

WELCOME TO HEARTLAND CHRISTIAN SCHOOL

On behalf of the school board, leadership team and staff, I am excited to welcome you to our 30th year at Heartland Christian School. This year, we will spend a lot of time PRAISING God for the past, PRAYING for His will today, and, by His grace, PERSEVERING into the future.

Heartland Christian School was established almost 30 years ago by God. God has sustained the school and will continue to sustain it into the future. We trust in His faithfulness and kindness and ask for His will to be done at HCS. As we look forward to the year ahead, we ask for His wisdom to lead us each step of the way.

Our ultimate desire at HCS is to glorify God in everything we do. We aim to represent Christ well and live lives worthy of the gospel (Philippians 1:27). As a non-denominational private school, we have people from different backgrounds and denominations. As a result, we have a variety of convictions, beliefs, and expectations within the almost 300 families we serve. With this diversity, HCS will hold fast to our Tenets of Faith and stay within those. The expectation for all families and staff at Heartland is a commitment to unity. Specifically, unity around the tenets of faith and the Gospel of Jesus.

As you read through this handbook, please know that a lot of prayer, time, counsel, and thought has been put into this by the leadership at Heartland to communicate clearly how the school functions and give clear expectations as to the students and families' responsibilities and expectations while attending HCS. We realize that not everyone will agree with every item written in this handbook, but we have developed what we believe is a solid foundation and pray for The Lord's will to be done at Heartland this year and into the future.

As we look forward to this year, you have our commitment to strive for excellence in all that we do, as unto the Lord. The leadership at Heartland is open to ideas and suggestions, but as far as the 2025/2026 school year goes, this handbook will be the guide we follow for all items it addresses. The learning atmosphere of Heartland Christian School will be at its best when students, teachers, parents, and administrators are praying for each other, respecting and supporting each other, and communicating effectively with one another.

We look forward to serving each family and, by God's grace, assisting parents in raising a generation of Christ-centered, educated servants of God. This happens as we educate and disciple each student for Christ and His kingdom.

On behalf of the HCS Leadership Team,

Jason Norbo

President, Heartland Christian School

2025 * Heartland Christian School * 2026
Parent-Student Handbook
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PHILOSOPHY

- Every child has incredible worth to us and God.
- Each student is fully educated and instructed from a Biblical worldview perspective.
- Every child will have the opportunity to know Jesus Christ as their Savior and to develop a lifelong commitment to Him.
- Heartland is committed to an education characterized by excellence and predicated on Biblical truth.
- We assist by partnering with parents to minister to the whole child and strive to develop spiritual, mental, physical, social, and emotional maturity.

MISSION STATEMENT

Heartland Christian School partners with parents to train and equip their children to achieve the fulfillment God intends for their lives.

VISION STATEMENT

The vision of Heartland Christian School is to develop graduates who are Biblically grounded, academically qualified, and thoroughly equipped to fulfill Christ's calling upon their lives by providing a unified team that facilitates a comprehensive program of excellence within a nurturing environment.

TENETS OF FAITH

The following tenets are an expression of our religious convictions and form the basis that guides Heartland Christian School in the formulation and execution of policies, procedures, and employment practices:

- We believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1:21).
- We believe there is one God, eternally existent in three persons - Father, Son, and Holy Spirit (Genesis 1:1; John 10:30; Matthew 28:19).
- 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; Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19),

His present ministry of intercession (Romans 8:34), and 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 man is justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5).
- 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; 1 Corinthians 3:16; 1 Corinthians 6:19-20; Ephesians 1:13; Ephesians 4:30; Ephesians 5:18).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
- We believe in the resurrection of both the saved and the lost: the saved unto the resurrection of life and the lost unto the resurrection of condemnation (John 5:28-29).
- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27).
- We believe that the term "marriage" has one meaning: the uniting of one man and one woman in a single, exclusive union as defined in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 1 Corinthians 7:2-5; Hebrews 13:4).
- We believe that any form of sexual immorality (including, but not limited to, adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).
- We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other state or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).
- We believe that the universe and all living things (including man) were made by the direct creative acts of God. Any biological changes that have occurred since Creation have done so within the original created kinds. The special Creation of Adam and Eve in the image of God and their subsequent fall into sin is the basis for our belief in the necessity of a Savior for all mankind (Genesis 1).

These statements of faith do not exhaust the extent of our beliefs. As the inspired, infallible, inerrant Word of God, the Bible speaks with final authority concerning truth, morality, and the proper conduct of mankind. It is the sole and final source of all that we believe.

Heartland Christian School Values & Behavioral Standards

(A desire to honor God in all that we do as He changes us by the power of The gospel)

For I am not ashamed of the gospel, for it is the power of God for salvation to everyone who believes, to the Jew first and also to the Greek. For in it the righteousness of God is revealed from faith for faith, as it is written, "The righteous shall live by faith." – Romans 1:16-17

LIONS PRIDE

HCS Values and Student Code of Conduct

In nature, a Lion's Pride is a social group of lions that works together to provide and care for one another. Lion Pride is known for its cooperative behavior and hierarchical social structure. We aim to create a Christ-centered "family" environment where students can grow spiritually, academically, and personally while embodying the values of love, identity, obedience, nurture, service, perseverance, responsibility, integrity, discipleship, and excellence.

L - Love: We encourage all students to demonstrate love and respect. First and foremost, loving God, because God loved us first. *"but God shows His love for us in that while we were still sinners, Christ died for us"- Romans 5:8* Showing love for one another, treating each person as a valuable creation of God. *"You shall love the Lord your God with all your heart, with all your soul, and with all your mind...you shall love your neighbor as yourself."- Matthew 22:37-39*

I – Identity: Students are encouraged to discover and embrace their identity in Christ, understand their worth, purpose, and values rooted in their relationship with Him, and live out their faith in their actions and relationships. *"Therefore, if anyone is in Christ, he is a new creation. The old has passed away; behold, the new has come." - 2 Corinthians 5:17*

O - Obedience: Students are expected to obey the authority of teachers, administrators, and staff and submit to authority in a spirit of humility and respect. Students are also expected to follow the established rules and guidelines of Heartland Christian School. *"Be subject for the Lord's sake to every human institution, whether to the emperor as supreme or to governors as sent by him to punish those who do evil and to praise those who do good. For this is the will of God, that by doing good you should put to silence the ignorance of foolish people." - 1 Peter 2:13-15*

N - Nurturing: We strive to create a nurturing and supportive environment where students feel safe, cared for, and encouraged to grow academically, socially, and spiritually. We desire to cultivate an environment where students are encouraged to nurture and support each other's growth and well-being spiritually, academically, and personally. *"Therefore, encourage and build one another up, just as you are doing." - 1 Thessalonians 5:11*

- S - Service:** We encourage students to develop a servant's heart, seeking opportunities to serve others in the school community and beyond, following the example of Jesus Christ. *"Even as the Son of Man came not to be served but to serve, and give his life as a ransom for many."* – Matthew 20:28
- P - Perseverance:** Students are encouraged to develop a spirit of perseverance, remaining determined and resilient in the face of challenges. *"And let us run with perseverance the race marked out for us."* - Hebrews 12:1
- R - Responsibility:** We emphasize the importance of personal responsibility for one's actions, words, and academic pursuits, fostering accountability and ownership. *"Whatever you do, work heartily, as for the Lord and not for men."* - Colossians 3:23
- I - Integrity:** We emphasize the importance of honesty, trustworthiness, and moral character in all aspects of school life, fostering an environment of integrity. *"The integrity of the upright guides them, but the crookedness of the treacherous destroys them."* - Proverbs 11:3
- D - Discipleship:** We promote the development of students as Disciples of Christ, encouraging them to deepen their faith, grow in their understanding of Scripture, and actively live out their beliefs. *"Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit."* - Matthew 28:19
- E - Excellence:** We strive for excellence in all areas, encouraging students to pursue their academic, artistic, and athletic endeavors with diligence and commit to doing their best for the glory of God. *"So, whether you eat or drink, or whatever you do, do all to the glory of God."* - 1 Corinthians 10:31

OTHER VALUES

- We commit to a planned & systematic process of Biblical worldview teaching in all subjects.
- Teaching students to demonstrate a Christ-like attitude in all of life is a priority.
- We will employ and develop spiritually mature staff and faculty members who show godly character by word and action.
- We believe children learn best by actively participating in the learning process. Therefore, we encourage hands-on activities and lessons outside of the classroom to complement traditional instruction.
- We value the ministries of our churches and encourage our families to be actively involved in them.
- We desire to demonstrate Christ's love to the community.
- We believe parents are their children's primary educators and our goal is to assist them throughout this nurturing process.

ADMISSIONS POLICY

Heartland Christian School recruits and admits students of any race, color, gender, or ethnic origin to all the rights, privileges, programs, and activities. In addition, the school will not discriminate based on race, color, gender, or ethnic origin in the administration of its educational programs and athletic/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency-ordered or public school district-initiated desegregation. Heartland Christian School admits students from families who desire to provide their children a high-quality Christian education.

The families must agree to support the school and our vision to develop graduates who are Biblically grounded, academically qualified, and thoroughly equipped to fulfill Christ's calling upon their lives. HCS is a Bible-based and Christ-centered school. Heartland has the right to turn down a child's admission for any necessary reason.

Since Heartland exists to fulfill a Christian philosophy of education, any student or element that hinders the effectiveness of the school's ability to deliver its intended program and education will not be tolerated. All families and students must commit to being a positive part of our school and be willing to develop a distinctive Christian worldview and lifestyle. If a family or student is working against our vision and goal of a Bible-based, Christ-centered environment, they may be removed from the school per the President's decision.

Families must follow the following admissions procedure.

- Fill out an inquiry form, including references.
- Schedule a tour and interview with the school president.
- Have a family interview with the respective Principal.
- Provide the student's records and/or testing results, or the school will provide testing to ensure the child will benefit from his/her educational experience at Heartland.
- The leadership team will review all the information & a decision will be communicated.

RESIDENTIAL REQUIREMENT

To attend Heartland Christian School, a student must reside in the home of his/her parent/legal guardian(s) and be subject to their authority.

READMISSION POLICY

Once a student has withdrawn from Heartland Christian School, he/she must sit out one semester before becoming eligible for readmission. In the event that any family has withdrawn their

students from Heartland Christian School for a second time, their student(s) will not be considered eligible for readmission.

WITHDRAWAL POLICY

There will be a \$250 withdrawal fee for processing fees and other costs when a family withdraws a student at any time during the school year.

STUDENT CONDUCT

Heartland Christian School expects each student to obey God in their daily conduct. All students are ambassadors for Christ and Heartland Christian School and should conduct themselves in a way that brings glory and honor to God. The Bible emphasizes the importance of our testimony to those around us. Scripture also teaches us, "For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those trained by it" (Hebrews 12:11).

Discipline Policy

As we created this policy, we know that the Bible clearly states that we need God to change our hearts. *"Create in me a clean heart, O God, and renew a right spirit within me."* Psalm - 51:10. He is the only One who has the power to deliver us from our sinful nature. *"May you be strengthened with all power, according to his glorious might, for all endurance and patience with joy; giving thanks to the Father, who has qualified you to share in the saints' inheritance in light. He has delivered us from the domain of darkness and transferred us to the kingdom of his beloved Son, in whom we have redemption, the forgiveness of sins."* - Colossians 1:11-14. With these truths in mind, our prayer is for The Lord to help us all see that obedience to His word and His ways lead to freedom and joy. As we walk according to His word and in His ways, we glorify Christ.

- The Bible is clear that God disciplines those He loves. *"My son, do not make light of The Lord's discipline, and do not lose heart when He rebukes you, because The Lord disciplines those He loves, and He punishes everyone He accepts as a son."* – Hebrews 12:5-6
- We desire to follow our Father in this, understanding that although discipline is painful at the moment, it yields the peaceful fruit of righteousness later. *"For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it."* - Hebrews 12:11
- The Discipline Policy aims to communicate to our students and families the standards we expect to be followed at HCS and the consequences if these standards are not followed. Jesus made it clear that we show our love for Him through our obedience to Him.

Because of this, our desire and expectation is obedience as unto The Lord. *“Jesus said, if you love me, you will obey what I command.” – John 14:15*

- When asked what the greatest commandment was, Jesus said, *“You shall love The Lord your God with all your heart, with all your soul, and with all your mind... you shall love your neighbor as yourself.” - Matthew 22:37-39*

Discipline Actions & Process

Disciplinary Goals

The goal of all student discipline will be a progression of the following two stages:

1. **Repentance** – Godly repentance is threefold.
 - a. Acknowledging sin.
 - b. Confessing sin with an apology.
 - c. Turning away from sin. A change.

“For godly grief produces a repentance that leads to salvation without regret.” -2 Cor. 7:10
2. **Restoration**—Just as forgiveness and restoration are available in the Lord, restoring a student who has experienced school discipline is always the end goal at HCS. The administration will work with the student and family to achieve this.

“If we confess our sins, He is faithful and just to forgive us our sins and cleanse us from all unrighteousness” – 1 John 1:9

We recognize the importance of collaboration and cooperation between HCS and parents in disciplining students. Through this unity, students can grow to be the men and women God intends.

- *All students are ambassadors for Heartland Christian School and should show respect for others and the laws of the community at all times. If a member of the HCS community breaks a public law or brings dishonor to HCS while off campus, they may be subject to disciplinary consequences.*

Specific Policies:

1. Teachers will establish a classroom discipline system that is simple to use, has few rules, is effective, and creates a positive learning environment.
2. In many cases, the discipline process will progress from simple, mild corrective actions to more complex and severe consequences, even leading to suspension and expulsion.
3. Some serious student misbehavior may result in more severe discipline consequences being issued immediately rather than going through the normal discipline process. Parents will be notified of such incidents.

4. If a student is recommended for expulsion, the parents have a right to a hearing with the school board. Once the school board rules on the appeal, the ruling is final.

The following discipline actions may be used for K-4th:

1. Verbal warning or reprimand
2. Time out or loss of privileges
3. Possible writing assignments
4. A note to or a conference with the parent(s)
5. In-school suspension
6. Out-of-school suspension
 - Any student suspended from school may not participate in or attend any school function or extracurricular activities for the duration of the suspension.
7. Expulsion or request to withdraw from the school

Severe actions and discipline for K-4th

1. The use and possession of any illegal substance, including tobacco, alcohol, snuff, marijuana, or other banned chemical substance or a facsimile thereof at any time, are grounds for immediate suspension and/or expulsion from Heartland Christian School.
2. Possessing a weapon, such as a knife, gun, or facsimile thereof, on school property is grounds for immediate suspension and/or expulsion from Heartland Christian School.
3. Threats, veiled threats, or even “joking” about killing or harming another student, teacher, or staff member will be dealt with as a grave matter. Suspension and expulsion are likely consequences. At this time in our society, this is unacceptable in any setting, especially in a Christian school. Please use wisdom and only edifying words.

Disciplinary System for Secondary Students (5th-12th Grade)

The following are examples of (not all-inclusive) behaviors that will cause disciplinary consequences to be given to a student.

1. Level 1

- a. 1 Point (handled by the teacher in the classroom or office, and then logged by the teacher or office in FACTS with an email sent to the student, parent, and Principal)
 - i. Excessive talking
 - ii. Minor dress code violations handled by the teacher with support from the principal (see Parent-Student Handbook for complete dress code)
 1. Wearing caps/hoods
 2. Tank tops with spaghetti straps
 3. Inappropriate symbols or words

- 4. Too tight
- 5. Too short
- iii. Chewing gum/littering
- iv. Eating or drinking in class without permission (students may only drink water)
- v. Unprepared for class/disruptive/running/uncooperative/rude/discourteous behavior
- vi. Having inappropriate symbols, words, or drawings on books or materials
- vii. Minor public displays of affection, including hand holding or hugging
- viii. Unexcused tardy to class (see Parent-Student Handbook for unexcused tardy to school)

2. Level 2

- a. 2 Points (handled by the teacher in the classroom and then logged by the teacher in FACTS with an email sent to the student, parent, and Principal)
 - i. Disrespect of another student
 - ii. Leaving assigned area or classroom without permission
 - iii. Lying or acts of dishonesty
 - iv. Inappropriate language or gesture
 - v. Using an electronic device without permission or at an unapproved time or location

3. Level 3

- a. 3 Points (handled by the teacher and/or Principal and then logged by the teacher or Principal in FACTS with an email sent to the student, parent, and Principal)
 - i. Disrespect to HCS staff
 - ii. Major dress code violations that require intervention from the administration
 - iii. Inappropriate use of personal or another person's property
 - iv. Derogatory remarks to others (including but not limited to sexual comments, racial slurs, etc.)
 - v. Using or writing improper language (extreme)
 - vi. Forging a parent's signature
 - vii. Plagiarism/cheating will also result in academic penalty (HW, Classwork, Quiz, or Test)
 - viii. Sleeping or disruptive behavior during chapel or general assemblies

4. Level 4

- a. 4 Points (Principal must be involved with an email, phone call, or parent meeting)
 - i. Bullying and harassment in person, writing, or social media (as defined in the handbook)
 - ii. Physical altercation

- iii. Tampering or damaging the school, another student's, or teacher's/staff member's property
- iv. Cutting class (arriving to class more than 10 minutes after the tardy bell without a pass)
- v. Leaving campus without permission
- vi. Using the internet improperly (Acceptable Use Policy violations)
- vii. Extreme disrespect to staff or students
- viii. Extreme belligerence or defiance to authority
- ix. Extreme misconduct during chapel or general assemblies

5. Level 5

- a. 5 Points (Principal must be involved with a parent meeting)
 - i. Repetition of Level 3 or 4 actions
 - ii. Publicly criticizing school policies and/or staff
 - iii. Stealing
 - iv. Possession or using tobacco, e-cigarettes, or any vaping products on or off campus
 - v. In possession of any illegal item
 - vi. Pretending to use or have drugs (legal or illegal)
 - vii. Tampering with any safety or security measures (example: pulling fire alarm)
 - viii. Possession of or posting lewd material on or off campus or via the internet and social media
 - ix. Breaking in or vandalizing the campus or property
 - x. Threat of physical abuse to teacher, staff, student, or property
 - xi. Possession of incendiary materials or device
 - xii. Bringing or pretending to have alcoholic beverages on or off campus
 - xiii. Acts of sexual immorality on or off campus (including social media)
 - xiv. Carrying sharp objects or any weapon

6. Level 6

- a. Expulsion (President of School will meet with parents)
 - i. Repetition of any Level 5 action
 - ii. Excessive acts of violence
 - iii. Bringing any item to school that is determined to be a weapon with intent to cause harm
 - iv. Bringing any illegal items or controlled substances to school with intent to use or resale

DISCIPLINARY ACTIONS

- 1. Level Actions:

- a. Level 3 offenses will result in a detention
 - b. Level 4 offenses will result in a Saturday School 8 AM - 12 PM
 - c. Level 5 offenses will result in an Out-of-School Suspension (OSS)
2. Point Accumulations:
- a. Any student who accumulates 4 points.
 - i. Students will be required to serve detention. All detentions will be served on Tuesdays after school from 3:20 p.m. to 3:50 p.m. Students assigned to detention will report to the designated classroom to serve the detention. Failure to report to detention will result in a Saturday School to be scheduled by the Principal.
 - b. Any student accumulating 8 points will serve detention and be placed on a Behavior Plan.
 - c. Any student accumulating 12 points will serve a Saturday School (8 AM - 12 PM).
 - d. Any student that accumulates 16 points will serve Out-of-School Suspension (OSS)
 - e. Any student accumulating 20 points will be subject to Expulsion and/or ineligible to re-enroll for the next school year.
3. Additional Actions:
- a. Behavior Plan – A student on a behavior plan may be ineligible to participate in athletics, field trips, events, or other types of trips taken by the school at the discretion of the Principal. Students who violate the behavior plan will be reviewed for additional disciplinary actions.
 - b. Suspension (SS, ISS or OSS) is given to any student with a Level 4 or 5 violation. Students may also be suspended for any repeated offenses. Other suspension offenses include any necessary violation by the Principal. The circumstances surrounding an infraction will be considered in determining the duration of the suspension. Any OSS will be regarded as an unexcused absence. Therefore, all tests and makeup work will receive an academic penalty at the discretion of the Principal.
 - c. Expulsion of a student will occur for any violation deemed necessary by the school President.
 - d. Disqualification from Re-Enrollment for the following school year may result from an accumulation of excessive violations within the school year and as deemed necessary by the school President.
 - e. Restoration Program—Middle School and High School students whose behavior and conduct records at the school require dismissal may be considered for a counseling program to help them deal with spiritual matters in their lives. Completing this program and meeting all the school President's requirements may lead to the student's restoration as a student at Heartland Christian School.

The above list of behaviors and policies is not meant to be exhaustive but to give an overview of our discipline policy and how it will work. The administration reserves the right to accelerate disciplinary actions if the situation deems it necessary.

Dress Code

(If you have a question about any article of clothing, we encourage you to bring it to the school principal and have it checked before a student wears it to school. The school has the right to add to this policy if deemed necessary by the leadership throughout the year. All dress code decisions made by the principal are final.)

At Heartland, we desire that students dress modestly and neatly. Parents/guardians, as the primary educators of their children, play a vital role in this area. They need to guide and supervise their children in selecting appropriate clothing. The guidelines below are intended to outline Heartland Christian School's expectations clearly.

Standard Dress Code Requirements

1. Students must comply with the Standard of Dress before entering the school and continue until the end of the school day.
2. All clothing must be appropriately sized, modest, and unrevealing in cut, fit, and texture.
3. Modesty is expected at all times.
4. The Standard of Dress is for all school days unless the leadership team approves special dress.

Dress Standards for grades K – 4th

General Principles

1. Girls' and boys' clothing should be appropriately sized.
2. Girls' and boys' clothing should completely cover undergarments and necessary body parts at all times, including sitting, standing, and bending over.
3. Keep jewelry to a minimum. If it distracts from learning, the child will be removed from it. Only girls may wear earrings.
4. Platform shoes, flip-flops, and other backless shoes are not allowed. Sandals with back are allowable during appropriate weather.
5. Hats of any kind are to be worn outside only.
6. Hair must be clean, neat, and well-maintained. It should not draw undue attention, and extreme styles/colors are prohibited. Please consult with your principal if you have questions.

General Guidelines

Tops

- Acceptable Styles:
 - o Collared, crew necks or t-shirts, sweaters and sweatshirts, tops with brand name logos (unless offensive), tops with name of college teams or professional teams, tank tops with wide straps
- Unacceptable Styles:

- o Long, oversized t-shirts; tank tops with spaghetti straps; thin, plain white t-shirts; shirts with offensive words or pictures

Pants, Skirts, Dresses and Shorts

- Acceptable Styles:
 - o Denim in good repair; not heavily faded or torn, slacks, neat sweatpants, clean and neat shorts (approximately 3" above the knee), capri pants, girls' skirts and dresses must be modest in length (approximately 3 inches above the knee), leggings should be worn *only* under modest length dresses and skirts (approximately 3" above the knee) not as pants
- Unacceptable Styles:
 - o Lycra spandex pants-long or short, tight fitting pants that show the outline of undergarments or outline of the body, pants or shorts with writing on the backside, pants or shorts with holes or frayed
- Additional Daily Guidelines:
 - Footwear (shoes or sandals with backs) must be worn. No flip-flops.
 - Hats and hoods are not permitted to be worn in the building.
 - Hair is to be clean, neat, well kept. Extreme styles/colors are not permitted. Please consult with the principal if you have any questions.

DRESS STANDARDS FOR GRADES 5-12

Items not listed in these standards are not permitted. Please check with your respective Principal if you have questions.

Students are required to be in code during school hours Monday through Friday, 8:20 a.m. to 3:15 p.m. Remember that beyond school hours, the PRINCIPLE of MODESTY is always in effect for all HCS events on and off campus. Anything which draws attention to oneself serves more to distract from this principle rather than to promote it.

GENERAL PRINCIPLES

1. All clothing must be appropriately sized, modest, and unrevealing in cut, fit, and texture.
2. Modesty is expected at all times. Clothing should completely cover undergarments & necessary body parts at all times, including while sitting, standing, & bending over.
3. No inappropriate words, symbols, or pictures. The administration has the final word on this.
4. The standard of dress is for all school days.
5. Athletes who represent Heartland Christian School need to abide by these principles.

All clothes must be modest and appropriate fit for school culture.

GENERAL GUIDELINES

Tops

Acceptable Styles:

- Collared, crew necks or t-shirts
- Sweaters, sweatshirts, and quarter-zip tops with brand name logos (unless offensive)
- Tops with names of college teams or professional teams

Unacceptable Styles:

- Long, oversized t-shirts
- Short shirts that reveal the midriff (no part of the midriff should ever be shown)
- Tank tops
- Plain white undershirts
- Shirts with offensive words or pictures
- Tops that are tight-fitting

Pant, Capri, Skirt, and Short guidelines:

Acceptable Styles:

- Clean jeans with no holes
- Dress pants
- Capris
- Skirts/dresses should be modest in length (3 inches above the knee)
- Khaki/jean shorts should be modest in length (3 inches above the knee)
- Leggings under skirts that are 3 inches above the knee

Unacceptable Styles:

- No athletic shorts or short shorts of any kind
- No leggings, yoga pants, tights, or sweat pants
- No pants or shorts with writing on the backside

Hair Guidelines

- Hair is to be clean, neat, well kept, and natural color.

- Please contact the Main Office BEFORE getting a questionable hairstyle or change in color.
- Hair should be styled so that one or both eyes are NOT covered (students may be asked to pull their hair back).
- No extreme hair styles (i.e., shaved portions, spikes, etc.).
- No unnatural colors (i.e., blue, pink, green, etc.).
- Facial hair is permitted as long as it is neatly trimmed and well-groomed.

Additional Boys/Men Guidelines

- Tattoos should not be visible at any time.
- No body piercings.
- May NOT wear make-up, including nail polish.
- Hats and hoods are NOT to be worn in the building at any time.
- Bandannas and scarves are NOT to be worn during school hours.
- Pant and shirt chains are not permitted.
- No Blankets.
- Clothing should not be ripped, cut, or modified in any way (example: removing the neckline of a sweatshirt).
- Footwear must be worn. No flip-flops or slippers.

Additional Ladies Guidelines

- May wear a reasonable amount of business-attire jewelry (should not be excessive).
- Pierced body parts, other than ears, are NOT in code.
- Tattoos should not be visible at any time.
- Make-up should be modest and not draw unnecessary attention.
- Hair accessories must be school appropriate-no Tinsel.
- Hats and hoods are NOT to be worn in the building at any time.
- Bandannas and scarves are NOT to be worn during school hours.
- Pant and shirt chains are not permitted.
- No Blankets.
- Clothing should not be ripped, cut, or modified in any way (example: removing the neckline of a sweatshirt).
- Footwear must be worn. No flip-flops or slippers.

Spirit Days

- Students can wear a clean and nice pair of joggers or sweatpants on spirit days as long as they have a Heartland top to go with it.
 - No leggings, pajama bottoms, no mesh, nylon or spandex type athletic pants.

Physical Education PE Dress Code

Students in grades 5-12 participating in a physical education class may change into appropriate dress for that specific class period.

Acceptable Attire:

- Long athletic shorts (mid-thigh)
- Sweatpants
- Joggers

Unacceptable Attire:

- Spandex shorts (or other tight-fitting shorts)
- Leggings

CONSEQUENCES OF DRESS CODE VIOLATIONS

Depending on the severity of the violation, the student will either:

1. Be given a warning and advised not to wear the article of clothing again.
2. Permitted to call a parent & arrange for clothing that complies with the dress code.
 - a. In this case, the student will not be allowed to return to class until the parent provides a change of clothes.
3. Will result in points, detentions, or further consequences.

Special Events Attire

Heartland staff and administration want you to make good choices. We are not trying to inhibit your style. The Heartland Homecoming and Prom should be fun, but we want everyone to be comfortable, modest, and safe. With modesty in mind, the following dress code guidelines will be enforced at the Heartland Homecoming & Prom. Those outside of the approved attire will either:

1. Not be admitted to the event
2. Receive consequences because of not wearing approved attire
 - a. Disciplinary points, detention, and other consequences

Homecoming Dress Expectations

- Spaghetti straps and single (one-sided) strap permitted; no strapless or backless dresses
- No excessively tight or clingy material
- Dresses must fall past/be longer than your fingertips
- Slits must also fall past your fingertips
- Long dresses are permitted
- No cleavage, belly, sides of the body, or lower back showing (lower back: below waistband)
 - o Dresses should not be too tight! Undergarments should not be visible.
 - o See-through apparel is not permitted.
- If your dress is flowy, consider wearing something underneath (spandex)

Acceptable attire for the gentlemen is as follows:

- Dress pants (no jeans, sweatpants, etc.)
- Collared shirts with tie or bow tie (no t-shirts)
- Suit coats are welcome but not required (no tuxedos)

Prom Dress Expectations

- Dresses may not be cut below the bust line.

- Dresses may be strapless (only if they fit properly-constant tugging does not fit properly) or they should include one strap or spaghetti straps.
- Dresses may partially be backless, as long as they are not cut below the natural waistline.
- Midriffs may not be exposed. This includes both front and sides. With arms down at your side, if flesh touches flesh, the dress is inappropriate.
- Dresses may not have a slit that exceeds the lower-thigh. On most young ladies this is no higher than fingertip length.
- Dresses should not be too tight! Undergarments should not be visible.
- See-through apparel is not permitted.
- Fabric inserts must be properly affixed.
- Cover-ups (coats, shawls, sweaters) will not be allowed as a fix over dresses that do not meet code.
- Absolutely no cleavage may be showing.

Gentlemen Attire

- You are expected to wear formal attire.
- Formal attire is classified as a tuxedo or dress suit, which includes a tie/bow tie and dress shirt. Vests are optional.
- Shirts are to be worn at all times.
- If you are bringing a date from another school, it is YOUR RESPONSIBILITY to make her aware of our dress code policy. Prom is a formal and special night for Heartland students. We hope to maintain the integrity and formality of this night by implementing this simple dress code.

To avoid any uncomfortable situations concerning dress choices, all young ladies are welcome to submit photos of their dresses before the event (both HCS students AND guests of HCS students). These photos can be submitted to Ms. Brown at Rachel.brown@heartlandschool.net

Attendance Policy

(This policy is consistent with the state's policy for attendance)

General Guidelines

- To maintain EdChoice Scholarship eligibility for future school years, a scholarship recipient student may not have more than twenty (20) unexcused absences during a single school year.
- All excused absences must be documented as stipulated below. Documentation for excused absences must be maintained in the student file at the chartered nonpublic school.
 - **A note from the parent must be turned in by the day the student returns for it to be counted as an excuse.**
- **All absences except for the following reasons are unexcused:**
 - With pre-approval, a student can attend a Christian youth event or conference (maximum of 3 days per year).
 - Illness or injury of the child. The parent/guardian must provide documentation to the chartered nonpublic school. A physician or appropriate health care professional must certify in writing any absence for illness or injury of the child that exceeds three consecutive days absent from school.
 - Illness in the family necessitating the presence of the child. The parent/guardian must provide documentation to the chartered nonpublic school stating the nature of the illness and the circumstances that require the child's presence. Any absence that exceeds three consecutive days absent from school must be certified in writing by a physician or appropriate health professional.
 - Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as determined and certified in writing by the proper health professionals.
 - Death of a relative. The absence from this condition is limited to three days and must be documented in writing by the student's parent/guardian.
 - Medical, behavioral, or dental appointment. The parent/guardian must provide documentation to the chartered nonpublic school. The chartered nonpublic school may require a written statement from the physician or dentist upon request.
 - Observance of religious holidays. A child shall be excused for absences for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs. The parent/guardian must provide documentation to the chartered nonpublic school detailing the dates of all absences for religious holidays.
 - College visitation. The parent/guardian must provide documentation from the college, university, or technical college verifying the date and time of the visitation. (Maximum of 3 for Juniors and Seniors)

- o Absences due to the child's placement in foster care, change in foster care placement, or any court proceedings related to the child's foster care status. The parent/guardian must provide documentation to the chartered nonpublic school detailing the dates of all absences for foster care changes and placement.
- o Absences due to the child being homeless. The parent/guardian must provide documentation to the chartered nonpublic school detailing the dates of all absences for homelessness and any changes in the mailing documentation for the student.
- o Children of Military families. Absences due to deployment activities of a parent, legal guardian, or custodian consistent with ORC 3301.60
- o School District closure due to weather.
- For excused absences, students and parents can work with the teachers on any make-up work. The student will have the same number of days off to make up for the missed work.
- For unexcused absences, the student and parents must look on the FACTS system for missed assignments and homework due to the absence. The student's missed work is due upon return to the school. This includes any missed tests, quizzes, or presentations due upon return to the school.
 - o If there is a handout on the day of the unexcused absence, the student will have one day to complete and return for full credit.

Consequences for Excessive Unexcused Absences

- When a student has 7 unexcused absences for the school year, the Principal, and parents will meet to discuss the effects of missing school.
- When a student reaches 10 unexcused absences, a note from a medical professional will be required for any absences moving forward.
- When a student reaches 15 unexcused absences, a meeting between the president, principal, and parents will be scheduled to discuss the consequences of loss of scholarship and academic credit if the absences continue.
- When a student reaches 20 unexcused absences, an automatic notice is sent to parents explaining the results of 1 more absence.
- When a student reaches 21 unexcused absences, the student forfeits their EdChoice scholarship, and the family will be responsible for the total tuition cost due within 15 days of forfeiture.
 - o The school will also review and decide if the student must complete makeup work for all the missed time to receive credit for the quarter, semester, or year.
 - o The school will require a meeting between the president, principal, and parents to discuss the potential forfeiture of re-enrollment for the following school year.

Consequences for Excessive Absences, Whether Excused or Unexcused

- Course credit does not have to be awarded to a student if he/she misses more than 15 days in a semester.
 - Missing more than 15 days of scheduled classes in a semester makes earning credit inconsistent with state standards and Heartland Christian School's expectations. As such, any semester credit awarded to a student, in this case, must have the authorization and approval of the school principal.
- A physician's note is required when a student reaches 10 absences in a semester.

Rewards for Perfect Attendance

- If a High School (9-12) student has perfect attendance (no tardies or leaving early) for a semester, the student can choose one final to be excused from.
- If a Middle School (7-8) student has perfect attendance (no tardies or leaving early) for a semester, the student can pick a Friday for a free Chick-fil-A lunch.

Attendance Policy for Athletics and All Extracurricular Activities

- To be eligible to participate in an athletic event, including practice and games/matches, the student-athlete must attend school for the entire day on the day of the event. If a student-athlete is absent, leaves the school early, or arrives late, she/he is not eligible to participate in practice or the event.
 - The only exceptions would be for,
 - medical & dental appointments that can't be arranged during non-school hours (this will require a note from the physician's office)
 - severe illness or death in the family
 - up to three days for college visitation for juniors and seniors
 - other pre-approved reasons
 - family emergency
 - This policy also applies to students in drama, band & all extracurricular activities.
- If a student wants to participate in a sport that Heartland does not offer, the student/athlete can request permission to leave up to one period early to attend practices for that specific sport in their local school district. Approval is needed from both the AD and the secondary principal.
- There are no approved absences or leaving school early to participate in a club sport.

Tardy (unexcused)

- If a student is tardy to school four times in one grading period, the student will receive a morning detention (7:30-8:00 a.m. in the main office) and one disciplinary point.
 - Each additional tardy beyond four in a grading period will receive an additional morning detention and an additional disciplinary point.
 - Tardies will reset at the end of the grading period. However, the points earned will remain on the student's disciplinary record for the entire school year.

Responsible Use of Artificial Intelligence (AI)

At Heartland Christian School, we believe emerging tools like artificial intelligence (AI) can help students grow when used with wisdom and integrity. Used well, AI can support learning, enhance creativity, and strengthen critical thinking skills. As AI continues to shape future workplaces and academic environments, it's important that students develop habits of discernment, not just convenience.

Teachers will determine which tier is appropriate for each assignment. These tiers are as follows:

- No AI Use – Certain assignments or tasks (e.g., personal essays or first drafts) must be completed without AI assistance to foster independent learning.
- Selective AI Use – AI may support specific elements (e.g., grammar checks, idea generation) with teacher approval.
- Full AI Use – Assignments may allow unrestricted AI use, provided students document and reflect on how it was used.

Students are encouraged to ask:

- Should I use AI here?
- Am I still doing the deep work of learning?
- Am I being honest about what is mine and what is not?

Using AI to bypass the learning process, such as completing assignments without effort or misrepresenting AI-generated work as your own, is considered a form of academic dishonesty and plagiarism. Our internal guidelines help us define the difference between wise use and misuse, and we're working to build a culture where students learn how to use these tools responsibly and reflectively. If AI tools are used for an assignment for brainstorming, feedback, or structuring ideas, students are instructed to clearly acknowledge how they used AI in their process. Students will properly document their use of AI tools per the teacher's instructions.

A visual flowchart showing how the school addresses academic dishonesty, which includes AI misuse, is included in the PLAGIARISM and AI MISUSE POLICY section.

PLAGIARISM and AI MISUSE POLICY

It is the position of Heartland Christian School that in order for students to honor God with their academic conduct, a thorough understanding of plagiarism must exist. Plagiarism must be defined to protect our students from intentional or accidental academic dishonesty and intellectual theft. Plagiarism (including the misuse of AI tools to generate or submit uncredited or dishonest work) is defined as using or stealing ideas or words and claiming them as your own.

Please understand that it is sometimes difficult for teachers and administrators to differentiate between intentional and accidental plagiarism. Such distinctions will be made case-by-case based on the best judgment of the classroom teacher and principal.

Part of the education process is teaching and demonstrating how to properly cite quotations or references within a written document or presentation. As this education takes place, there may be times when the plagiarism occurs unintentionally, which means that it arises from improperly citing material within a document because of a lack of education. Assignments completed with unintentional plagiarism will receive a 20 percent reduction in the final grade.

Intentional plagiarism steals the work of someone else. It is intended to deceive the teacher actively. Consequences for Intentional Plagiarism:

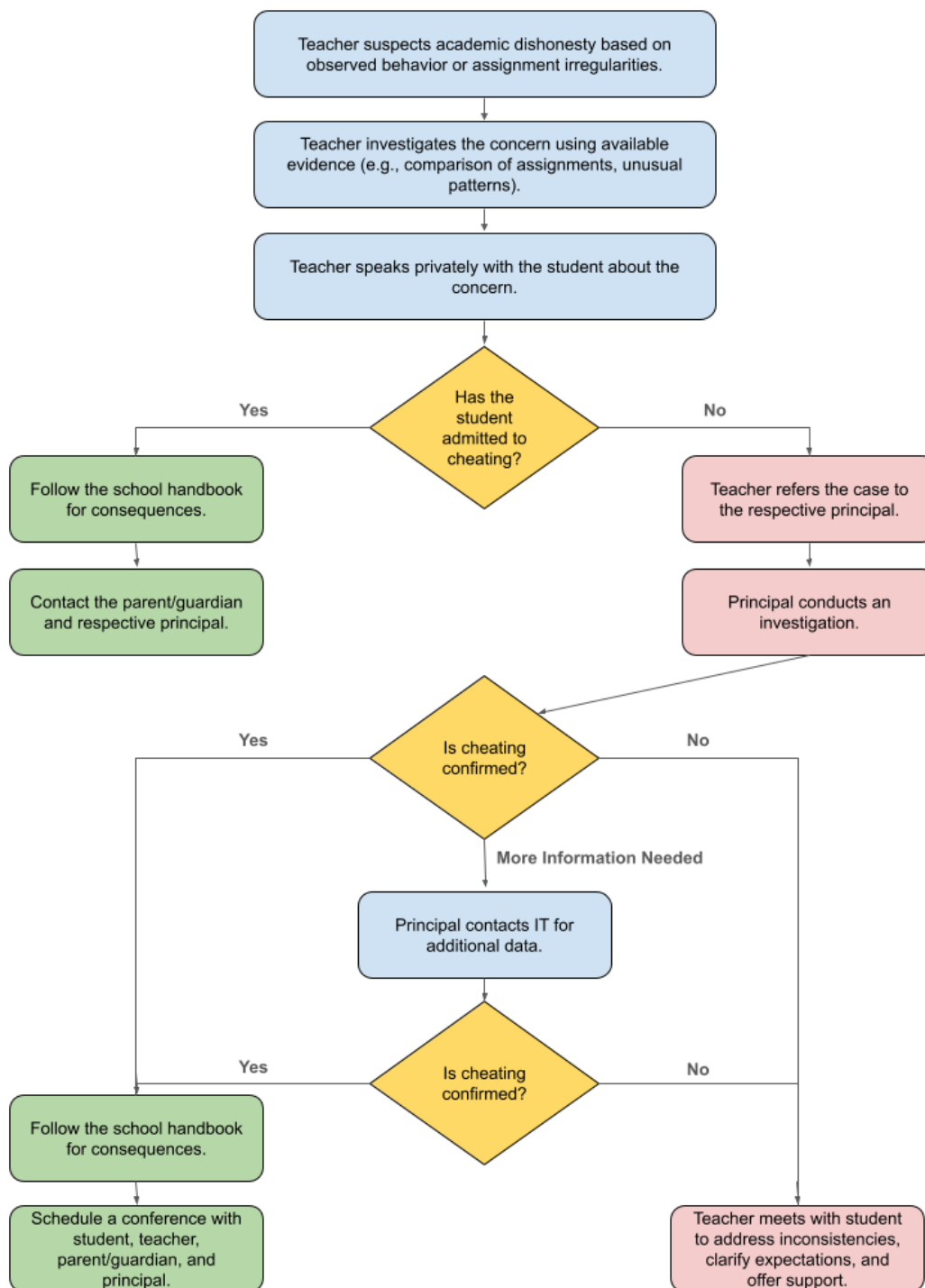
1st offense: Assignment will receive no credit. The classroom teacher will inform the parent/guardian of the plagiarism and the resulting consequence.

2nd offense: Assignment will receive no credit, and the offending student will be issued (1) detention.

3rd offense: Assignment will receive no credit, and the offending student will be issued (1) out-of-school suspension.

For clarity on how concerns related to academic dishonesty, including plagiarism and AI misuse, are addressed, see the flowchart below.

Flowchart for Addressing Suspected Academic Dishonesty



VISITOR POLICY

All visitors to Heartland Christian School MUST report to the school office upon arrival in the building. Visitors must sign into the School Safe ID system with their state-issued identification. Upon approval, a visitor's pass will be issued to wear while within the school building. This pass must be returned to the school office when leaving the building. We ask all parents and others to follow this policy to ensure our children's safety. Students from other schools cannot visit Heartland during the school day. Only the school's president/principals can authorize student visitors at the request of prospective students' parents. Such visits will be considered for no more than half of a day. Note: Any visiting student at Heartland without the proper approval of the President/principals will be sent home.

- Any visitation by parents needs to be pre-arranged with and filtered through the office.
 - This includes lunch visits for award winners, class parties, and meetings with teachers.
 - We welcome these visits. We also need to keep school security as a high priority.

CLOSED CAMPUS

Heartland Christian School is a closed campus.

- Students may not leave the school at any time during the day, including the morning when they are dropped off for school, without written or verbal parental permission.
- Seniors or homeschool students who leave school early are not permitted to return to the school for extracurricular activities until the school day is over at 3:15 p.m.
- Notes requesting students leave school early must be turned into the school office in the morning.

EMERGENCY CLOSING POLICY

In the event of hazardous driving conditions, inclement weather, or other emergencies necessitating the cancellation of school, families will be notified by telephone/text to the numbers they provide in FACTS. Notification of such closing will also be announced on the following TV stations:

WFMJ, Channel 21

WYTV, Channel 33

WKBN, Channel 27

STUDENT PICK-UP TIMES

Students are to be picked up NO LATER THAN 3:30 p.m. Any child through the age of 10 remaining at school after 3:30 p.m. will be sent to the office. If you have an emergency, please notify the school office; otherwise, children not participating in supervised, extra-curricular activities, working for the school, or meeting with a teacher will be expected to leave the building by 3:30 p.m.

DAILY SCHEDULES

PRIMARY K-1			ELEMENTARY 2-4	
8:00	Students may arrive		8:00 am	Students may arrive
8:30	Students to class		8:20 am	Students to class
8:35	School Day Begins		8:25 am	School Day Begins
11:50 - 12:15	KDG Lunch/1st Recess		10:40 - 11:05	4th Gr. Recess
12:20 - 12:45	1st Lunch/KDG Recess		10:50 - 11:10	2nd Gr. Lunch
2:50	Shuttle/Bus Dismissal		11:10-11:35	2nd Gr. Recess
2:55	Dismissal		11:05 - 11:25	3rd/4th Grade Lunch
			11:25 - 11:50	3rd Gr. Recess
			3:05	Dismissal

INTERMEDIATE 5-6				
8:00	Students may arrive		11:35 - 11:55	5th/6th Gr. Lunch
8:15	Students to class		11:55 - 12:25	5th/6th Activity Period
8:20 - 8:27	Homeroom		12:28 - 1:06	5th Period
8:30 - 9:10	1st Period		1:09 - 1:49	6th Period
9:13 - 9:53	2nd Period		1:52 - 2:32	7th Period
9:56- 10:36	3rd Period		2:35 - 3:15	8th Period
10:39 - 11:19	4th Period		3:15	Dismissal
11:22 - 11:32	5th Period A		<i>*5/6 Chapel on Tuesdays</i>	

SECONDARY 7-12				
8:00	Students may arrive		12:05 - 12:40	9-12 Activity Period *
8:15	Students to class		12:41 - 1:06	9-12 Lunch
8:20 - 9:10	1st Period		12:03 - 12:28	7-8 Lunch
9:13 - 9:53	2nd Period		12:31 - 1:06	7-8 Activity Period *
9:56- 10:36	3rd Period		1:09 - 1:49	6th Period
10:39 - 11:19	4th Period		1:52 - 2:32	7th Period
11:22 - 12:02	5th Period		2:35 - 3:15	8th Period

**7-8 Chapel on Mondays*
**9-12 Chapel on Wednesdays*

TWO-HOUR DELAY SCHEDULES

PRIMARY K-1		ELEMENTARY 2-4	
10:00	Students may arrive	10:00	Students may arrive
10:30	Students to class	10:20	Students to class
10:35	School Day Begins	10:25	School Day Begins
12:00 - 12:30	KDG Lunch/1st Recess	11:20 - 11:45	4th Gr. Recess
12:30 - 1:00	1st Lunch/KDG Recess	11:30 - 11:50	2nd Gr. Lunch
2:50	Shuttle/Bus Dismissal	11:45 - 12:05	3rd/4th Gr. Lunch
2:55	Dismissal	11:50 - 12:15	2nd Gr. Recess
		12:05 - 12:30	3rd. Gr. Recess
		3:05	Dismissal

INTERMEDIATE 5-6				
10:00	Students may arrive		12:33 - 1:03	4th Period
10:15	Students to class		1:06 - 1:36	5th Period
10:20 - 10:28	Homeroom		1:39 - 2:09	6th Period
10:30 - 11:01	1st Period		2:12 - 2:42	7th Period
11:04 - 11:34	2nd Period		2:45 - 3:15	8th Period
11:37- 12:07	3rd Period		3:15	Dismissal
12:10 - 12:30	5th/6th Gr. Lunch			

SECONDARY 7-12				
10:00	Students may arrive		12:41 - 1:03	7-8 Lunch
10:15	Students to class		1:06 - 1:36	5th Period: 7-8
10:20 - 11:01	1st Period		1:14 - 1:36	9-12 Lunch
11:04 - 11:34	2nd Period		1:39 - 2:09	6th Period
11:37- 12:07	3rd Period		2:12 - 2:42	7th Period
12:10 - 12:40	4th Period		2:45 - 3:15	8th Period
12:43 - 1:13	5th Period: 9-12		3:15	Dismissal

GENERAL ACADEMIC POLICIES

HCS GRADING SCALE

The following is the grading scale that will be used at Heartland Christian School:

99%-100%	A+	4.3	<i>Advanced Placement (AP) courses grading scale</i>	
92%-98%	A	4.0	100%-90%	A
90%-91%	A-	3.7	89%-80%	B
88%-89%	B+	3.3	79%-70%	C
82%-87%	B	3.0	69%-60%	F
80%-81%	B-	2.7		
78%-79%	C+	2.3		
73%-77%	C	2.0		
71%-72%	C-	1.7		
69%-70%	D+	1.3		
65%-68%	D	1.0		
63%-64%	D-	0.7		
0% - 62%	F	0		

Numeric grades will be used on the report cards so parents can judge more closely the quality of a student's work.

Specific Elementary classes, such as Art, Computer, Handwriting, Music, and Physical Education, will use the following grading scale:

- O: Outstanding
- G: Good
- S: Satisfaction
- N: Needs Improvement
- U: Unsatisfactory

Midterm Reports will be emailed home to all students in the middle of each grading period so parents can keep informed of their student's progress. Parents are encouraged to use FACTS *anytime* to check their child's grades and retrieve homework assignments.

Report Cards will be emailed four times a year after the end of each nine-week grading period.

Achievement Tests are administered to all Heartland students in grades 1-11 in the spring. Heartland administers the ACT, which is required for all juniors each year. In addition, students in grades 5 and 8 who attend Heartland on state-funded scholarships are required to complete the Science portion of the state tests.

State Testing: In addition, students in grades 3-12 who attend Heartland on state-funded scholarships must complete state testing requirements not already fulfilled with the Iowa Achievement Test.

Rewards for students with all A+ grades (99%-100%) per semester

- If a High School (9-12) student has **all A+ grades** for a semester, the student can choose one final to be excused from.
- If a Middle School (7-8) student has **all A+ grades** for a semester, the student can pick a Friday for a free Chick-fil-A lunch.

ACADEMIC PROBATION

Secondary students with a SEMESTER G.P.A. below 2.0 will be placed on academic probation to monitor their academic progress, which will be reviewed the following semester.

GRADES 5-8 PROMOTION POLICY

Middle school students (grades 5-8) must pass five out of six core subjects (English, Reading, Math, History, Science, and Bible) to be promoted to the next grade level.

- If a student does not pass five out of six core classes, there may be credit recovery opportunities for the student to complete for promotion to the next grade. The administration, faculty, and parents would develop a plan.
 - Any cost incurred would be at the parent's expense.

ELEMENTARY RETENTION POLICY

- Heartland Christian School monitors elementary students' reading progress using classroom assessments, standardized test scores, and quarterly Dibels test assessment scores. To ensure adequate progress over the school year, students who score below proficient in reading are given reading intervention.
- Students in grades one through four will be promoted based on the following categories: final report card, curriculum checklists, standardized assessments, and standardized test results.
 - Non-proficiency/non-master in any of two of the four categories will subject a student to staff evaluations for possible retention in their current grade.

Heartland Christian School reserves the full and absolute right to make placement/retention/promotion decisions for the students enrolled in and enrolling in the school.

(Students will only be retained for one school year. If a student needs to be retained a second time, the student will not be able to attend Heartland Christian School.)

ELEMENTARY READING GUIDELINES

Heartland Christian School monitors elementary students' reading progress using classroom assessments, standardized test scores, and beginning, middle, and end of year reading diagnostics test assessment scores. To ensure adequate progress over the school year, students who score below proficient in reading are given reading intervention.

HOMEWORK POLICY

Heartland Christian School's philosophy is to use homework as a tool to enhance the teaching of subject material presented in the classroom. Homework helps indicate the quality of student understanding and gives feedback to the teacher that will assist in guiding further instruction. Therefore, homework will be assigned to assist in the instructional process. It should not be “busy work.” With this philosophy in mind:

1. Teachers will verify that students have the homework assignment and that the students understand what is to be accomplished. In addition, teachers will regularly post homework assignments on FACTS.
2. Students are expected to come to class with homework completed.
3. Completed and acceptable homework will be integral to the class grade.
4. If there is a family emergency and the student cannot complete a homework assignment, the student will need to bring a note of explanation from the parent or guardian. A teacher may grant a delay in homework completion with an excused absence.
5. Homework should generally be assigned at a rate of 10 minutes per grade level. For example, an average 6th grader should be able to complete the homework accumulated from all their teachers during any given school day in 60 minutes or less.
6. Homework assigned in high school will be proportional to the level of the student's courses.
7. If completing homework on time becomes a problem, the student may experience all steps of the discipline policy (which could even lead to suspension or expulsion). This procedure will renew each grading period.

SEXUAL HARASSMENT POLICY

Heartland Christian School is committed to maintaining an academic environment where all individuals treat each other with dignity and respect and are free from intimidation, exploitation, and harassment. HCS is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, including termination or expulsion.

DEFINITION OF SEXUAL HARASSMENT

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational

setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
- Submission to, or rejection of, the conduct of the individual is used as the basis for academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct by the individual regarding benefits and services, honors, programs, or activities available at or through the school.

EXAMPLES OF SEXUAL HARASSMENT

Unwelcome sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature. Among the types of conduct that would violate this policy are the following:

- Unwanted sexual advances or propositions.
- Offering academic benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, or posters.
- Verbal conduct, such as making or using derogatory comments, epithets, slurs and/or jokes.
- Verbal abuse of a sexual nature, graphic verbal commentaries about the individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitation.
- Physical conduct such as touching, assaulting, impeding, or blocking movements.

Employee-Student Sexual Harassment

Employee-student sexual harassment is prohibited.

Student-Student Sexual Harassment

Student-student sexual harassment is prohibited.

What to do if you Experience or Observe Sexual Harassment

Students who feel that they have been harassed are encouraged to promptly report the matter to one of the school officials designated below. Students who observe conduct of a sexual-harassing nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

Where to Report Sexual Harassment

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

Mr. Jason Norbo	Mrs. Betsy LaRicca	Mrs. Ami Lightly	Ms. Rachel Brown
School President	K1 Principal	2-6 Principal	Secondary Principal
330-482-2331 (work)	330-482-2331 (work)	330-482-2331 (work)	330-482-2331 (work)
330-261-3342 (cell)	330-221-3244 (cell)	330-402-1072 (cell)	330-205-5396 (cell)

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to investigate every complaint thoroughly and to notify the student's parent/guardian and appropriate government officials as the circumstances warrant.

Protection against Retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

Procedure for Investigation of the Complaint and Taking Corrective Action

When one of the school officials designated in the policy receives a complaint, he/she shall immediately inform the president. The president will direct the investigation. If the investigation confirms the allegations, prompt corrective actions will be taken. The individual who suffered the harassing conduct shall be informed of the corrective action. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action, including expulsion/termination. The severity of the disciplinary action will be based on the circumstances of this infraction.

Bullying Policy

"Therefore, welcome one another as Christ has welcomed you, for the glory of God." Romans 15:7

Heartland Christian School intends to provide all students with a positive learning environment. To that end, the school is interested in providing a safe, orderly, and respectful atmosphere conducive to teaching and learning. Bullying is detrimental to student learning and achievement. Bullying affects not only students who are targets but also those who participate and witness such behavior. The school recognizes the well-publicized incidents of violence and threatened violence that have occurred nationally in the past several years. As research suggests a link between bullying and school violence, the school seeks to avoid such incidents and instead take a systematic approach to bullying prevention and intervention. The school does not condone and will act in response to conduct that interferes with students' learning opportunities.

Bullying, as defined in this policy, is not acceptable conduct at Heartland Christian School and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences, including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.

Bullying Defined

Bullying is the intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once; the behavior causes either mental anguish or bodily harm to the other student and is of a sufficiently severe, persistent, or pervasive nature that it creates an intimidating, threatening, or abusive educational environment.

"The second is this: 'You shall love your neighbor as yourself.'

There is no other commandment greater than these." ~ Mark 12:31

Application of Policy

This policy applies to bullying at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events. It also applies to bullying that occurs at any other time or place that substantially disrupts the instructional program, operations of the school, or welfare of students.

Examples of conduct that may constitute bullying include, but are not limited to:

1. Physical contact or injury to another person or their property.
2. Threats of harm to a student, to their possessions, or other individuals, whether transmitted verbally, in writing, or through cyberspace.
3. Blackmail, extortion, demands for protection money, or involuntary loans or donations.
4. Non-verbal threats and/or intimidations, such as use of aggressive or menacing gestures.
5. Stalking.
6. Blocking access to school property or facilities.
7. Stealing or hiding books, backpacks, or other possessions.
8. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor relating to a student's race, color, ethnicity, gender, ancestry, disability, or other personal characteristics, whether or not the student possesses them, that could reasonably be expected to result in disruption of the instructional program or operations of the schools, or that results in a hostile educational environment for the student.

"Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear." ~ Ephesians 4:2

Reporting

Students who have been bullied or observe bullying incidents are encouraged to report this behavior to a staff member. Staff should report bullying to the principal. Retaliation against anyone who reports an

incident of bullying is prohibited. Any student determined to have falsely accused another of bullying shall be subject to disciplinary consequences.

“He who conceals his sins does not prosper, but whoever confesses and renounces them finds mercy.”
~ Proverbs 28:13

Responding to Bullying

In determining the appropriate response to students who engage in bullying behavior, school leadership should consider the ages and maturity of the students involved in the type of behaviors, the frequency and/or pattern of behaviors, the context in which the incident occurred, and other relevant circumstances. Consequences may range from positive behavioral interventions up to and including suspension, expulsion, and/or reports to law enforcement officials.

CHRISTIAN CONCILIATION

The leadership at Heartland Christian School believes that the Bible commands us to make every effort to live in peace and to resolve disputes amongst and between the school communities through Biblically-based reconciliation efforts. A neutral third party may be selected (at the sole discretion of the school board) to assist in any reconciliation process.

Suppose such efforts do not result in a resolution of a dispute and reconciliation. In that case, the school board has the sole and absolute authority to remove any student(s) from the school if it determines that the student(s) and/or families' continued involvement with the school is counterproductive to the school's mission, philosophy, and vision.

LOST AND FOUND POLICY

While the school maintains a “Lost and Found Area” for misplaced clothing and items of minor monetary value, the surest means of returning lost items to their owners is to have them clearly marked with the owner's name. Lost items of clothing are seldom deliberately taken; they are misplaced and picked up by someone else. When lost items have no owner identification, it is difficult to ensure that they will be returned to their owner.

Please mark the child's name (last name at least) on ALL of the child's clothing and belongings. Items of significant value will be secured in the school office until identified and claimed by the owner. Items not claimed by the end of the semester will be donated (at the leadership's discretion) to a charitable organization.

SCHOOL AND STUDENT PROPERTY

As Christians, we should demonstrate our love and respect for God and His people by treating His people and their property with respect and responsibility.

It is expected that the students of Heartland Christian School will pick up and neatly store all their belongings in their lockers, desks, or storage bins. All lockers are to be kept neat. Only pictures or wording pleasing to the Lord will be allowed in student lockers.

The school owns the lockers, and as such, it has the right to inspect and search them at any time the school personnel deems such action warranted.

Book bags must be in lockers and fit in a locker or on designated hooks; backpacks cannot be carried from class to class. Gym bags must be kept in the locker or locker room.

Glass water bottles are not permitted.

Students also have the responsibility to help keep the building neat and clean. Failure to comply could result in disciplinary action or the loss of one's possessions.

Secondary students may put locks on their lockers if a duplicate key/combination is made available for the school office. The school assumes no responsibility or liability when items are taken from lockers without locks.

STUDENTS WILL BE RESPONSIBLE FOR ANY COSTS/REPAIRS FOR DAMAGE THEY CAUSE TO THE SCHOOL OR ANY OF ITS CURRICULUM & FURNISHINGS.

When another student's property is taken, vandalized, or destroyed, it will be considered a major offense, and severe disciplinary action will be administered. Vandalism or theft is a criminal offense and may result in prosecution through the legal system.

Heartland Christian School

Computer Network and Internet Acceptable Use Policy

This section constitutes the School District's Computer Network and Internet Acceptable Use Policy ("Policy"), and applies to all persons who use or otherwise access the Network and/or Internet, whether with District or personal equipment or whether on-site or by wireless or other remote access ("Users").

1. Definitions. For purposes of this Policy,

- ☐ the term "Network" shall mean the District's group of computers and peripherals, whether interconnected via cable, wireless and/or any other means whatsoever, all other District software and hardware resources including all Web-based material and all Web hosting, all data, databases

and storage media, all standalone, portable and/or borrowed devices, and all provided connectivity between and among Users and from Users to the global Internet, including any and all Instructional Technology Centers or other third-parties providing connectivity and other services, and any and all identifiers, accounts, rights, permissions, and current or future hardware, software, or connectivity owned or managed by the District to which access is provided to Users. Individual system computers, including mobile devices, are considered to be part of the “Network” and are subject to the terms of this Policy even when the User is not attempting to connect to another computer or to the Internet.

- the term “Use” of the Network shall mean any and all actions of a User which create traffic on the Network, including traces or remnants of traffic that pass through District equipment, wiring, wireless networks, or storage devices regardless of any other factor such as passage of time, user deletion, transit of the Network without storage or origination and/or storage on personal equipment.

2. **Purpose and Use:** The School District is providing Users access to its Network to support and enhance the educational experience of students. Access to system computers and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use of system computers or the Network and is not limited by the examples of misuse given in this Policy. Users may violate this Policy by evading or circumventing the provisions of the Policy, alone or with others. Suppose Users have any doubt about their obligations under this Policy, including whether a specific activity is permitted. In that case, they must consult with the school administration to be informed whether or not a use is appropriate.
3. **Users Bound by Policy in Accepting Access:** The User consents to the terms of this Policy whenever he or she accesses the Network. Users of the Network are bound to the terms of this Policy regardless of whether they received and/or signed a copy of this Policy.
4. **Personal Responsibility:** Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School property. Each User is responsible for reading and abiding by this Policy and any future amendments, which will be made readily available in electronic form. Anonymous use is not permitted, and access (including passwords) may not be shared or transferred. If a User suspects a password is not secure, he or she must inform the school administration immediately. Any improper use of your account, even if you are not the User, is your responsibility.
5. **Reporting Misuse of the Network:** Users must report any misuse of the Network to school administration. “Misuse” means any apparent violation of this Policy or other use with the intent or effect of harming another person or another person’s property. This includes, but is not limited to, the transmission of sexually explicit images or messages that would constitute bullying, sexual harassment, or a violation of the Student Code of Conduct.
6. **Violating Policy with Personal Equipment:** Using personal equipment and/or personal Internet access to violate this Policy or assist another to violate the Policy is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity) is a violation of this Policy. Using private equipment to divert student time and/or attention from scheduled educational,

co-curricular, or extracurricular activities, or to divert paid work time from its proper purpose, is always strictly prohibited. Personal equipment used to violate this Policy on school property is subject to search and seizure, reasonably related to the violation, for a period of up to thirty (30) days, unless the personal equipment has been provided to law enforcement officials.

7. **Discipline for Violation of Policy:** Violations of each of the provisions of this Policy are considered violations of the Student Code of Conduct, and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or expulsion and/or referral to law enforcement. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of this Policy.
8. **Waiver of Privacy:** By accepting Network access, Users waive any and all rights of privacy in connection with their communications over the Network or communications achieved through the use of District equipment or software. Electronic mail (email) and other forms of electronic communication (including instant messaging, social media of all forms, and SMS messages originating from email) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all messages and other data for purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.
9. **Confidentiality and Student Information:** Users are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by email, stored on a flash drive, portable device or laptop, copied by handwriting or by any or all other devices, forms of storage or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Policy whether or not such negligence results in identity theft or other harm. Users shall not engage or attempt to engage in unauthorized computer access, including but not limited to cyber-attacks, hacks, circumvention of password-protected content, and/or access to inappropriate material, including without limitation personally identifiable student information.
10. **District-Owned Equipment:** Desktop computers, laptops, portable devices, and other equipment belonging to the District are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to school administration. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make such equipment timely available for maintenance at the request of school administration. You may be held financially responsible for any equipment repair or replacement expense.
11. **Unacceptable Uses of the Network:** All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. Examples of unacceptable uses include, but are not limited to, the following:
 - **OFFENSIVE OR HARASSING ACTS:** Creating, possessing, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene, or pornographic

materials, including but not limited to pictures, text messages, emails or sexually-oriented content (“sexting”) in electronic or any other form. Using language inappropriate to the school environment, including swearing, vulgarities or language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. Making, distributing or redistributing images, jokes, stories or other material that would violate this Policy or the School District’s harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics. Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities.

- **VIOLATIONS OF PRIVACY:** Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information. Recording, transmitting or posting photographic images or video of a person, or persons on school grounds during school activities and/or school hours, regardless of whether the User uses the Network or a personal or District-owned device, without the permission of a teacher, instructor, or school administrator, or unless assigned by a teacher or instructor as part of graded coursework.
- **CREATING TECHNICAL PROBLEMS:** Knowingly performing actions that cause technical difficulties to the system, other users or the Internet. Attempting to bypass school Internet filters or to “hack” into other accounts or restricted information. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Attempting to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data, other District Network resources, or using the District Network or to do any of the same acts on the Internet or outside Networks. Downloading, saving, and/or transmitting data files large enough to impede the normal functioning of the computer or the Network (such as many music, video, image, or software files) unless given permission by the System Administrator. Moving, “repairing,” reconfiguring, reprogramming, modifying, or attaching any external devices to Network equipment, computers or systems without the permission of the System Administrator. Removing, altering, or copying District software for personal use or for the use of others.
- **USE OF OUTSIDE SERVICES AND APPLICATIONS:** All email, document storage, blogs, social media, or any and all other services and applications (“apps”) must be provided or specifically authorized by the School District on its Network. The use of other providers of such functionality or storage (such as Google or Yahoo) through the Network is prohibited.
- **VIOLATING LAW:** Actions that violate state or federal law or encourage others to do so. Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that the possession or use of is prohibited by law or District Policy. Seeking information for the purpose of creating an explosive device or biohazard, or communicating or seeking materials in furtherance of criminal activities, terrorism, or other threatening acts.
- **VIOLATING COPYRIGHT:** Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Users

should assume that materials are protected under copyright unless there is explicit permission for use.

- **PERSONAL USE:** Personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity. Interacting with personal web sites or other social networking sites or tools that are not part of an educational project, receiving or posting messages to web sites or other social networking or blog sites not part of an educational project, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing if such browsing occurs during instructional time.
- **POLITICAL USE:** Creating, transmitting or downloading any materials that support or oppose the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting any type of official campaign business. Unless authorized by a teacher as part of an educational assignment, creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office.
- **GENERAL MISCONDUCT:** Using the Network in a manner inconsistent with the expectations of Heartland Christian School for the conduct of students in the school environment. Uses that improperly associate the School District with Users' personal activities or to activities that injure the District's reputation. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's password or some other user identifier. Creating, possessing, copying, viewing, transmitting, downloading, uploading materials that cause or are likely to cause a substantial disruption of the educational environment, regardless of whether the User uses the Network or a personal or District-owned device.

12. Specific Limits on Communication Over the District Network:

- ***Expressing Opinion:*** The Network has been created at public expense and exists for purposes relating to education and administration. It does not exist to serve as a personal blog for the expression of opinions or as a public forum of any kind. It is not the intention of the District to allow the public, staff, or students to use the Network, including the web hosting or linking ability, for purposes of expressions of private opinions, or to support private or public causes or external organizations.
- ***Large Group Mailings:*** The sending of messages to more persons than is necessary for educational or school business purposes is a misuse of system resources and User time. The System Administrator may also develop specific limitations on the use of graphics, the size, number, and type of attachments, and the overall size of email messages sent on the system. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited.
- ***Electronic Signatures:*** Users shall not legally verify documents or use "electronic signatures" in any way unless they have been trained in an approved verification or signature system approved by the Administration. Users asked to legally verify or electronically sign documents should report the situation to school administration.

13. System Security and Integrity:

- ☐ The District reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining data security and integrity or any other lawful reason. The District reserves the right to block or filter any web sites, social networking sites, email addresses, applications, servers or Internet domains which it, in its sole judgment, has determined to present a risk of exposing students or employees to sexually explicit or otherwise inappropriate content, exposing the system to undue risk of compromise from the standpoint of security or functionality, or creating a substantial likelihood of disruption of educational or co-curricular, or extracurricular activities.

14. Filters:

- ☐ The School will have the following in continuous operation, with respect to any computers belonging to the School and having access to the Internet:
 - i. A qualifying technology protection measure, as required by CIPA. The protection measures are designed to block or filter internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors; and
 - ii. Procedures or guidelines that provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are obscene, pornographic, or harmful to minors, as those terms are defined in CIPA.
- ☐ Such procedures or guidelines will be designed to:
 - I. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
 - II. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
 - III. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
 - IV. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
 - V. Restrict minors' access to materials "harmful to minors," as that term is defined in CIPA.

15. Training Related to Online Behavior:

- ☐ Pursuant to Federal law, students shall receive education about appropriate online behavior, including: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors while interacting with other individuals on social Networking websites, using email, chat rooms, other forms of direct electronic communications, and cyberbullying awareness and response; (c) unauthorized access (e.g., "hacking") and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them.

16. No Warranties Created:

- By accepting access to the Network, you understand and agree that the School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student arising out of that User's use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.

17. Updates to Account Information:

- You must provide new or additional registration and account information when asked in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify school administration or other person designated by the School District to receive this information.

Legal Ref.: Ohio Rev. Code 3313.20, 3313.47, 3319.321

Children's Internet Protection Act of 2000, 47 USC § 254 (h), (l)

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g

Revised: 8/14/2023

Heartland Christian School

Policy for School-Provided Access to Electronic Information and Service

Freedom of expression is a constitutional right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, Heartland Christian School considers its own stated education mission, goals and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore people and information around the world. The faculty will incorporate the use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways that point students to those sites that have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of sites particularly suited to learning objectives.

Students utilizing school provided Internet access must have permission of and be monitored by the Heartland Christian School professional staff. Students utilizing school provided Internet access are

responsible for good behavior online just as they are in a classroom or other area of the school. The same rules for behavior and communication apply.

The purpose of school-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students must be in support of and consistent with the educational objectives of Heartland Christian School. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure users act responsibly.

The following uses of school-provided Internet access are not permitted:

1. To access, upload, download, or distribute pornographic, obscene, or sexually explicit material
2. To transmit obscene, abusive, or sexually explicit language
3. To violate any local, state, or federal statute
4. To vandalize, damage, or disable the property of another individual or organization
5. To access another individual's materials, information and files without permission
6. To violate copyright or otherwise use the intellectual property of another individual or organization without permission
7. To threaten or harass another person, group, or organization in any form
8. Any violation of HCS policy and rules may result in loss of school-provided access to the Internet. The administration may determine additional disciplinary action in accordance with the school's existing procedures and practices.

Heartland Christian School makes no warranties, neither expressed nor implied, for the Internet access it provides. The District will not be responsible for any damages users suffer, including—but not limited to—data loss resulting from delays or interruptions in service. The school will not be responsible for the accuracy, nature, or quality of information stored on school diskettes, hard drives, or servers, nor shall the school be responsible for the accuracy, nature, or quality of information gathered through school-provided Internet access. The school will not be responsible for unauthorized financial obligations resulting from school-provided access to the Internet. Students are not permitted to access personal home-based email accounts from Heartland devices.

Heartland Christian School is pleased to offer its students access to the Internet to enhance research and communication skills, assist in resource sharing, and facilitate the achievement of educational objectives.

Computer Access: Every student at Heartland is given a computer user ID to log on to the network. Each student can then save their work to their folder. Along with their unique user ID, the student also has a password. The attached rules and regulations must be reviewed and agreed to by both parents and students to use the computers. Every student at Heartland will be given a Google account, which remains the property of and is managed by Heartland Christian School.

Internet Access: After you read the Internet User Policy and decide to accept the agreement, you and your child(ren) must sign the agreement to activate the service. Once the signed permission slip is returned to your child's homeroom teacher, your child(ren) will have their account(s) activated. Your

child(ren) will be given a password to access their Internet account. Only the student, school, and student's parent(s) are to know the password. Please impress upon your child(ren) the importance of keeping their password private. If someone using your child's account violates the school agreement, the account will be closed regardless of who violated the agreement. Our I.S.P. (Internet Service Provider), Access, filters information from the Internet to protect students from undesirable content.

TECHNOLOGY USE

Personal electronic devices such as cell phones, laptops, laser devices, air pods, smartwatches, and any other internet-connected devices are not allowed during school hours except with principal permission. They must be turned off and secured in the student's locker.

- *If an electronic device is not going through our filters, we cannot track the usage; parents expect their students to be safe online at school. We cannot meet that expectation if we can't filter or monitor the sites that they are using.*

CELL PHONE USE

Students may not use or carry cell phones or smart watches during school (8:20 a.m.-3:15 p.m.) unless staff requests it. Cell phones must remain off and in the student's locker.

- Each time a student has their phone or watch it will be taken and held in the office until the end of the day. The student will also receive 2 points per VBS.

STUDENT AUTHORIZATION FOR BUILDING USAGE

Students cannot be in the building without adult supervision after school hours. A teacher or staff member must be present until all students leave the school. The adult in charge is responsible for students staying after regular school hours.

By 3:30 p.m., students must be out of the building or to their designated area with appropriate adult supervision. The building will be secured by 4:00 p.m. No students should be in the building before 8 a.m.

STUDENT DRIVING RESPONSIBILITIES

Students who drive to Heartland are expected to drive slowly and carefully near the school building, as this is a 20 mph school zone. Students are to park at the north end of the church parking lot. There is to be no parking in the AAA parking lot directly behind their building.

Permission to drive a vehicle to HCS will be suspended for some time or revoked for the remainder of a semester at the discretion of the administrator or designated overseer, should the student:

1. Be reported driving in a reckless or irresponsible way on or around the school campus or endangering lives while driving to or from school;
2. Be found using or occupying the vehicle during school hours without permission;
3. Drive the permitted vehicle from HCS campus during stated school hours without the administrator's or designated authority's permission;
4. Accumulate an excessive number of unexcused tardies to school during a grading period.

LUNCH PROGRAM

Heartland Christian School's main campus will make a hot lunch available every day. The K-1 campus will have hot lunches at least twice per week.

Families may choose to purchase any or all of these meals or pack lunches. The school will also have snacks and milk available for sale. A monthly menu will be available on FACTS, from which families may order. At the beginning of each month, payment should be made for the full month's order. If a family's monthly lunch bill exceeds \$100, the student's ability to credit their lunches will be stopped.

Students in grades K-4 will not be permitted to charge, except when they do not have a lunch.

FIELD TRIP POLICY

Field trips can be inspiring, fun, and a beneficial way to learn new information or see how principles discussed in class are applied. Therefore, HCS encourages our teachers to use this wonderful educational experience well. The faculty has established a field trip schedule coordinated among topics studied and grade levels.

In elementary school, teachers may plan three field trips per year. These trips must be for educational benefits or ministry/service purposes and must be submitted to the principal for approval. Due to the mini-term cost and length for secondary students, secondary teachers must submit a specific plan, including purpose and budget, to the Secondary Principal for approval.

Students must return completed permission slips to attend field trips.

SECONDARY MINI-TERM POLICY

Mini-term is a week of the academic year during which the students have unique educational, missions, or service opportunities outside of the regular classroom. All Heartland Christian School students in grades 5-12 are required to participate.

Note: Students in grades 9-12 earn $\frac{1}{4}$ credits toward graduation requirements for successful participation in each mini-term week.

GRADES 5-8 MINI-TERM activities shall include:

- 5th - 7th grade: Weekday trips and activities with a service project included.
- 8th grade: A possible overnight experience with a service project included.

High School MINI-TERM activities may include such possibilities as:

1. Local practical/experiential learning experiences.
2. An extended field trip of educational significance.
3. Short-term mission opportunities, including a cross-cultural experience.
4. Community service projects.
5. Team and class-building activities.
6. A variety of educational and spiritual experiences.
7. In the case where a student needs to switch a mini-term trip there will be a \$500 switching fee to cover the cost of switching.

SCHOOL BOARD AND PARENT INVOLVEMENT

Heartland Christian School is an independent Christian school. As such, parents have the privilege and responsibility to determine the quality of education their children receive by participating in the school environment, serving in various ways, and volunteering their time at the school.

The school board is made up of parents and individuals interested in providing a Christian education for children in the surrounding communities. School board members are not elected but selected from parents and individuals who are fully committed followers of Jesus, demonstrate a Christ-like character, and are sincerely committed to Christian education. Potential candidates are presented to the President, who then presents them to the current Board of Education.

Our strong recommendation, for the benefit of our children and their quality education, is for parents to be respectfully and actively involved in the school and in their children's lives.

The Heartland Christian School board meetings are closed to the public to ensure a focused and secure environment for discussing school governance matters. This policy facilitates candid discussions, protects sensitive information, and streamlines decision-making processes.

- **Submission of Agenda Items:**

While the meetings are closed, the Board values the input of all stakeholders. Individuals who wish to submit agenda items for consideration may do so in the following manner:

1. **Submission Process:** Agenda items must be submitted in writing to the School President at least ten (10) business days before the scheduled meeting.
2. **Required Information:** Each submission should include the name of the individual submitting the item, a detailed description, and any supporting documentation.
3. **Review and Inclusion:** In consultation with the School President, the Board President will review submitted items for relevance and appropriateness. Approved items will be added to the agenda for the next scheduled meeting.
4. **Attendance and Meeting Time:**

- Upon approval from the Board President, the individual will be allotted 20 minutes to discuss the relevant matter during the Schedule Input section of the meeting.

Parental Expectations

Parents should always be supportive and positive towards Heartland and set that example for their children. If, after talking about any problems with the appropriate teachers, administrators, or the school board, they cannot accept the school's policies or decisions, they should quietly withdraw their child/ren from the school. Parents are expected to be positive role models for their students. Parents should never confront or grab others' children on the school grounds or at school functions. If there is a problem, school officials should handle the situation. Any violation of this policy could mean immediate expulsion of the family from Heartland.

SECONDARY GUIDANCE INFORMATION

I. ACCREDITATION

Heartland Christian School is chartered by the Ohio Department of Education, grades PK-12.

II. ADD/DROP POLICY

High school students have three (3) weeks at the beginning of each semester to add and/or drop courses. Any course dropped after the first three (3) weeks of the semester will result in a failing grade for that course unless there is administrative recommendation to do otherwise.

III. AP COURSES

One (1) AP course is currently offered at Heartland Christian School. Students who position themselves to take such a course may qualify for college credit based upon how they score on the AP examination that each AP student is required to take in May. College Board charges a fee of approximately \$95 per student.

IV. COLLEGE CREDIT PLUS

Under the College Credit Plus program, qualifying high school students have the opportunity to take college courses while still enrolled in high school. Guidelines to do so are as follows:

- Parents must sign a statement assuming responsibility for all expenses associated with the College Credit Plus program.

- Parents will receive a 5% tuition discount for each course a student successfully completes through the College Credit Plus program.

- Families assume responsibility for transportation to and from the college for any course the student takes on campus instead of online.

- Grades earned while taking college courses will be reflected in the student's overall high school GPA.

- Students may NOT elect to use their Pass/Fail to take a college course.

- Parents and students must attend a CCP Orientation Meeting.

- Students must apply to college(s) of interest and complete any entrance examinations conditional upon acceptance and course placement.

- Parents must complete and submit the required CCP section on their personal OH|ID before April 1st (or whatever deadline date specified by the Ohio Department of Education) to qualify for state funding.

- HCS reserves the right to screen all course syllabi to determine if courses are contrary to the philosophy and objectives of HCS.

- Students participating in the College Credit Plus program must meet all standards and regulations of all other HCS students and may participate in HCS extracurricular activities.

- Students must maintain a C average or better in all CCP courses to remain eligible for participation in the CCP program. Failure to do so will result in academic probation and possible dismissal from the CCP program.

V. COLLEGE ENTRANCE EXAMINATIONS

Several times throughout the school year, the ACT and SAT are administered locally at Kent

State University Salem Branch and larger high schools. Although a student may take the ACT or SAT as often as he/she might choose, all juniors are required to take the ACT at Heartland Christian School during the second semester of their junior year.

VI. COURSE DESCRIPTIONS

A description of each course offered by HCS can be found under ACADEMICS on Heartland Christian School's website (www.heartlandschool.org).

VII. CREDITS

Credits are granted on the basis of semester grades.

VII. DIPLOMA

Any student who has successfully completed the course, testing, and seal requirements adopted by Heartland Christian School and the State of Ohio for graduation, as well as their required number of community service hours, will qualify for a diploma.

IX. DIPLOMA WITH ACADEMIC HONORS

In addition to successfully completing the course testing and community service requirements adopted by Heartland Christian School for graduation, students will be awarded an Academic Honors Diploma by fulfilling seven (7) of the following eight (8) requirements:

- 🎬 Earn four (4) units of English
- 🎬 Earn four (4) units of Mathematics that include Algebra I, Geometry, Algebra II, and another higher-level course
- 🎬 Earn four (4) units of Science, including two (2) units of advanced science
- 🎬 Earn four (4) units of Social Studies
- 🎬 Earn three (3) units of a World Language, including at least two (2) units in each language studied
- 🎬 Earn one (1) unit of Fine Arts
- 🎬 Maintain an overall GPA of 3.5 on a 4.0 grading scale
- 🎬 Obtain a composite score of 27 on the ACT or 1280 on the SAT

X. FOREIGN LANGUAGE REQUIREMENT

Many colleges require the completion of a foreign language, which can often be satisfied by taking two (2) or three (3) years of it in high school. As such, students are encouraged to fulfill this requirement while still in high school.

XI. GPA

A student's GPA is calculated on an unweighted scale (see Grading Scale) where A's are worth 3.7-4.3 quality points, B's are worth 2.7-3.3 quality points, C's are worth 1.7-2.3 quality points, D's are worth 0.7-1.3 quality points, and F's are worth 0 quality points.

XII. GRADING PERIOD

Heartland Christian School operates on four grading periods: two quarters in the first semester and two quarters in the second semester.

XIII. GRADING SCALE

Heartland Christian School uses the following plus/minus grading scale:

99%-100%	A+ 4.3	Advanced Placement (AP) & approved college courses
92%-98%	A 4.0	
90%-91%	A- 3.7	100%-90% A
88%-89%	B+ 3.3	89%-80% B
82%-87%	B 3.0	79%-70% C
80%-81%	B- 2.7	69%-0% F
78%-79%	C+ 2.3	
73%-77%	C 2.0	
71%-72%	C- 1.7	
69%-70%	D+ 1.3	
65%-68%	D 1.0	
63%-64%	D- 0.7	

XIV. GRADUATION REQUIREMENTS

A student must satisfy both the requirements of the Ohio Department of Education and Heartland Christian School to fulfill the course requirements for graduation. Heartland Christian School requires that a student complete one (1) Bible credit and one-quarter (1/4) credit of Mini-Term for each year enrolled in the high school program. In addition, students must complete the following course requirements:

🎬 4 credits of English

🎬 3½ credits of Social Studies (including at least ½ credit of World History, one credit of United States History, ½ credit Civics, ½ credit Economics/Financial Literacy and one credit of UTT).

🎬 4 credits of Mathematics (including one credit of Algebra II)

🎬 3 credits of Science (including one credit of Physical Science, one credit of Life Science, and one credit of Advanced Science)

🎬 1 credit of Fine Arts (Art, Band, Choir, Photography, Speech/Drama)

🎬 ½ credit for Computer Application

🎬 ½ credit of Health

🎬 ½ credit of Physical Education (see Note 2 below)

🎬 ½ credit of Financial Literacy (Class of 2026 and beyond)

Note 1: The Ohio Department of Education requires a total of 20 credits; Heartland Christian School requires 20 credits plus one (1) credit of Bible and one-fourth (1/4) credit of Mini-Term for each year a student is enrolled in the high school program. In addition, a student must also successfully complete a pathway of demonstration required by the Ohio Department of Education.

Note 2: Participation in two (2) varsity-level competitive activities waives the PE requirement.

Note 3: Ohio high school graduation requirements have several facets that students need to complete including fulfilling curriculum requirements (credits), meeting competency requirements (testing), and demonstrating readiness for the steps after school in order to receive their diploma (seals). The seals demonstrate that students are prepared for college or careers.

XV. GRADUATION SEALS

The Ohio Department of Education currently has twelve (12) seals in place for students to demonstrate college/career readiness. Please use the following link to see a listing of the seals and the requirements that must be fulfilled to earn each seal:

<https://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Ohio%E2%80%99s-Graduation-Requirements/Graduation-Seals>

Note: A student must earn at least two (2) seals to meet the readiness portion of graduation requirements.

XVI. PASS/FAIL

During their high school career, juniors/seniors may take at most one (1) non-required course with the option of pass/fail grading. If a student maintains at least a passing average, credit will be awarded and the grade earned with this option will not be reflected in the student's overall GPA. However, should a student not maintain a passing grade, no credit will be awarded and a grade of "F" will be reflected in the student's overall GPA.

Note: AP and college courses are not eligible for the Pass/Fail option.

XVII. PROGRESS REPORTS

Progress reports are emailed to each student's family four and one half weeks into the grading period. Included in the school calendar is a listing of such dates.

XVIII. PROMOTION POLICY

The minimum number of credits needed to enter the next grade level is as follows:

Sophomore Class	5 credits
Junior Class	10 credits
Senior Class	16 credits

XIX. REPEATING COURSES

Either to earn a passing grade for a course that a student has originally failed or to retake a course to obtain a better grasp on the content material, a student may retake a course at Heartland Christian School.

XX. REPORT CARDS

At the end of each nine (9) weeks grading period, report cards are emailed to each student's family.

XXI. SEMESTER AVERAGES

A student's semester course average comprises 40% of his/her first nine weeks grade, 40% of his/her second nine weeks grade, and 20% of his/her semester exam score. In other words, this average can be calculated by dividing the sum of two (2) of the first nine weeks grade, two (2) of the second nine weeks grade, and one (1) of the exam grade by 5. See sample calculation:

$$[1 \text{ ST} + 1 \text{ ST} + 2 \text{ ND} + 2 \text{ ND} + \text{EXAM}] \div 5 = \text{SEMESTER AVERAGE}$$

XXII. SEMESTER EXAMS

Semester exams are given at the end of each semester in grades 9-12. The scores earned on these exams constitute 1/5 of the student's semester course average.

XXIII. SENIOR EXAM EXEMPTION

A senior will be exempt from taking a final exam at the end of the second semester in any course that he/she has maintained an "A" average (92% or higher) for that semester.

XXIV. TESTING

Achievement Tests are administered to all Heartland students in grades 1-11 in the spring of each school year. In addition, students in grades 5 and 8 who attend Heartland on state-funded scholarships are required to complete the Science portion of the state tests.

PSAT Test, which is a high school version of the SAT, is administered to juniors. Results of this test are used to determine National Merit qualifiers. Note: A student may take the PSAT

test prior to their junior year should a student's family desire for him/her to do so.

ACT Test is administered to all juniors during the second semester of their junior year.

Note: A student may elect to take the ACT many times but only the one taken at Heartland during their junior year will be paid by the state.

The Ohio Department of Education requires that Ohio End-of-Course Tests or an approved alternative battery of testing such as IOWA Achievement Tests be administered to any student receiving state funding, i.e. EdChoice, EdChoice Expansion or Jon Peterson funding. Heartland Christian School has elected to administer IOWA Achievement Tests to all students in grades 1-10 and grades 11-12, when applicable. In order to graduate, EdChoice and Jon Peterson students must earn a "competency" score in English Language Arts II and Algebra I. Students not earning competency scores on the first attempt will be offered appropriate remediation/support and retake the relevant test at least once in subsequent years.

XXV. TOP TEN HONORS

A two-fold method will be used to determine those seniors who will be included in the graduating list of TOP TEN honors and is as follows:

1. GPA: Any student recognized to the list of TOP TEN will graduate with an overall cumulative GPA of 3.5 or higher.
2. COURSE COMPLETION: Any student named to the list of TOP TEN will have successfully completed the following courses: Algebra I, Geometry, Algebra II, Trig/Pre-Calculus, Chemistry and three (3) years of a Foreign Language (or two years each of two different Foreign Languages).

XXVI. VALEDICTORIAN/SALUTATORIAN

The same method used to determine TOP TEN HONORS will be used to determine the Valedictorian and Salutatorian of a graduating senior class. In addition, an honor student that successfully earns semester grades of straight A's (92% or higher) for all four years of high school, will be awarded the designation of class valedictorian. More than one student may receive the designation of class valedictorian in any given

year.

Note: To be eligible for Valedictorian/Salutatorian and/or Top Ten honors, a student must have been a full-time.

student in the high school program at Heartland Christian School for at least two years.

Updated July 2025