

General Information

Administrative Prerogative

The intent of this handbook is to give general overall guidelines to be adhered to by students and parents. The Administration reserves the right to exercise its administrative prerogative in responding to various situations.

Statement of Non-Discriminatory Policy

Heartland Christian School admits students of any race, color, national and ethnic origin to all rights, privileges, and activities made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, athletics, or any other school-administered programs.

Accident Insurance

Every child is covered by a school-time insurance plan. The school-time insurance plan is not a primary policy. Therefore, if a child is injured, a claim should be submitted to the parent's insurance company first, then the school-time insurance will pick up the covered expenses in excess of the parent's policy.

School Hours

- Early Childhood Education is available from 8:00 through 3:15 each school day.
- Kindergarten through 12th Grade meets from 8:00 through 3:15.
- Students may enter the school building at 7:40 a.m. All students must leave the school building by 3:35, unless they are under direct teacher supervision.
- After School Care is available each full school day for students Pre-School through 6th grade. After School Care hours are 3:15 until 5:30.

Absences and Excuses

Iowa law requires parents of children under the age of sixteen (16) to have their child enrolled in school. In order to gain the most from school, each student must be in regular attendance. Excessive absences from school could effect promotion. At the administrations request, students who have missed school must present a note from a parent or doctor prior to returning to school.

Students in grades 9-12 with six or more absences in a quarter may lose credit for classes missed.

Late Arrivals

Students arriving at school after 8:00 must come to the office to sign in. Being late to class causes many disruptions. It is important that all students be on time. Students in grades 9-12 with 3 or more tardies per quarter may be subject to disciplinary action. Six or more tardies may result in loss of credit. Continued tardiness may result in suspension.

Truancy

Deliberate absence without parent's knowledge and permission will result in disciplinary action deemed necessary by the administration. Continued deliberate absences of this nature will result in expulsion. It is important to be in school whenever possible.

Early Dismissal

A student who needs to be dismissed early for any reason should bring a note signed by a parent to the school office prior to the beginning of school. A parent may also call the

school office to arrange for an early dismissal. Students must sign out in the school office prior to leaving the school grounds.

Fundraising

HCS is not financially backed by any one church or denomination. It is essential for parents and students to participate in making each fundraiser a success. Tuition does NOT cover the cost of education and facility maintenance. It is essential that all families take part in each fundraising event. Without the funds generated through fundraising the tuition rates would need to be increased dramatically.

Transportation

Students living in the Lewis Central School District may arrange for busing through the school district or parents may bring them to school.

Students living in all other districts are responsible for arranging their own transportation to the school. Some transportation costs may be reimbursed to the family by their home school district. For more information about this you may contact the school office or visit our website.

Student Participation / Absences

Students participating in any athletic events, school parties or any other school-sponsored activity must be present during the regular school day on the day of the event or practice.

Buildings and Grounds

All school facilities belong to the Lord and have been purchased with His money. Please refrain from any activity that may result in damage to the property or to the appearance of the buildings and grounds. This is your school. Take care of it. Any damages caused to the lockers, buildings, furnishings, or grounds will be repaired and/or replaced at the expense of those causing the damage. Students are also subject to disciplinary action for damage caused by negligence or willful destruction.

Chapel Services

Each week all students will attend chapel service. The services are an opportunity to minister to each other and to grow in our relationship with Jesus Christ. Through praise, worship, and the Word, we become stronger, more committed Christians; able to more effectively live the life that God has called us to live.

Chewing Gum

Chewing gum on school grounds is not permitted.

Communicable Diseases

Heartland Christian School desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness that arises as a result of a specific infectious agent, which may be transmitted whether directly or indirectly, by a susceptible host, infected person, or animal to other persons.

A teacher or administrator who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school office. The reportable diseases include the following: Acquired Immune Deficiency Syndrome (AIDS), Aids Related Complex (ARD), Amebiasis, Animal Bite of Humans by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma Inguinale, Hansen's Disease

(Leprosy), Hemorrhagic Fevers, HIV, Legionaire's Disease, Leptospirosis, Lymphogranuloma Venereum, Malaria, Measles (Rubeola), Meningitis, Meningococcal Disease, Mumps, Paralytic Shellfish Poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, R. Rickettsia, Rubells including congenital, Salmonellosis, Syphilis, Schistosomiasis, Shigellosis, Smallpox, Tetanus, Toxoplasmosis acute, Trichinosis, Tuberculosis, Typhoid Fever, Typhus, Vibrio Cholera, Vibrio Infections, Yellow Fever.

Any student with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, Heartland Christian School may require independent physician's examination of the student to verify the diagnosis of communicable disease. HCS reserves the right to make all final decisions necessary to enforce it's communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school. Heartland Christian School reserves the right to require a letter from the student's physician before he/she can return to school.

Procedures for Conflict Resolution

During the course of the year, occasional misunderstandings or problems arise between a teacher and student, teacher and parent, parent and school, or any other several possible areas. This often is the result of a lack of communication between those involved. The school's policy for dealing with these situations is stated below. This policy is consistent with the teaching found in Matthew chapter 18.

1. All questions, problems, or complaints should first be brought directly to the teacher, coach, staff member, or administrator before *anyone* else is involved.
2. If the complaint/problem is not cleared up at this level through direct contact, it should then be brought to either Elementary Principal or the High School Administrator. The teacher, coach, staff member, or administrator must be present in this meeting.
3. If the complaint/problem is still not solved at this level, it must then be presented in writing to the Student Affairs Committee.
4. If, after all of the above three steps have been taken, there is no solution to the complaint/problem, it may be submitted to the Heartland Christian School Board through written appeal from the parent. It will then be placed on the agenda of the Heartland Christian School Board at its regular monthly meeting. The Heartland Christian School Board is the final level of appeal.

Parents agree to follow these steps and to attempt a positive resolution to problems and disagreements within the school community. Activities to be avoided at all times include gossiping, rumor mongering, and spreading of hearsay reports. The good reputations of other persons and the school are to be protected and promoted.

Conduct of Students

Our goal should always be to obey the Scripture that says, "So then, whatever you do, whether in word or deed, do all to the glory of God." In the best interest of the entire school community, all students and staff of Heartland Christian School, both on and off campus, must maintain certain guidelines of conduct, they are:

- Practice courtesy and consideration in your association with teachers, students, administration, and visitors. Respect their person and property. (Ephesians 4:28-32)

- Respect the authority of teachers, administrators, and staff members and treat them courteously, respectfully, and obediently as unto the Lord. (Hebrews 13:17 and 1 Thessalonians 5:12,13)
- Abstain from the use or possession of alcoholic beverages, tobacco, drugs, pornography, sexual relationships outside of marriage, gambling, and any other undesirable practices that are generally recognized to be harmful to health and Christian character. (1 Corinthians 6:19,20)
- Abstain from vulgarity, profanity, and abusive speech or actions. Such speaking or acting is harmful to others and certainly is not appropriate or conducive to one's own moral and spiritual development. (Ephesians 4:29)
- Refrain from public display of affection. Students are expected to conduct themselves in a discreet manner.

Field Trips

Throughout the school year field trips are scheduled to allow the students the opportunity to experience learning first hand. Typically, a permission slip requiring a parental signature will be sent home. The permission slip will also give specific information regarding cost, time and place. Any parent that desires to accompany the students may do so. Occasionally, we may ask for volunteer drivers. If a parent would like to transport students other than their own, they will be required to give the school a photocopy of their drivers license and proof of vehicle insurance.

Fire/Tornado Emergency Drills

Fire drills are conducted each month in all buildings. A Tornado emergency drill is conducted each spring and fall.

Guests

Guests are allowed to visit the school with prior administrative permission. We ask that the following be observed:

- The host student must obtain administrative permission at least one day in advance of the visit;
- The visitor may be asked to wear a Visitor's Badge, supplied by the school office;
- The intent of the school dress code must be adhered to;
- If the administration determines that the guest is not appropriate for admission to our classes (either by dress or attitude), he/she may be asked to wait in the school office until transportation can be arranged.

Inclement Weather

Heartland Christian School will follow the lead of the Council Bluffs Public School system regarding school cancellation due to inclement weather.

Loss of Cafeteria Privileges

Students who have lost the privilege of using the cafeteria will be required to bring their lunch from home. They will eat their lunch in the school building in a room designated by their teacher or an administrator.

Lunch Program

Lunch items may be purchased in the lunchroom. A "lunch account" may be set up by placing money as a credit under your students name at the Lunch Counter. That account can be used to purchase lunch as needed. Students without a lunch account may charge their lunch ONLY ON AN EMERGENCY BASIS, and the amount charged must be paid in full the next school day. Students may also bring lunch items from home. Refrigeration for sack lunches is not available.

Lunch period is not recess. You are expected to obey rules of common courtesy while using the cafeteria. Be sure that the area that you sit in is as clean, if not cleaner, than before you got there.

Lunchroom Behavior

Heartland Christian School students will be expected to exhibit good table manners at all times. This includes, but is not limited to:

- Quiet voices, appropriate dinner conversation is required.
- Sitting at tables with feet on the floor, eating over the table.
- Students are required to clean up after themselves including all food and wrappers on the table and floor.
- Students who repeatedly make excessive messes will be given cleaning duties in place of lunch recess.
- Tossing or throwing food is not allowed.
- Students may never leave the lunch area without the permission of the lunch monitors...permission must be given to leave for the restroom.

Heartland Christian School operates as a closed campus. Students are not permitted to leave the campus to obtain lunch. Infractions to this policy will be treated as truancy. Exceptions to this policy are as follows:

- Parents are always welcome to pick up their child for lunch.
- Students may leave the campus to go to lunch with another individual with written parental permission.
- Permission to go home for lunch for those students who live near the school may be obtained by making a specific, written request.
- Students in Senior High may earn the privilege of having lunch off site. This privilege will be revoked if abused. Written parental permission is required.
- Occasionally, the Junior and Senior classes will be allowed to have lunch with a staff member as a chaperone at an off site facility. Written parental permission is also required. Juniors and Seniors that are missing work, failing a class or do not currently have "off campus" lunch privileges will not be permitted to participate.

Lost and Found

Students who find items that do not belong to them, should turn those items into the school office. Please print your name on all of your personal property and articles of clothing.

Organizations

The primary organization of Heartland Christian School is the Parent/Teacher Fellowship. The level of commitment by the parent group will determine the success of this school. We encourage your involvement in Heartland Christian School. Students in the High School may participate in the Student Council.

Orientation/Open House

A Parent/Guardian orientation meeting is held each year before the first day of school. Attendance of at least one parent/guardian is required at this meeting.

An Open House is scheduled early in the school year to provide an opportunity to meet the teachers and see the school building. An additional Open House is scheduled each spring. These are excellent times to bring other family members or friends that may have an interest in Christian education at Heartland Christian School.

Parental Visits

Parents and guests are asked to check in at the office before entering a classroom. Please enter the building at the front door, all other doors will be locked. Parents and/or guardians wishing to schedule a conference with a teacher may do so by contacting the school office.

Progress Reports

Progress Reports are given every three weeks. The purpose of the report is to keep parents current on the grades that their child is earning. It is the responsibility of the student to deliver the progress report to the home. The progress report must be signed and returned to the school the next day.

Report Cards

Reports Cards are issued after each nine-week grading period. They are made available at the Parent/Teacher meetings that coincide with the end of each quarter. They must be signed and returned to the school the next day.

Storms/Weather Related Situations

In the event of severe weather, all safety precautions advised by local agencies will be followed. Safety drills are practiced throughout the school year to prepare the staff and student body for these types of occurrences. In the event that Council Bluffs Public Schools close due to weather conditions, Heartland Christian School will also be closed.

Student Activities and Organizations

All clubs, organizations, and other extracurricular activities representing Heartland Christian School or involving its name must have the approval of the school administration and abide by the school's policies. Parents, faculty and students shall be advised of all such activities in advance. All activities are to be actively supervised by sponsors, officers, and/or accompanying adults. In planning all such activities, approval of the date must be given by the administration. This will prevent conflicts in scheduling.

Whenever students gather, and wherever they gather, they are expected to exhibit Christian behavior. The school's expectations of personal conduct apply to all students in all such activities, whether held on or off campus.

Student Records

The school maintains a complete record, including a cumulative academic record, for each student. All material in the files is treated as strictly confidential and is available only according to the following policy:

- No reports cards or student records will be released to parents or to another school if the student account is delinquent in tuition payments or has a debt of any kind with the school.
- Parents or legal guardians have the right to inspect and review all official records, files and data directly relating to their children, including material that is incorporated into their children's cumulative record folder.
- When a student reaches eighteen (18) years of age or is attending an institution of post-secondary education, the permission or consent required of and the rights accorded to the parents and guardians shall also be accorded to the student.
- Parental requests to inspect and review the official record relating to their child(ren) shall be made in writing to the administration. Such requests will be honored at the school's convenience. All records will be reviewed or inspected in the presence of an administrator so that proper explanation may be given.
- Individuals, stipulated above, have a right to ask the school to amend the student's educational records if they feel the information in the records is misleading,

inaccurate, or violates the privacy of the student. Should the school refuse to amend the records, those requesting the change have a right to a hearing by the Student Affairs Board. If the request is still denied, those requesting the change have the right to place an explanatory letter in the file containing the reason they feel the record(s) is misleading or inaccurate.

- Student records may be disclosed in limited circumstances without parental/guardian or eligible student written permission, on the condition that the record will not be disclosed to a third party. This disclosure may be made to:
 1. School officials within the school office
 2. AEA personnel who have a legitimate educational interest
 3. Courts and judicially issued subpoenas
 4. Federal and state legal and educational authorities
 5. Health personnel

Otherwise disclosure of student records may not be done without parental/guardian or eligible student permission.

Student Release

Heartland Christian School has a binding agreement with parents to ensure their child's safety while at school. For this reason, we require specific instructions from parent/guardian giving the identity of individuals that would typically be picking up their child after school. We also need the identities of any individuals that are not permitted to pick up their child. In the event of a divorce with custody questions that have been answered by the courts, we will require a copy of the legal document that indicates custodial status.

- No student will be released from the school during the school day without specific written request from parent or guardian.
- All requests for early dismissal must be in writing and will be verified by school administration.
- If a request for early release, or permission to visit, comes from a non-custodial parent, it will be honored only after receiving consent from the custodial parent or by instructions of the court.
- If a custodial parent requests that the school prevent a child from any contact with the non-custodial parent, the custodial parent will be requested to submit to the school a final judgment and/or settlement agreement serving as a basis for his or her request.
- In the event that the parents are going out of town without their child(ren), we ask that they notify the school in writing of the adult caregivers who will be responsible for their child(ren). The names, phone numbers and any alternate procedures to be followed should be included in the written notification.

Textbooks

Heartland Christian School provides textbooks (where applicable) for each student, in each subject. The textbooks are rented, with the rental fee built into the tuition. The textbooks remain the possession of the school. Reasonable wear and tear is anticipated as a result of daily usage. Unreasonable damage to textbooks will result in fines. Lost textbooks must be replaced with the cost being borne by the student.

Dress Code

Your appearance reflects directly on you and your school. Heartland Christian School requires that your appearance be clean and neat during all school functions. The following guidelines are given to attempt to clarify what is and is not acceptable attire. The school administration's decision on your appearance is final.

During normal school hours and during all scheduled, school-sponsored activities, your attire must comply with the Heartland Christian School uniforms standards. Non-participating students are not required to wear their school uniforms to sports events. However, your attire at sports events must reflect the same standards as that of the school uniform.

The school uniform consists of the following articles of clothing.

Slacks - solid color

Oxford shirt - short or long sleeve, solid color

Polo shirt - short or long sleeve, solid color

Belt

Skirts or Skorts, Jumpers - solid color, must be within two inches of the top of the knee

Socks, solid color

School sweatshirts

School T-shirts (Tuesdays only)

* Walking shorts may be worn during the months of August, September, October, April and May, must be within two inches of the top of the knee

* No sweatpants, cargo pants, wind pants, or jeans

Our supplier normally has all items in stock, however, for best selection, it is advised to shop early. Be certain to purchase clothing that is sized properly, no excessively baggy clothing will be permitted. Clothing that is deemed to be too tight would not be permitted. Traditionally, Dennis Uniform Manufacturing Company offers a discount during the month of June.

All students must have their shirts tucked in. Students should arrive at school completely dressed in their uniform with their shirts tucked in. Any shirt worn under the uniform shirt must be white in color and without any printing. Socks must be either navy blue or white. Tennis shoes must be predominately white. Dress shoes are optional. Sandals must have a back strap. If you have any questions regarding this dress code, please inquire before spending money. The school is not responsible for any purchases that you make that are not in compliance with the stated uniform policy. Students arriving at school in violation of the school dress code may be sent home.

Casual Days Attire

On designated "Casual Days", students may wear non-uniform clothing. No inappropriate messages or advertising are allowed. Torn or frayed clothing is not allowed. Students in the High School are not permitted to wear shorts. No sweatpants or exercise clothing. No hats are allowed inside the building.

Dress Code at School Sponsored Activities

Heartland Christian School students who are attending a school sponsored activity must be dressed in accordance with the "Casual Days Attire" policy

General Information Regarding Appearance

Student's appearance should not be intended to attract attention. For that reason, if a student is contemplating a new radical hairstyle or color, it is best to consult the school administration. This same standard applies to: make up, jewelry, tattoos, piercing (ear, nose, tongue and any other visible body part), and any other modification to your God-given appearance. Boys are not permitted to have earrings or facial hair.

Junior and Senior High School Information

Discipline

Philosophy

The philosophy of Heartland Christian School is based on the need for a proper working relationship between the home, the church, and the school.

It is our conviction that the family is the first institution that God established, and it is there that the child first learns set patterns of behavior. In the home, the child learns a value system of right and wrong. When a child is taught proper discipline and respect in the early years at home, he is ready to be educated and to develop the skills necessary to face life successfully. Biblically speaking, the responsibility of educating children belongs to parents. Heartland Christian School desires to become a partner with parents in this endeavor.

The church is the institution of God established for the express purpose of winning the unsaved to Christ and for the purpose of exhorting and training the saved. This includes the teaching of Biblical principles of living as found in the Word.

The school is an institution set up by man for the express purpose of assisting parents in the educating and training of their children. The school has an obligation to provide an environment and a curriculum conducive to effective learning. Also, as a Christian school, it is our responsibility to build Christian character in our students.

Without discipline, Heartland Christian School would not be the type of school that students would want to attend, nor would parents want their children to attend. The purpose of our discipline plan is to train each student to operate in Godly character.

Obedience to rules and guidelines is essential to the development of maturity (Luke 2:51, Hebrews 5:8). It results in genuine freedom in the life of the student (John 8:32). Respect is necessary for all successful and meaningful relationships (Luke 10:36,37, Romans 12:18). The assuming of personal responsibility fosters a sense of achievement. Responsibility and achievement are necessary ingredients to the development of self-worth (1 Corinthians 10:31, Ecclesiastes 9:10, Romans 14:12).

As we seek to provide a balanced and disciplined learning environment for the students of Heartland Christian School, we realize that man's wisdom falls short of God's standards. We do not claim to be perfect in all our decisions, but we try our best to discipline in a way that is Biblical and that is pleasing to God.

Offenses must also be dealt with as they occur so that a pattern of problems does not develop. If no consequence occurs on the first offense, then there is no deterrent for the offense to occur again. Therefore, to avoid the forming of inappropriate habits, we believe that problems must be dealt with on the first offense.

As partners in the process of discipline, it is important that the school and home work cooperatively for the good of the student. To tell a child to act one way at school and then another way away from school is confusing and hypocritical. A double standard undermines the process of discipline in the home and at school. When a dichotomy develops between the parents and the school, neither can accomplish much with the student, and it causes confusion within the student. Since we teach the student to obey and to submit to the parents, we find it imperative that the parents maintain that continuity by upholding and teaching the principle taught at school. Proper Christian

education and moral principles can only be attained through a well-disciplined program, and as students and parents, your cooperation is essential.

Expectations

Students at Heartland Christian School are expected to

- Maintain Christian standards in courtesy, kindness, morality, and honesty;
- Maintain a Christ-like spirit as they obey the regulations of dress and conduct;
- Refrain from immodest, immoral, inappropriate postings on social websites;
- Refrain from unacceptable behavior such as cheating, smoking, gambling, consuming alcoholic beverages, using profanity, using narcotics, practicing immorality, etc.

After School Detention

Detentions begin at 3:15 and continue until 4:00. Detentions will be served on the day after receiving the disciplinary referral or scheduled through an administrator. The only valid excuse for missing a detention is a previously scheduled medical appointment. Any missed detention will be treated as a skipped class and will receive a minimum of three (3) discipline points. Detention may involve written work or manual labor.

Disciplinary Intervention Plans

Intervention plans are instituted by the administration when it becomes apparent that a student has established a pattern of behavioral problems. It allows the student the opportunity to understand the effects of his/her behavior on the school or classroom, to assume responsibility for their behavior, and to take purposeful steps to correct his/her behavior patterns.

Dismissal From Class

If a teacher finds it necessary to remove a student from a classroom because of disruptive behavior, the student must immediately report to the administrative office.

Tardy Policy

Students are considered tardy when class begins and they are not in their assigned seats. Any time a student enters the building after 8:15 a.m. they must report first to the office. Tardies should be reported on the absentee slip. Tardies resulting from a late school bus will not be recorded. Students in grades 9-12 with 3 or more tardies per quarter may be subject to disciplinary action. Six or more tardies may result in loss of credit. Continued tardiness may result in suspension.

Suspension

A student may be suspended from classes for inappropriate actions or attitudes, repeated infractions of school regulations, or acts of major misconduct.

Parents will be notified by the Administration of the reasons for the suspension. A suspended student may be reinstated to class after consultation with both the student and his/her parents, and with the assurance from them that the offensive behavior and/or attitude will be discontinued. The student will be expected to resume his/her place in the school community with a cooperative and a pleasant spirit.

All assignments, tests or exams missed during suspension must be completed. It is the responsibility of the suspended student to secure the details of any and all missed work.

Expulsion

When a student is expelled, the Administration will notify both the student and their parents in person and in writing as to the reason for the expulsion. Parents are

responsible to pay the remaining tuition for the month of the expulsion. A student who has been expelled or withdrawn for disciplinary reasons may apply for readmission as a new student the following school year.

Senior High School Discipline

Discipline procedures in grades 9-12 are more defined. Good behavior arises from Godly character. Heartland Christian School considers the partnership with parents in developing Godly character in young men and women as a primary responsibility. This aspect of Christian Education is what sets us apart from the task of the secular schools. Developing Godly character is done through focusing on good behavior and commending it, not by dwelling on poor behavior. However, it is necessary to recognize and contend with misbehavior so as to discourage its frequency and intensity.

We believe that a positive atmosphere characterizes Heartland Christian School. Believing this, we intend to balance any potentially negative student/teacher interaction with positive reinforcement. By following this course of action, we will be drawing attention to students who demonstrate positive behavior rather than continually focusing on those who have demonstrated negative behavior. Students receiving no discipline points (see page 11) during a quarter will be given a “casual day”, and/or other positive rewards for their behavior. Students in grades 9-12 with no discipline points will be permitted (with written parental permission) to leave the school grounds during lunch on Fridays.

Since the daily behavioral standards for Heartland Christian School students are clearly stated, the accumulation of discipline referrals and discipline points may be viewed as a sign that the student is unwilling to submit to HCS standards. Therefore, the accumulation of discipline referrals and discipline points could be a “heart issue”, which indicates an attitude problem in the student’s life. Compilation of discipline referrals will result in more serious consequences such as long-term suspension or dismissal from school.

Definition of Discipline Terms

- Positive reinforcement—the intentional recognition and rewarding of students whose behavior is deemed admirable.
- Detention—staying after school (3:15-4:00)
- Discipline Referral—a form that is completed by a teacher or administrator. It details the infraction and indicates the consequences of the behavior.
- Discipline Points—the measurable designation given to a disciplinary referral

Minor Acts of Misconduct

1 or 2 discipline points per infraction

Minor acts of misconduct which interfere with the orderly operation of the classroom or school activities include, but are not limited to the following: Classroom disruption, disorderly behavior, disrespect of other students, unprepared for class, out of school uniform, gum or candy in the school building.

Intermediate Acts of Misconduct

Three to five discipline points per infraction

Intermediate acts of misconduct will result in an Administrative conference, parental contact, or suspension. They include, but are not limited to the following: Threats, intimidation of teachers or students, destruction of property, deliberate rebellion towards authority, truancy.

Major Acts of Misconduct

Ten or more discipline points per infraction

Major acts of misconduct will result in an Administrative conference, parental contact, suspension, and a report (if appropriate) to proper law enforcement agency. They include, but are not limited to the following: Fighting, immorality, tampering with safety equipment, repeated or habitual misconduct, possession or use of tobacco or alcoholic beverages (off campus), honor code offenses (cheating, stealing, deception), involvement of any kind in pornography.

Any student who is involved in or is suspected of being involved in any of these major violations of school policy will be dealt with in the following manner:

- Students will be immediately removed from class for a conference with the school administration.
- Parents will be notified of the results of the conference.
- Students may be subject to suspension from school pending the complete investigation.

Automatic Expulsion

The following acts of misconduct may result in automatic expulsion from Heartland Christian School:

- Bringing a weapon or firearm on campus or to any school sponsored event.
- Threatening or bringing bodily harm to a student, faculty or staff member.
- Possession of alcohol or tobacco at anytime.
- Involvement in sexual immorality.
- Any involvement with illegal drugs.

Achievement Tests

Each year Iowa Tests of Basic Skills are administered to the 3rd through 12th grade students attending Heartland Christian School. Other achievement tests may be administered as needed.

Computer Lab

The computer lab at Heartland Christian School is provided for the express purpose of assisting students with their assigned work. **NO SOCIAL WEBSITES SUCH AS FACEBOOK OR MYSPACE MAY BE ACCESSED AT ANY TIME.** Students are not allowed to access personal email accounts from the computer lab.

Driving and/or Parking Privileges

All students that drive to school must submit a copy of their drivers' license and proof of vehicle insurance to the office. Parking on the school parking lot is a privilege; any dangerous driving will result in the loss of parking privileges.

Electrical and Electronic Devices

You are not permitted use electrical or electronic devices during the school day without specific permission from your teacher or the administration. This includes, but is not limited to: radios, MP3 players, curling irons, hair dryers, video games, and cell phones. If it has a battery, it is an electronic device. Heartland Christian School cannot be held responsible for lost or stolen electronic devices. Violation of this policy will result in confiscation of the electronic device.

Lockers

Lockers will be assigned to students. The lockers are the property of the school. Students are not permitted to place a personal padlock on the lockers. The administration reserves the right to inspect the contents of the locker without notice.

Students are required to keep the lockers clean and organized at all times. No food (except lunch items) is allowed in the lockers. Decorations on the outside or the inside of lockers must meet with administrations approval.

Student Search Policy

1. A school official may search individual students and individual protected areas if both of the following apply:

- The official has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or a school rule or regulation.
- The search is conducted in a manner which is reasonably related to the objectives of the search and which is not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

2. School officials may conduct periodic inspections of all, or a randomly selected number of student lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student. The furnishing of a school locker, desk, or other facility or space owned by the school and provided as a courtesy to a student shall not create a protected student area, and shall not give rise to an expectation on a student's part with respect to that locker, desk, facility, or space. Allowing students to use a separate lock on a locker, desk, or other facility or space owned by the school and provided to the student shall not give rise to an expectation of privacy on the students part with respect to the locker, desk, facility or space. Each school year teachers, administrators, and/or officials of Heartland Christian School will make inspections to lockers, desks, and other facilities or spaces provided as a courtesy to students without prior notice. These inspections will occur in the presence of the students whose lockers are being inspected or the inspection shall be conducted in the presence of at least one other person.

3. Under no circumstances may a search be made which is unreasonable in light of the following:

- The age of the student
- The nonseriousness of the violation
- The gender of the student
- The nature of the suspected violation

A school official shall not conduct a search, which involves:

- A strip search
- A body cavity search
- The use of a drug sniffing animal to search a student's body
- The search of a student by a school official not of the same gender as the student

4. If a student is not or will not be present at the time a search of a protected area is conducted (see section 1), the student shall be informed of the search prior to or as soon as is reasonably practical after the search is conducted.

Medication

Medication that has been prescribed by a licensed physician may be taken during the school day. All prescribed medications MUST be brought to the office. The prescriptions must be in their original pharmacy bottle. The office maintains a log indicating the medications given and to whom. Medications such as Tylenol, aspirin,

cough drops and Pepto-Bismol may also be available in the office. Individual students, with parental permission, may carry general types of medication such as aspirin and cough drops. Under no circumstances may a student give another student any form of medication.

Cheating

Do not cheat. Do your own work. Students should not give or receive help on tests or homework unless the teacher has granted this privilege on a particular project. Each student's record is to reflect his or her own individual effort. Honesty is a Christian virtue to be displayed by all students. Cheating is a serious offense. **Whether you give or receive information, the offense is the same.** Cheating and/or copying will result in a "0" for the work and a phone conference with the student and his/her parent. For high school students (grades 9-12), a second occurrence will result in an automatic "F" for the quarter grade. **During a test, quiz, or exam, it is the student's responsibility to avoid any appearance of cheating. All books and papers must be out of sight. No talking is allowed.** Talking during a test or quiz may be dealt with in the same manner as cheating.

Courses Failed and Summer School (Grades 7-8)

All courses failed in grades 7-8 must be made up before a student may proceed to the next grade (see "Promotion Policies"). The policies governing summer school and competency exams for grades 9-12 apply to grades 7-8.

Courses Failed and Summer School (Grades 9-12)

Credit for a subject failed, is only received by one of the following methods:

- Repeat the course another year and earn a passing grade. Scheduling may not permit this option;
- Attendance at an accredited summer school with a passing grade in the course will replace one semester;
- Heartland Christian School will have a summer program if the need is great enough. The courses will require regular class attendance for approximately 60 hours, homework assignments, and a competency exam covering the major points taught in the class. Tuition rates will be announced at the end of the school year.

When failure is received in a two-semester course, the student will be required to make up only the failed semester.

- A failure in any required subject must be made up prior to graduation.
- When a course is failed, regardless of the make-up method, both grades appear on the student's record. The average of the two grades will be used in computing the GPA.
- A Heartland Christian School diploma must be earned by successfully completing Heartland Christian School courses. Summer School courses are generally accepted for make-up credit, but not for original credit to the regular required courses.

Dress Code for P.E. Class

All 7th – 12th grade students must change out of their school uniform into appropriate clothes for P.E. class. The attire for P.E. is, modest shorts or sweatpants, a T-shirt or sweatshirt, socks and non-marking tennis shoes.

Dropping a Course (Grades 9-12)

A course dropped prior to the end of the drop/add deadline (two weeks after the class begins) does not appear on the student's high school transcript. A two-semester course that is dropped after the end of the first semester will receive the grade earned. Credit is

not awarded until the course is completed. Courses dropped after the add/drop deadline will be shown on the transcript as “WP” (withdrawn pass) or “WF” (withdrawn fail).

Dual Enrollment

Dual enrollment occurs when a student opts to take a course, not offered at Heartland Christian School, at another accredited school. All core academic classes must be taken at Heartland Christian School.

Incompletes

A student’s grade is incomplete when, due to circumstances beyond his/her control they do not complete the assigned work in a particular subject. A grade of “I” is assigned until the assigned work is completed. Upon completion of the work, the teacher may change the grade accordingly.

The responsibility of making arrangements for make-up work and/or exams belongs to the student alone. Incomplete work must be completed within two weeks of the end of the grading period.

Grade Point Average (GPA)

All semester grades earned in courses carrying high school credit will be used to compute a student’s GPA. Students who transfer to Heartland Christian School during high school, bringing previously earned credits will have their credits reflected (subject to administrative approval) on their transcripts.

Graduation Requirements

<u>Subject</u>	<u>Credits</u>
Bible	8
English	8
Math	6
Physical Education	4
Science	6
Social Studies	6
Technology	4
Electives	8
Foreign language	<u>4</u>
Total Credits	54

Any adjustments to these requirements must be approved in writing by the Student Affairs Committee.

Seniors that have earned a minimum of 48 credits by the end of their junior year may apply with the administration for part-time attendance. Students would still be required to earn their credits for English, Bible, and any other class needed to attain 54 credits through attendance at Heartland Christian School. Students applying for part-time attendance must be enrolled at a local Junior College or be employed during the school day.

Grading Scale/Grade Point Average (GPA)

Percentage	Grade	GPA	Percentage	Grade	GPA
100 or higher	A+	4.25	83-85	C+	2.25
96-99	A	4.00	78-82	C	2.00
94-95	A-	3.75	75-77	C-	1.75
92-93	B+	3.25	73-74	D+	1.25
88-91	B	3.00	69-72	D	1.00

86-87	B-	2.75	67-68	D-	0.75
			00-66	F	0.00

Help Classes

Any student that desires help in specific subjects may obtain that help through help class. The availability of the help class is determined by the need and by availability of staff.

Homework

We believe that homework is vital to the student's academic development. It stimulates independence and self-direction. It reinforces school learning through practice. Homework also acquaints parents with what the child is learning and affords them an opportunity to help their child.

Homework is

- For reinforcement: we believe that most students require solid drilling to master material essential to their educational progress.
- For practice: Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
- For remedial activity: As instruction progresses, various weak points in a student's grasp of the subject may become evident. Homework is given to overcome such difficulties.
- For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Homework assignments must be completed and turned in on the day designated by the teacher. Parents should check to see that all homework is completed and all books returned to the classroom. Forgotten books impair the effectiveness of classwork.

Please allow the following time guidelines for homework: Grades 7-12 1 ½ hours

Note: The above will vary according to the student's ability to organize and use their time wisely. Wasting class time will also tend to increase the amount of time spent at home doing homework.

Honor Graduates-Valedictorian, Salutatorian

The Student Affairs committee will meet each year to determine which students have earned these awards. Consideration for these awards will include grade point average and personal conduct. These awards may not be awarded each year.

Honor Roll

1 Samuel 2:30 states, "Those who honor me, I will honor..." Heartland Christian School offers two separate honor rolls for the 7th through 12th grade students. The first honor roll is traditional and compares with the norm in most public schools. To achieve Gold Honor Roll status the student must have a grade point average of 3.8 or higher. Silver Honor Roll is earned for a grade point average of 3.5 to 3.79. The second format for earning Honor Status at Heartland Christian School is called Christian Leadership. Student may earn this award through an evaluation process administered by the teaching staff. The evaluation will encompass: academics (25 points available), cooperation (20 points available), enthusiasm (20 points available), initiative (15 points available), and conduct (20 points available). There are two levels of the Christian Leadership Honor Roll: Blue (75-87 points) and Gold (88-100 points). Each Honor Roll is compiled after each nine-week grading period. Students who achieve "Gold" status on

both honor rolls will earn an “Eagles of Excellence” award. An “Eagles of Excellence” is the highest award attainable by a Heartland Christian School student.

Promotion Policies

Junior High (7-8)

- A student will be promoted to the next grade level upon satisfactory completion of work required by the curriculum.
- All core subjects must be passed prior to promotion.

Any exception to this policy must be approved by the Student Affairs Committee.

High School (9-12)

Any course that is required for graduation from Heartland Christian School must be successfully passed prior to commencement.

Student Council (Grades 9-12)

The Student Council participates in the administration of school life and activities. It shares in the supervision of student life. It consists of elected representatives from each grade level the high school. Two at-large seat representatives are also elected. The representatives will then elect their council officers. The Student Council is an avenue for contribution and direction from the student body.

Transfer of Credits

Request for a transfer of credits is subject to the approval of the administration. Grades lower than a “C” may not be accepted for credit.

Eligibility for Extracurricular Activities

Eligibility applies to athletics, cheerleading, music, drama, or any other activity where the student represents the school in a public domain. A student’s eligibility will be determined initially at the end of the grading period preceding the activity. Eligibility must be maintained throughout the season or activity. A GPA of 2.00 without a failing grade must be maintained. If, during the course of season or event, the student GPA drops below a 2.00, or if the student earns a cumulative “F” in any subject, the student will be ineligible to participate in that sport or event. Once the GPA requirements are met, the student remains ineligible for one more scheduled game or event. Attendance at school on the day of a practice, scheduled game, event practice, or event is required.

Students who show a continuous pattern of inappropriate behavior, whether in school or outside of school, will not be permitted to participate in an event/activity that places the student in a position of representing Heartland Christian School.

Probation (Academic)

A student who is consistently unsatisfactory in achievement or who in the opinion of the faculty, is not making sufficient effort, is placed on academic probation. This step is taken with the realization that unless the majority of his/her teachers see marked improvement by the next period, he/she may be asked to withdraw.

Worship Team

Students desiring to be a part of the worship team must seek permission from the High School Administrator. Only those students who display musical talent and Godly character may become a participant. Strong academics and appropriate

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c o n s i d e r a t i o n .

Elementary Information

School Hours -- Students

Classes will begin at 8:00 a.m. in the morning. Children should not arrive earlier than 7:45 a.m. Children are not allowed in the classrooms prior to 7:45 a.m. and there is limited supervision for them. School dismisses at 3:15 p.m. Please make arrangements for your children to be picked up promptly at dismissal time.

Dismissal Routine

Students will be picked up at the front of the school building. Parents may pull through (west bound) and pick up their students. Parking is NOT allowed in the drop off/pick up area from 7:30 a.m.-8:30 a.m. and from 2:45 p.m.-3:30 p.m. Parents wishing to come inside the building need to park in the west lot. Parents should pull up as far as possible each time the traffic moves to expedite the traffic flow and to be considerate of other parents. All students MUST check in with their teacher before departing or before joining their parent inside the building. NO STUDENT will be allowed to cross the street to get into east bound cars. NO STUDENT will be allowed to go between two cars in the pick up lane to get inside a car parked in the street. This is for your child's safety!!!

After School Care

After school care of students in Pre-School through 6th grade is available from 3:15-5:30. There is a separate fee.

Student Absences

All children must bring a written excuse stating the reason for extended absences. In case of absence due to contagious or infectious disease, the principal may ask for a doctor's permit to be obtained and presented to readmit the child. If a child is more than 2 hours late the child will be marked absent for ½ day.

Tardy Policy

Students are considered tardy when class begins and they are not in their assigned seats. Any time a student enters the building after 8:15 a.m. they must report first to the office. Tardies should be reported on the absentee slip. Tardies resulting from a late school bus will not be recorded. Students in grades 9-12 with 3 or more tardies per quarter may be subject to disciplinary action. Six or more tardies may result in loss of credit. Continued tardiness may result in suspension.

Student Make-up Work

Students who have been absent from class shall be allowed to make up missed assignments and receive credit provided the work is completed within a reasonable period of time. Normal make-up time is one day for each day's absence, however, there may be cases when the time allocated for make-up will be extended or shortened. Each teacher will keep a record of student absences as well as a record of the work the absent student must complete.

Lost and Found

Lost or found articles should be turned in to the office immediately. All belongings should be clearly marked with the child's name. Expensive toys or other items should not be brought to school.

Parties and Birthday Celebrations/Special Events

Parents are asked by the Parent-Teacher Fellowship (PTF) to volunteer to plan parties throughout the year. If you would like to be a room parent, please contact the school office and they can put you in touch with the PTF President.

Birthday party invitations may NOT be passed out while on school grounds unless every student in the class is invited. This is strictly enforced.

Flowers or balloons sent to school for special occasions will be held in the school office until school is over...they will not be delivered to the classrooms due to the disruption they cause.

Candy, Gum, and Pop

Candy and pop are only permitted during lunchtime. The only exception is a party day or special occasion permitted by the teacher. Gum chewing is not permitted.

Student Dress

Students must dress in uniforms approved by Heartland Christian School except on special Casual Days. Students are expected to be clean, well groomed, and wear uniforms that are clean and in good repair. Students who are dressed otherwise will be removed from class until appropriate actions have been taken to correct the problem.

During the winter months, it is expected that the students will dress appropriately for the harsh Iowa weather. Boots, hats, mittens or gloves are expected. We do go outside as much as possible during the winter. Snow pants are encouraged on snowy days.

Casual Days:

Students are to be clean, well groomed, and wear clothes in good repair and appropriate for the time, place, and purpose intended. Clothing and other items displaying products illegal for use by minors, obscene materials, profanity, or reference to subversion are not allowed. Hats may not be worn in the building unless a special occasion is designated. Spaghetti straps, midriff shirts, muscle shirts, shorts, baggy pants and any attire that allows undergarments to show are not appropriate dress and are not allowed. Modesty is a must. Administration will determine whether or not attire is appropriate and modest.

P.E. Days:

Students in grades 3 through 6 must change out of their school uniform into appropriate clothes for P.E. class. The attire for P.E. is modest shorts or sweat pants, a t-shirt or sweat shirt, socks and non-marking tennis shoes.

Play Areas

Our play areas are the playground on the east side of the school and the grassy area west of the building. All children must stay in these designated areas during outdoor recesses.

Playground Guidelines

For students: (Please review these with students the first week of school)

- Any game that involves body contact, tackling, or tripping **is not allowed**.

- Baseballs are not allowed. (Exception being when the principal, classroom teacher, or P.E. teacher accepts responsibility for supervision.)
- Sliding on the ice is prohibited.
- No snowballs
- Students are to stay completely away from school building windows.
- Obscene language will not be tolerated.
- Fighting is prohibited - send to office immediately.

Students who break playground guidelines will be asked to report to the office. A second and third referral could result in loss of this privilege.

Cheating

Honesty is a Christian virtue to be displayed by all students. Cheating is a serious offense. Students should not give or receive help on tests or homework unless the teacher has granted permission for this particular project. **Whether you give or receive information the offense is the same.** Cheating and/or copying will result in a "0" for the work and a conference with the student and the parent. Talking during a test may be dealt with in the same manner as cheating.

Homework

Homework is one part of good schoolwork and can be of great value. Assignments that can best be done at school with a teacher's supervision should be accomplished at school. When a child regularly fails to complete classroom assignments during the time given, that work may be sent home to be completed at home.

Examples of other kinds of homework: enrichment reading, flash cards, make-up work following an absence, watching and listening to good educational television and radio programs, developing a hobby, etc. In general, a teacher may expect and ask a student to do projects at home, which the school is not equipped to do, either because of time or facilities.

Communications

The school office is open from 7:45 a.m. to 3:30 p.m. during the school year. The office phone number is 322-5817.

Contacting teachers: You may contact your child's teacher by leaving a message with the school office or by email. They will be able to contact you as soon as they are free from classroom duties. Teachers are available to meet with parents by appointment.

Friday Envelopes: Important information is sent home with your child through newsletters from the teachers and from the school office. Be sure to check your child's book bag each Friday for notes from school.

Telephone and messages: Students are not allowed to use the phones on a regular basis. If your child is going home with another student or family, please notify the school office.

Please notify the school immediately if your address, phone numbers, or after school plan changes.

Visitors During School Hours

Parents, guardians, and community members are welcome to visit the schools in order to participate in activities and gain a greater understanding of the operation of the School. During office hours all visitors must report to the school office before visiting in

the building and/or on school grounds. Such visits will not interfere with the instructional activities in the building and/or on school grounds.

Students from other schools and young children are not allowed to accompany our students throughout the school day unless special permission is obtained in advance from the teacher and the principal.

Electronics

Cell phones, MP3 players, radios, and game type devices are not permitted on school grounds except with special permission of school personnel. Electronic and handheld games are similarly prohibited. Any such devices brought to school will be taken and returned to the care of the parent. Any device that contains a battery is electronic.

Animals and Pets

Dogs and other pets should be kept at home and not be allowed to follow children to school. Children may bring an animal for “show and tell” if previously arranged with the classroom teacher. Teachers must notify parents in advance of a visiting pet in case of allergies or asthma problems.

Library

Use of the library is a privilege and not a right. Students who have overdue books will not be able to check out additional books until the overdue books are returned. Additionally, respect for school property is required and proper care of books is needed so others may enjoy the materials. HCS strives to upgrade its library with outstanding children’s literature.

The school principal approves all additions to the school library. If you would like to purchase books for the library please contact the principal. Monetary donations for the library budget are also encouraged and welcome.

Weekly Chapel

Each week a chapel service is held for the students of the school. All students are expected to attend weekly chapel. We invite family and friends to attend chapel with us any time.

Field Trips

Field trips are a way of enhancing the educational process. Any time your child leaves HCS you will need to sign a Field Trip permission slip. These will be sent home with you child prior to the field trip through an email or a flyer. When a field trip requires the use of buses there may be an additional charge added to the field trip expense to help cover the cost of transportation, fuel, and qualified drivers.

Videos / Movies in the Classroom

Please do not send movies or videos to school for classroom viewing without the express consent of the teacher. No movies will be shown in Heartland Christian School except those designated G rated or approved educational materials. PG’s are only allowed in rare circumstances and only shown with signed parental consent.

Illnesses and Injuries at School

Children Ill at School

If a child becomes ill at school, the office staff will see the child. They will examine the child and determine if the child should be sent home. Any problems relating to a child’s health should be referred to the school office.

If a student vomits during the night they should stay at home the next day. If a student has a temperature of 100 degrees or more they are to remain home until their temperature is normal for a period of 24 hours. If a child leaves school one day with a fever the school will expect the parent to keep the child at home the following day, even if the temperature appears to be back to normal. If a child is sent to school the day after being sent home with a fever, the 24-hour fever free policy will not have been kept. Parents will be asked to take the child home.

When children contract a contagious condition the school office should be notified. The school will notify parents if there is an exposure to these conditions at school. Some conditions considered contagious are: chicken pox, pink eye, head lice, impetigo, German measles, mumps, ringworm, scabies, scarlet fever, whooping cough, polio, meningitis, small pox, diphtheria, and infectious hepatitis. The principal may ask that parents provide a written statement from a physician saying the child is no longer contagious before a student is allowed back in school.

Injuries

Injuries occurring in the school building or on school property should be reported to the office immediately. An employee accident report must be filed within 24 hours of the injury.

- Severe student injuries must also be reported immediately. Administrative staff will be called immediately to assess and determine treatment for the injury.

Medication at School

Administration of medication during school hours or during school-related activities will be discouraged, unless it is administered by the parents or it is necessary for the health and well being of the student. No school personnel shall administer to any student nor shall any student possess or consume any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is filed with the school office. All prescriptions and over the counter medications must be turned in to the school office to be left with the person designated by the principal. Prescription medications must be in the original containers with the student's name, doctor/dentist's name, contents, dosage and time for administration listed. A student may be considered for co-administration of self-administration of medication with demonstrated competency and written parental consent. Students requiring medication on a field trip shall provide the staff member who is in charge of the field trip with a copy of the School Medication Authorization Form. Parents may administer medications at school to their own child without any request form. School personnel so designated by the administrator may administer medication. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

DISCIPLINE

Philosophy

“Respect for law and order should be instilled in the minds of children and be expected from the behavior of all youth. The ultimate goal is a responsible person capable of self-control and capable of the initiative to creatively attain goals....”

Good training in character traits originates in the home because the parent is the first teacher of the child. It is the parents' obligation, by teaching and by example, to develop in the child good habits of behavior as well as proper attitudes toward the school.”

The students of Heartland Christian School are entitled to learn and develop in a setting which promotes respect for self, others, and property. The school environment should

encourage academic and social maturation and should promote the dignity and worth of each student in preparation for the responsibilities of adulthood. School administration, staff members, parents, and students are charged with cooperating to develop mature, healthy, and responsible individuals capable of self-control.

Classroom teachers set guidelines with appropriate expectations and consequences in their own classroom.

Guidelines Students are expected to assume responsibility for their actions. Students referred to the principal for disciplinary action will have a Discipline Referral Sheet written up documenting the incident. Individual action that interferes with the educational program or antagonistic behavior to other students cannot be tolerated. Some examples include: bully type behavior, open defiance involving refusal to conform to rules and regulations, willful disobedience, display of racial bigotry or intolerance, continuous breaking of school rules, violation of the Criminal Code of Iowa, harassment through innuendo (verbal or physical), etc.

Areas of Discipline Control

Areas in which disciplinary control of students is to be exercised are as follows:

- While on school premises
- While on school buses or on chartered buses
- While engaged in school related functions including field trips, and other extra-curricular activities
- Conduct of students away from the school ground is subject to school discipline if it directly affects the good order, efficiency, management, and welfare of the school.

School Expectations

- Students are responsible for their behavior.
- Students are expected to respect others and school property.
- Students must conduct themselves in a Christian manner.

Suspension

The principal may suspend a student for a period of time not to exceed five school days.

In School Suspension (ISS): ISS will be held when and where the principal designates. Students are not to leave designated area without permission of the principal. Lunch will be taken alone. Meaningful class work and homework will be performed by the student as well as other assignments from the principal. If all work is completed, the student may be assigned cleaning duties around the school

Out of School Suspension (OSS): OSS means the student will not be allowed on school grounds. The student is not the responsibility of the school while on OSS. Credit for days missed while on OSS will not be given, but all work must be acceptable and turned in before the student is allowed back into class.

Reasons a student may be suspended include, but are not limited to:

- Fighting
- Stealing
- Harassment
- Willful destruction of property
- Pornography* (administration will determine what constitutes pornography)
- Foul/Obscene gestures and language- verbal, written, or nonverbal
- Talk that is sexual in nature
- Possession of a weapon

- Repeated improper behavior

*Distribution may result in expulsion.

Expulsion

A student may be expelled in extreme circumstances. The Student Affairs Committee could decide to expel a student when:

- Behavior was considered a danger to the health and/or spiritual well-being of other students.
- The student has displayed an attitude that is viewed as being uncooperative and willfully rebellious.
- The parents, in word and deed, are not in active support of the school and its policies.

Student Records

The cumulative records of all students will be kept in a central file in the office. This procedure will provide for better administrative control over the files and will expedite the recording of information by the secretaries. These files will be accessible to the teachers at all times. Heartland Christian School recognizes the need to compile, maintain, and keep confidential all student records. No individual, other than the parent/guardian and school personnel shall be allowed to view student records without the written consent from the parent/guardians.

Parent/Guardian Rights Regarding Student Records & Educational Programming

Parents have the right to inspect and review educational records, request an amendment of the educational records, consent to disclosure of educational records, file a complaint with the Department of Education regarding violation of the law, and obtain a copy of the records policy. Parents have the right to review/inspect the curriculum being offered to their student. Parents may inquire of the principal to do so.

Parent/Teacher Conferences

Communication between parents and teachers is crucial to the success of our students. Conferences are an opportunity to work together in the spiritual and academic development of each child. Conferences are held at the end of the first and third quarters. Parents are expected to attend conferences. Appointments may also be made for additional conferences as needed throughout the year.

Report Cards

Report Cards are issued at the end of each nine-week period. This report shows the grade being earned in each subject and, in addition, general social development. Students receive progress reports each three weeks between report cards to keep parents well informed. When averaging semester grades the student's actual grade average must be used.

Promotion Policies

Elementary Grades:

- A student will be promoted to the next grade level upon satisfactory completion of work required by the curriculum.
- If two major subjects are failed the student may be asked to repeat the grade based on the teacher recommendation and administrative approval.
- If three major subjects are failed the student may not be promoted without special permission of the administration.

- A student will be promoted to the next grade level upon fulfilling attendance requirements.

Use of Failing Grade (F)

A failing grade will be used for a student who has the ability to do the required work and receive a passing grade but has not accomplished this. A failing grade should be preceded by these conditions:

- The teacher will inform the parents and principal as soon as it is evident that a student is not meeting class requirements and is likely to fail at the end of the quarter.
- If the student does not improve after parental notification, the teacher, parents, and principal will meet to gain further insight into the problem. A plan of action will be developed and the student's progress will be monitored. Such supervision should be documented.
- The teacher will continue to inform the principal about the student's progress. If the student's progress is still unsatisfactory by the third quarter, the principal will inform the parents in writing of the likelihood of failure for the year and the need for remediation to take place. This will be done prior to the fourth quarter.
- Before the final F is given the principal will review all documentation and give or decline permission for the F grade to be given.

Retention Policy

Our policy is based on cooperation with the parents at all times. ***Parents are to be informed as soon as possible of sub-standard work.*** Frequent contact with parents is recommended if sub-standard work continues for a long period of time. Retention is used only in extreme cases and as a last resort.

The Heartland Christian School administration has the final say in the retention of a student.

Testing Program

The elementary schools have a comprehensive testing program conducted throughout the school year.

Achievement Tests

The Iowa Basic Skills Tests are given to the 3rd through 12th grade students. These tests are given according to the manual of instructions. Test results are recorded on the permanent record and the pupil profile chart in the cumulative folder, using both grade equivalent and percentile scores. In addition, the percentile score is recorded on a special pamphlet and sent home to parents.

Summary

The real goal of testing and evaluation is to aid the teacher in providing an educational program for students that takes each child's individual capacities, interests, and current level of educational development into consideration. At all times tests must be considered as a means to an end and not as ends in themselves. The principal value of testing is to draw the attention of the teacher and the student to those specific aspects most in need of individual attention; in facilitating remedial and individualized instruction, revealing the areas in which supervisory drive is needed; and in providing the basis for more adequate educational guidance of the individual student. Test results should motivate both teachers and students toward better directed effort in both teaching and learning.

Illegal Substances, Pornography, and Sexually Explicit Material

The use, sale, possession, or being under the influence of tobacco or drugs is not allowed. It is also illegal. Students involved in these types of activities will be subject to disciplinary action. Any student in possession of sexually explicit material or pornographic material is also subject to disciplinary action. This regulation refers to pictures, writings, recordings, and Compact Discs etc. The administration shall make the determination as to whether or not the material is pornographic or too sexually explicit for the age group involved.

Books and Equipment

Each pupil is responsible for the good care and return of all books and equipment that he/she receives from the school. Fees will be assessed for damaged or lost textbooks and other school owned equipment.

Desks and Lockers

Desks are provided for temporary use by students and at all times they remain the property of the school and are subject to the rules of the school, periodic inspection for cleanliness, missing school property, evidence of vandalism. Special searches for contraband materials shall be made.

Students and parents shall be advised that desk and locker inspections without prior notice may be conducted periodically throughout the school year.

Items displayed in lockers must be consistent with the philosophy of HCS. Administrative or teaching staff may remove any items at any time. All belongings must fit into the locker assigned (backpacks included...extra large backpacks that will not fit into lockers are prohibited). Magnets may be used to display items in lockers. Tape, stickers, and sticky adhesives are prohibited.

Helpful Numbers:

Heartland Christian School	712-322-5817
Heartland Christian School Fax	712-322-4287
Lewis Central Transportation	712-366-8207
Green Hills:	
Halverson Center	712-366-0503
Manawa Office	712-366-4210
Peterson Office	712-322-7354
Missouri Valley Office	712-642-4112
Transportation Reimbursement:	
Council Bluffs Schools	712-328-6411
Glenwood Schools	712-527-9034
Tri Center Schools	712-485-2257
Underwood Schools	712-566-2332
Treyrnor Schools	712-487-3414
Missouri Valley Schools	712-642-2706

Website Address www.heartlandchristiancbia.org