D or F prior to the date of the field trip.
  - If a student is scheduled to attend a field trip and has a grade of a D or F, he/she can only become eligible if the grade has improved to a C or higher prior to the date of the field trip.
- Must maintain good classroom behavior;
- Must not exceed two conduct detentions in any given quarter;
  - Any student that accumulates three conduct detentions in a given quarter shall be considered ineligible for field trips for the quarter of the detentions, as well as the following quarter.
- Must demonstrate the ability to appropriately participate in field trip activities off campus through his/her behavior on campus.

## **LOCKERS**

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

- Each student should memorize his/her combination;
- No student is to disclose his/her combination to another student;
- Each student should keep the locker closed and locked to ensure the security of property;
- A student should not have access to another student's locker;
- No student should keep books or any other belongings in another student's locker;
- Students should keep his/her locker clean inside and out;
- Nothing should be displayed on the outside of lockers unless school related (i.e., athletic spirit signs);
- No material should be attached to the locker door without the principal's approval;
- Inside decorating must be done with the school's philosophy in mind;
- Blue tape should be used to attach items anywhere on the locker;
- Students should use magnets to attach materials to the inside of the locker;
- The student is responsible for proper maintenance of the locker;
- Students may be assessed a charge if it becomes necessary to repair damages attributable to student abuse;
- Students are not to eat or drink items from their lockers, other than water, during the school day;

- Open food and drink containers should not be stored in the locker; and
- Periodic locker checks can be conducted to make sure students adhere to the expectations.

## **LOST AND FOUND**

Student property that is found within the school or on campus should be brought and turned in to the middle school office. Students and parents are welcome to check here for their personal items that have been misplaced. Items that are not claimed within a reasonable time frame will be given to local charitable organizations.

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

## **LUNCH ROOM**

Students are to report to the cafeteria for lunch in an orderly fashion and should remain there until the end of the lunch period unless permission is given by the lunchroom supervisor to be elsewhere. Students may only eat in classrooms if supervised by a teacher or directed to by administration due to a change in schedule.

Students are expected to keep the lunch area clean and picked up as multiple grade levels use this space for lunch. Upon being dismissed from lunch, students should discard all opened food and drink items into the trash receptacles and not take with them to class. If a student has an unopened food or drink item for use as a snack after school, they may store it in his/her locker until that time.

In addition to the served lunch, students may opt to bring lunches from home. Students purchasing lunches from the school will use their student ID card, which will then be billed to their tuition account monthly.

Parents may also bring in food and eat with their child on occasion. Parents must register at the front desk in the Fine Arts lobby when they arrive before joining their child for lunch. Non-Heritage students, including Alumni, will not be allowed to visit during school hours. This includes lunchtime visits.

## **PASSES OUT OF CLASS**

Students are required to obtain a pass from their teacher before leaving class for any reason. If a student is found walking the hallway any time besides passing periods without a pass, a detention can be issued. If a student needs to see a teacher during 9<sup>th</sup> period, he/she must obtain a pass from that teacher prior to the start of 9<sup>th</sup> period. Students will not be permitted to go and obtain a pass after the start of resource period.

## **PROPERTY & FACILITIES**

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

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

## **SCHOOL DELAYS AND CLOSINGS**

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

## **STUDY HALL GUIDELINES**

The study hall is an excellent opportunity to gain additional minutes of concentrated study. Students are expected to bring work to each study hall. Behavior in study hall is expected to enhance the learning environment. Guidelines for study hall should be posted in the study hall classroom and are as follows:

1. Students are expected to be in the classroom before the tardy bell rings.
2. Students will always bring work to study hall. If a student does not any homework, he/she should bring appropriate reading material.
3. Students will remain quiet and allow classmates to study throughout the class period.
4. Students will remain in their seats and have teacher permission to move.
5. Students will be respectful to their teacher and fellow classmates.
6. Students who need to go to another location during study hall will need to report to study hall first for attendance and provide an appropriate teacher pass before moving to another location.
7. Students must have permission through a written pass from the teacher they are visiting before they change study locations.

8. Students will not be permitted to use any electronic devices during study hall unless there is a specific educational need. This exception must be approved by the study hall teacher.
9. Students, who are unwilling to be a good steward of the time he/she is given may result in an office referral.

## **TELEPHONES**

The middle school office phones may be used to contact parents by students with permission of a teacher and/or the high school administrative assistant. **If parents need to contact a student during the school day, we would ask that you please call the middle school office rather than texting or calling the student directly, so as not to disrupt the student from his/her academic day.** All emergency messages for students will be handled and delivered by the school office staff to the necessary student.

## **TEXTBOOKS**

Students in middle school 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 its condition. Novels and/or workbooks may be distributed in language classes and will be charged to the student's account. These novels and workbooks are the student's property to keep.

## **TRANSPORTATION**

Bus transportation is available to middle school students. Students are to cooperate with the bus driver in every way to ensure the safety for all passengers. For additional information regarding policies, stops or fees, please contact the Transportation Department directly at ext. 122.

## **VISITORS TO THE SCHOOL**

All visitors, students and 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 avoid interrupting instructional or testing time and 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 as well as taking students out to lunch.

## WASHINGTON DC TRIP (8<sup>th</sup> GRADE)

The end of a student's 8<sup>th</sup> grade year provides an opportunity for 8<sup>th</sup> grade students to participate on a class trip to our nation's capital of Washington, D.C. Students must maintain appropriate behavior throughout the school year in order to have the opportunity to participate on this trip. Specific eligibility requirements for this trip include:

- Any discipline issued at school will result in an accumulated point system which will work in the following ways:
- Conduct detentions = 1 point
- Suspension of any kind = 2 points

The following points will result in the following action and are per year.

- 4 points = Parent must attend the trip as a chaperone
- 5 points = Student and Parent must room with each other on trip
- 6 points = Student eliminated from trip

The administrator of the trip, in agreement with school administration, reserve the right to eliminate students from the trip for reasons that do not promote our HCS mission statement, philosophy, or core values.

## YEARBOOK

The middle school yearbook is published by 8<sup>th</sup> grade students under the supervision of a faculty member. The yearbook covers the full school year and is distributed during the last week of school in May. The yearbook is provided at an additional expense and must be pre-ordered.

## **ACCEPTABLE USE POLICY FOR COMPUTER & INTERNET ACCESS (AUP)**

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

### **Network and Internet Access**

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

### **User Responsibilities**

- Use all HCS computer resources and Internet access in accordance with the school's code of conduct.
- Do not use any computer resource in any manner that would purposely degrade the performance of the network or any computing resource.
- Do not trespass into or modify the data or account of another user.
- Do not gain unauthorized access to any computer resources or accounts at HCS or elsewhere.

### **Personal Safety**

- Report any and all activity that violates policy or makes you uncomfortable, such as unsolicited email, security problems, or information, to a teacher or HCS staff member.
- Do not reveal your home address, image of self (description or picture) or phone numbers or those of other students to unfamiliar persons or social networking websites.
- Understand that all electronic messaging, email, instant messaging (IM), and website activity is not private and that Technology Administration has the right to view it at any time.

### **Results of Inappropriate Use**

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

## Disciplinary Procedures for Unacceptable Device Use

Inappropriate or non-educational use of devices and/or the school's network will result in consequences that correspond to the Heritage Christian School Computer/Network Acceptable Use Policy and the Heritage Christian Middle School Student Handbook as follows:

- **1<sup>st</sup> Violation** – Teacher provides a verbal warning to student and documents in HCS Tools
- **2<sup>nd</sup> Violation** – Teacher confiscates the device and contacts parents for an appropriate return of the device and documents in HCS Tools
- **3<sup>rd</sup> Violation** – Teacher confiscates the device, turns it into the office, and documents in HCS Tools. The administrator contacts parents to set a meeting for an appropriate return of the device. The student will be assigned a conduct detention and lose device privileges for a minimum of **5** school days.
- **4<sup>th</sup> Violation** – Teacher confiscates the device, turns it into the office, and documents in HCS Tools. The administrator contacts parents to set a meeting for an appropriate return of the device. The student will be assigned an In-School Suspension and lose device privileges for a minimum of **15** school days.
- **5<sup>th</sup> Violation** – Teacher confiscates the device, turns it into the office, and documents in HCS Tools. The administrator contacts parents to set a meeting for an appropriate return of the device. The student will be assigned an Out of School Suspension and lose device privileges for the remainder of the school year.

All consequences are at the discretion of administration and the severity of the infraction will determine the level of consequence. The administration reserves the right to revoke device privileges. In severe cases, recommendation for expulsion or referral to authorities may be appropriate.

## LIBRARY POLICY AND PROCEDURES

- **All students are issued IndyPL cards and expected to carry them for use at school and home.**
- **A student's library card number** provides FREE access to numerous **online resources** such as databases, ebooks and audiobooks.
- **Students are responsible for any materials checked out on their card.** There is a \$5.00 fee to replace lost library cards.
- Books are checked out for **3 weeks** and may be renewed online or in person.
- Students may request materials from IndyPL locations to be delivered to Heritage for check out.
- When a book is several *weeks* overdue it will be declared "lost" by the library system. **Once a book is declared lost, the cost of the book plus a \$6.00 processing fee will be charged to the student's account.** If a "lost" item is returned the book cost is refunded, but not the processing fee. HCS does not charge daily fines for overdue books.
- **Sign up** on the IndyPL website under *My Account* to receive **email notices OR text messages** & receive reminders 3 days *before* items are due.

### To use library resources from home:

From the **Heritage website**, use the **Moodle** link to open the **Library Media Center** from the Moodle "site home" page.

#### Resources purchased by Heritage:

1. From the HCS Library page click on the link for:  
**Axis360 eBooks**
2. Enter you IndyPL library card number and PIN
3. After logging in, search for a specific title or link for *Summer Reading*.

#### iLibrary Online Databases:

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

**To renew library books:**

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

**To search the catalog and request books from branches:**

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

## **SECTION VII – DISCIPLESHIP/SPIRITUAL FORMATION**

### **INTRODUCTION**

The mission of Heritage Christian School includes the discipleship of students. Discipleship is integrated into every aspect of middle school, both inside and outside the classroom. Students are encouraged to internalize and practice our discipleship values of glorifying God, loving others, imitating Christ and pursuing excellence.

### **CHAPEL**

Chapels are generally scheduled weekly and provide a relevant, age-appropriate message designed to challenge students in their spiritual walk through the use of praise and worship, special speakers, multi-media presentations and/or drama/experiential activities. Students are expected to bring their Bible to all chapels, sit with their first period class, and remain reverent, attentive, and courteous throughout all chapel sessions.

### **SERVICE OPPORTUNITIES**

Middle school students have a variety of opportunities to serve others throughout the year both on campus and in the community. HCS students are actively encouraged to be the hands and feet of Christ, whether through all school service days, mentoring of elementary students, writing encouraging notes to others, collecting funds for needy organizations, or serving lunch to our faculty and staff.

### **SMALL GROUPS**

Students are assigned to be part of gender and grade specific small group of students with a spiritually mature adult leader for the duration of the school year. Small groups are designed to be a safe space for students to grow together in pursuing their identity in Christ. These groups generally meet once a month during the regular scheduled chapel time to have open dialogue about recent chapel messages, life application of scripture, and issues that may challenge his/her faith. Small groups provide valuable support through prayer and encouragement for one another. These groups will often meet during lunch or after school hours for connection opportunities as well.

### **SPIRITUAL EMPHASIS WEEKS**

Once each semester, HCS holds a Spiritual Emphasis Week. Students are challenged to deepen their walk with God through daily chapel experiences throughout the week. These are rich times of spiritual development in our students.

## **SECTION VIII - HEALTH INFORMATION**

### **HCS HEALTH SERVICES**

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

### **STUDENT MEDICAL INFORMATION AND CONSENTS**

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

### **STUDENT IMMUNIZATIONS**

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

### **ACCIDENTS AND ILLNESS (WHILE AT SCHOOL)**

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

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

- Fever, vomiting, indications of pink-eye, indications of a more serious illness or contagious disease, an injury or condition requiring a doctor visit, and/or a condition requiring rest at home

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

## ILLNESS (OUTSIDE OF SCHOOL)

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

## MEDICATION POLICIES

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

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

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

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

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

## EMERGENCY MEDICATIONS

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

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

## ANNUAL EMERGENCY ACTION PLANS

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

## ANNUAL VISION AND HEARING SCREENINGS

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

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

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

Students with glasses/contacts will be screened while wearing them. Parents will be notified only if a deficiency is found via a letter from the nursing office.

## EXTENDED ILLNESS/INJURY PROTOCOL

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

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

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

## HEALTH SERVICES CONTACT INFORMATION

Pre-school – 4<sup>th</sup> grade

Direct Line: (317) 813-3839

Fax Line: (317) 849-5420

5<sup>th</sup> – 12<sup>th</sup> grade

Direct Line: (317) 813-3902

Fax Line: (317) 849-5414

## **SECTION IX - STUDENT ACTIVITIES**

### **INTRODUCTION**

HCS students are provided multiple opportunities outside of the school day with which to participate within a Christ-centered environment and are considered important for a student's full development. It should be noted that the academic progress of our students is the priority of the school and thus can dictate a student's ability to participate as a part of the team or club.

### **ATHLETICS**

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

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

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 Middle School. The middle school athletic director will administer these rules and regulations as they relate to inter team and inter coach relationships.

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

A completed physical form, concussion acknowledgement form, student-athlete code of conduct, and parent code of conduct must be on file in the athletic office for the current school year before any student may try out for a sports teams. All forms except the physical form should be done through HCS Connect. A complete copy of the Middle School Athletic Handbook is posted on the Athletic webpage found at [www.heritagechristian.net](http://www.heritagechristian.net).

## Athletic Disciplinary Actions

Please note that the Athletic disciplinary actions below are in addition to the Middle School Code of Conduct Discipline Procedures.

Types of Violations	Occurrence	Disciplinary Action
<b>TYPE "A1" OFFENSES</b>		
Possession, distribution, use or under the influence of alcohol or illegal drugs and the abuse of prescription medications.	<b>1st</b>	33- 50% of the contests for that season, carried over to the next sports season, if necessary.
Immoral sexual conduct		
Possession/distribution of pornographic materials, sexting	<b>2nd</b>	Suspended from athletics for 365 days
Inappropriate use of cell phones, cameras, or other devices resulting in invasion of privacy or sharing of sexually explicit materials		
Felonies, Misdemeanors, Thefts		
Lower percentage not to go below 33% with approved service project		
Carryover will be determined by the Athletic Director		
<b>TYPE "A2" OFFENSES</b>		
Harrassment or bullying in any form, physically, mentally and/or sexual in nature.	<b>1st</b>	25- 50% of the contests for that season, carried over to the next sports season, if necessary.
Hazing in any form		
Careless/reckless behavior resulting in property or physical damage	<b>2nd</b>	Suspended from athletics for 365 days
Lower percentage not to go below 25% with approved service project		
Carryover will be determined by the Athletic Director		
<b>TYPE "B" OFFENSES</b>		
Careless/reckless behavior	<b>1st</b>	10-25% of the contests for that season, carried over to the next sports season, if necessary.
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 ecigarettes		Lower percentage not to go below 10% with approved service project
School suspensions not addressed in specific categories	<b>2nd</b>	Minimum 25% of the contests for that season,
		Service project opportunities are not an option for 2nd type B offenses.
	<b>3rd</b>	Suspended from athletics for 365 days
Carryover will be determined by the Athletic Director		

## **STUDENT COUNCIL**

Heritage Christian School believes in the value of equipping our students to be servant leaders. Student Council provides an opportunity for students to learn teamwork, servant leadership and life skills while taking an active role in serving HCS and the community. Opportunities include; service projects, campus events, mentoring, new student outreach and fundraisers.

Student Council is made up of committed students who are called by Christ to serve their school. Student Council is not, however, just about what our leaders do, but about whom they are and how they live. These students desire to serve and encourage each other to be more like Christ.

Through an “open membership” model, all students have the opportunity to join, provided they meet the following conditions:

1. Minimum GPA of 2.5,
2. Completed application,
3. Parental consent, and
4. No disciplinary referrals, detentions or suspensions for the current school year.

Student council members must abide by the signed student council Pledge of Conduct in order to remain a member.

## **CLUBS**

The middle school offers multiple clubs throughout the school year. These clubs are organized and managed by Heritage Christian faculty or staff and are based on student and/or faculty interest. In addition, the club of Robotics is also provided to students. This club is larger in scope and requires a large amount of time and commitment throughout the year. Student club sign up occurs after school begins and will be communicated to parents for approval as each club has a participation fee that will be charged to student billing once enrolled in the program.

## **EIGHTH GRADE CELEBRATION**

A special night is scheduled in May each year to honor our 8th grade class. The program normally includes the taking of a class picture, a special dinner, and a variety of memorable activities. This event is planned exclusively by parent volunteers. A call out meeting and information is provided in the fall.

## SECTION X – PARENT INFORMATION

### PARENT INVOLVEMENT OPPORTUNITIES

There are multiple ways for parents to be involved on campus. Below are some ideas of how you, as a parent, can actively engage on behalf of our students and faculty.

1. Pray earnestly for the Board of Directors, administration, faculty, and staff of HCS.
2. Volunteer to work in the office, classroom, field trips or on committee assignments.
3. Recruit new students and families.
4. Participate fully in planned school meetings and PTF functions.

### PARENT/TEACHER CONFERENCES

Conferences between parents and teachers are encouraged. These offer an excellent way to exchange information that will provide a greater understanding of the student's progress. The administration and teachers welcome the opportunity to confer with parents to assist in the development and guidance of children.

The school calendar contains an established time for the purpose of conducting parent teacher conferences. These conference times are scheduled through HCS Connect. However, other individual conferences, to discuss concerns relative to student performance, may be arranged by contacting the teacher directly. Parents may request conferences or they can be initiated by the child's teachers.

The administration is available, by appointment only, for conferences that are related to school matters or other areas that are of concern to parents. **However, when questions arise concerning homework, tests, quizzes, curriculum presentation, or discipline, parents should first contact the teacher.** Using this type of direct dialogue will generally assist in bringing a quick resolution to the area of concern.

### PARENT TEACHER FELLOWSHIP (PTF)

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

## **PARENT ORIENTATION NIGHT**

Parent Orientation Night is generally scheduled early in the school year. See the school calendar for the specific dates and times. This evening provides an opportunity for parents to receive an overview of grade-level and subject specific curriculum objectives and classroom expectations that will be presented to the students at the beginning of the school year by each of his/her respective teachers. Homework procedures, methods of discipline, parental responsibilities, and suggestions for success are also discussed during this time. Attendance is encouraged to ensure effective communication between home and school.

## **CHANGE OF CONTACT INFORMATION**

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

## **WEB PAGE AND EBULLETIN**

The Current Parents Portal on our website [www.heritagechristian.net](http://www.heritagechristian.net) is your go-to place for announcements, the lunch menu, forms, and other important information for your family. Visit the Middle School section of this portal for information specific to 7th-8th grade students. Moodle will be updated weekly for homework assignments or scheduled tests and quizzes.

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

## **ACADEMIC AWARDS PROGRAM**

Heritage Christian School students enjoy the opportunity to pursue a kingdom education through a Biblical worldview lens. Students who excel in the rigors of the kingdom educational process are recognized during an Academic Awards program near the end of the school year. Parents will be notified if their child is to receive an award.