



**Heartland Christian School**

***“Inspiring Excellence in Education”***

**Student/Parent Handbook**

**[www.heartlandchristiancbia.org](http://www.heartlandchristiancbia.org)**

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# SECTION I

## General School Contact Information

**School Name:** Heartland Christian School  
**Address:** 400 Wright Road, Council Bluffs, IA 51501  
**School Hours:** 8:00 am - 3:15 pm  
**Mascot:** Eagle  
**School Colors:** Navy and Gold  
**School Telephone Number:** (712) 322-5817  
**School Fax Number:** (712) 322-4287  
**School Website:** [www.heartlandchristiancbia.org](http://www.heartlandchristiancbia.org)  
**School e-mail address:** [lgray@heartlandchristiancbia.org](mailto:lgray@heartlandchristiancbia.org)

Larry Gray	Executive Director	<a href="mailto:lgray@heartlandchristiancbia.org">lgray@heartlandchristiancbia.org</a>
Carolyn Parton	Secondary Principal	<a href="mailto:cparton@heartlandchristiancbia.org">cparton@heartlandchristiancbia.org</a>
Justin Steinmetz	Elementary Principal	<a href="mailto:jsteinmetz@heartlandchristiancbia.org">jsteinmetz@heartlandchristiancbia.org</a>
Larry Gray	Athletic Director	<a href="mailto:lgray@heartlandchristiancbia.org">lgray@heartlandchristiancbia.org</a>
Heather Stile	Teacher Rep	<a href="mailto:hstile@heartlandchristiancbia.org">hstile@heartlandchristiancbia.org</a>
John Stile	PTF Representative	<a href="mailto:johnstile7@gmail.com">johnstile7@gmail.com</a>

## Heartland Christian Board Members

Director	Larry Gray
Elementary Principal	Justin Steinmetz
Jr./Sr. High Principal	Carolyn Parton
Chairman	Lonnie Parton
Building and Grounds	Ray Turpen
Finance Director	Teresa Nichols
Member at Large	Jim Parker
Pastoral Representative	Jeff Kraft
PTF Representative	John Stile
Secretary	Kim Wilson
Teacher Representative	Heather Stile
Founding Member	Gary Wilson
Founding Member	Cheryl Barton
Founding Member	Kathy Nichols

## **EXECUTIVE COMMITTEE**

The Executive Committee of Heartland Christian School is responsible for the the oversight of the daily activities of the student body. It is the their responsibility to decide matters concerning with teachers, classrooms and students. This committee is made up of the Director, Elementary Principal and the Jr/Sr High School Principal.

## **FINANCE COMMITTEE**

The Finance Committee of Heartland Christian School has oversight of the finances. This committee advises the HCS School Board concerning financial budgets.

## **Section II**

### **Philosophy of Education**

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; therefore, the purpose of Heartland Christian School is to provide your children strong academic experiences with Biblical truths and principles integrated into every subject.

### **Mission Statement**

The mission of Heartland Christian School, a school committed to Jesus Christ through the teachings of the Bible, is to foster spiritual, moral, physical, and intellectual growth by providing quality educational opportunities for all students.

Therefore, we believe:

- a welcoming and nurturing environment is desired for everyone
- a relationship with God, through Jesus, is essential for everyone
- persons with Christian attitudes have the ability to contribute positively to family, church, and society
- quality education is the product of the cooperative efforts of school, home, and church
- our school exists for the students and faith community
- every person has importance and dignity worthy of being recognized and respected
- a comprehensive education is important in the enhancement of life
- excellence demands commitment
- responsibility is necessary for success
- technological skills are necessary for the future
- all students are capable of learning
- personal well-being is important to learning
- learning is a lifelong process

## **Christian Faith**

- The Bible is the inspired Word of God. (II Timothy 3:16)
- In the Eternal Godhead, revealed in three persons, Father, Son, and Holy Spirit. (Matthew 28:19 and II Corinthians 13:14)
- Jesus died for our sins, was buried and rose again the third day, and personally appeared to his disciples. (Romans 4:25 and I Corinthians 15:4-5)
- In the ascension of Jesus to heaven; His exaltation, and personal, literal, and bodily coming again the second time for His church. (John 14:2-3 and I Thessalonians 4:13-18)
- In the salvation of sinners by grace through repentance, and faith in the perfect and sufficient work of the Cross of Calvary, by which we obtain remission of sins. (Romans 5:11, Ephesians 2:8-9, and Hebrews 9:12; 22)
- In water baptism. (Acts 8:36-39)
- In the indwelling of the Holy Spirit. (Acts 1:8, Acts 2:4, Acts 8:14-17, and Galatians 5:22-23)
- That man's response to this salvation by grace is to live a life of obedience to Him. (I Corinthians 6:19-20, II Corinthians 5:20, Ephesians 2:10, Philippians 2:3, I Peter 1:16, and II Peter 3:11)

## **Academics**

- To communicate with parents.
- To help each student acquire a positive attitude toward lifelong education.
- To use teaching methods which develop the student's intellectual capabilities.
- To assist each student to meet one's potential.
- To foster a spirit of cooperation between the school and the community.
- To assist the student in making career choices.

## **Responsibilities to Humanity**

- To provide opportunities and experiences which emphasize the heritage, the responsibilities, and the privileges of American citizenship.
- To help the student grow in awareness of the basic call of Christians to be of service to others.
- To expand each student's awareness toward the needs of our local community.

## **Extracurricular Activities**

- To develop each student's special talents.
- To prepare each student for constructive use of leisure time.
- To help each student attain a positive sense of self-worth.
- To encourage each student to respect others.
- To develop each student's interest in activities beyond the classroom.
- To develop a sense of responsibility in social interaction.

## **A Heartland Christian Student in Grades Pre-K-12 Knows:**

The three rules that all Heartland Christian School students will follow while they are students at Heartland Christian schools are:

- Respect yourself, others, and your school.
- Contribute in a positive way to your learning environment.
- Follow school procedures.

The goals of the Heartland Christian School Discipline Program are as follows:

- To promote the growth in every student of the character, integrity, and service to others modeled by Jesus Christ.
- To guide each student's growth in respect for others, as well as the rights and property of others and those rights and property held in common.
- To increase in each student the self-discipline trait of personal responsibility.
- To guarantee students a school-learning environment where they are free to learn, grow, and change in safety.

The expectations for every Heartland Christian School student are as follows:

- Treat every person with respect and dignity.
- Always use appropriate language to represent oneself and our school in the best possible way.
- Respect the property of others.
- Work cooperatively with others.
- Resolve conflicts in a peaceable and mature manner.
- Cooperate with members of the school staff.
- Attend all scheduled class and study sessions.
- Act honestly and with integrity.
- Act as good stewards of the gifts God has given us, chiefly by making moral decisions about the care of one's body and the material resources held personally and in common.
- Follow the rules of the school and seek redress for any alleged grievances through appropriate means.

### **Resolution**

Be it resolved that the Heartland Christian Board of Education promotes the mission of the Heartland Christian School system; a mission that is based on Christian values that are rooted in our churches and in our homes. The Board, therefore, resolves to focus on these values in all aspects of our Educational System and thus directs its administrative team to reinforce this focus in the daily operation of our schools.

Be it further resolved that the Board directs its administrative team to focus their time, efforts and talents on the future direction of our Education System as a Christian School.

Finally, because parents' trust, belief and support of the values and mission of any school system is fundamental to their child's success in that school system, it is the directive of the Board that those parents who do not hold to the values of the Heartland Christian School system, or who continue to address their concerns about the Heartland Christian system in a destructive, negative and unchristian manner be requested to remove their children from the Heartland Christian School system. This is a necessary action for the future growth and development of their children, as well as the future growth and development of our schools.

### **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 Nondiscriminatory 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

## **Section III**

### **General Information**

#### **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.

#### **Achievement Tests**

The Iowa Assessments 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.

The ultimate 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.

#### **Animals & Pets**

Dogs and other pets should be kept at home and not be allowed to be brought 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.

#### **Buildings and Grounds**

Please refrain from any activity that may result in damage to the property or to the appearance of the buildings and grounds. 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.

### **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 is not permitted.

### **Cell Phone and Electronic Devices**

- Cell phone and electronics are a privilege and are to be used responsibly and appropriately.
- All electronic devices are prohibited during classroom time.
- Devices may be used outside of classroom time.
- Misuse of this privilege could result in loss of this privilege.
  - First Offense- Cell phone is take by the teacher for the duration of the class time.
  - Second Offense - Cell phone is taken for the day. The parent will be notified of this problem.
  - Third Offense - A parent or guardian must pick up the phone and schedule a conference. Possible disciplinary action may be taken.

### **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. We invite family and friends to attend chapel with us any time.

### **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), 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 its 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.

### **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, email, and/or Engrade for 5th through 12th grades. 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 (elementary only): 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 backpack 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.

### **Conferences - Parent/Teacher**

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. Elementary conferences are listed on the school calendar. Parents are expected to attend conferences. High school conferences are made by appointment.

### **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 18:15-17.

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 Executive 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.

### **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.

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 unless permission is given by administration and the code is provided. The administration reserves the right to inspect the contents of the locker without notice and with probable cause.

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 administration's approval. 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.

### **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 eastbound 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.

### **Dress Code**

Heartland Christian School requires that students appearance be clean and neat during all school functions. Proper personal hygiene is required.

The school administration's decision on each student's appearance is final. The following guidelines are given to attempt to clarify what is and is not acceptable attire.

During normal school hours and during all scheduled, school-sponsored activities, attire must comply with the Heartland Christian School dress code standards. Attire at sports events must reflect the same standards as that of the school day.

The school dress code consists of the following:

- Clothing, hairstyle, makeup, tattoos, piercings, and jewelry etc. cannot be distracting.
- Shirts must have sleeves and cannot be low cut.
- Skirts, skorts, shorts, and jumpers must be no higher than 2 inches above the knee. Leggings and tights worn underneath a skirt are permitted.
- Torn or frayed clothing is not allowed.
- No stretch pants, knit pants, sweatpants or exercise clothing. Baggy or sagging pants are not permitted. Excessively tight shirts and/or pants are not permitted.
- Screen-printing on shirts is permitted except for shirts promoting or any design containing an offensive message.
- No hats are allowed inside the building.
- Elementary recess- boots, hats, mittens or gloves are expected in the winter. (snow pants are encouraged on snowy days)
- PreK through 6th grades may NOT wear flip flops.
- Teachers and Administrators have the final say on the appropriateness of any and all clothing.

### **Driving and/or Parking Privileges**

All students that drive to school must submit a copy of their driver's 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.

### **Field Trips**

Elementary: 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 driver's license and proof of vehicle insurance. 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.

Secondary: Periodically throughout the school year, Middle School and High School will go on retreats, field trips and other activities. Information about these events will be sent to parents via email and Engrade. Should a parent choose to not allow their child to attend, they must contact the school. 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.

### **Fire/Tornado/Emergency/Lockdown Drills**

Fire, tornado, emergency, and lockdown drills are explained and conducted at the request of administration. Procedures are posted in each classroom.

### **Fundraising**

Fundraising is a wonderful way to support HCS. Through your help, HCS is able to provide more opportunities for your children. Fundraising is necessary for the financial support of HCS. Thank you, ahead of time, for making HCS a priority to your family and community.

### **Guests - Parents/Students**

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.

Students Guests- Student guests may be 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.

### **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, and recordings, 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.

## **Illness**

If a child becomes ill at school, the office staff will see to 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, smallpox, 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.

## **Inclement Weather**

Regarding school cancellation due to inclement weather, please check television announcements and authorized HCS social media. 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.

## **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.

In case of serious illness or accidents, parents will be notified. If parents cannot be reached, those listed on the pupil emergency record will be contacted. A student who becomes injured or ill during the school day should go to the office for assistance, or, if this is not possible, send someone to notify the office of the situation.

## **Library**

HCS offers a library to the elementary students and 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. 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.

### **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.

### **Lunch Account**

Lunch items may be purchased in the lunchroom. A “lunch account” may be set up by placing money as a credit under your student's name at the Lunch Counter or in the office. 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.

### **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 voice and 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.
- Tossing or throwing food is not allowed.
- Students may never leave the lunch area without the permission of the lunch monitors.
- PreK3 through 1st grades may not use microwaves.

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.

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.

### **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.
- All prescriptions and over the counter medications must be turned into the school office to be left with the person designated by the director.
- Prescription medications must be in the original containers with the student's name, doctor's/dentist's name, contents, dosage and time for administration listed.
- Written instructions or approval must accompany the medication.
- A student may be considered for co-administration or self-administration of medication with demonstrated competency and written parental consent.
- Parents may administer medications at school to their own child without any request form.
- School personnel can dispense no medication, including aspirin, unless requested by the parent or guardian. 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.
- Student to student administering of medication, of any kind (this includes Tylenol) is prohibited.
- All medicines must be picked up by the week following the end of the school year. Unclaimed medication will be discarded.

### **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.

### **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.

## **Physical Education**

The attire for P.E. is modest shorts or sweatpants, a t-shirt or sweatshirt, socks and non-marking tennis shoes.

## **Playground Guidelines**

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.

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.

## **School Hours**

- Early Childhood Education is available from 8:00 through 3:15 each school day.
- Kindergarten through 12th Grade meets from 8:00 am through 3:15 pm.
- Students may enter the school building at 7:40 am. All students must leave the school building by 3:30 pm, unless they are under direct teacher supervision. Arrangements should be made for your children to be picked up promptly at dismissal time.
- After School Care is available each full school day for students Preschool through 6th grade. After School Care hours are 3:15 pm until 5:30 pm with an additional fee. All other students are to leave the property by 3:30 pm.

**Student Activities and Organizations:** All clubs, organizations, and other extracurricular activities representing Heartland Christian School or involving Heartland Christian School's 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 Council for Grades 7-12**

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.

## **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 student's 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 non seriousness 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.

### **Technology Guidelines**

- Students are expected to know their school Google username and password.
- Students need to engage in learning with or without their computers or access to the internet.
- Student copying other students' electronic work (i.e., google docs) will be treated as plagiarism.
- There should be no assumption of privacy on school computers or school Google accounts. The history feature in Google Chrome may be checked by a teacher at any time. Students are not to erase their history. If a teacher finds that the history feature has been erased, loss of Chrome privileges can be assigned.
- When a teacher says, "Lids down," the expectation is that students will lower their computer screen and it will remain down until otherwise directed. (Students need to walk with lids down in the hallway for safety purposes).
- Students are not allowed to use the district's wireless network to stream sound or video unless instructed directly by a staff member.
- Students should not be engaged by other media during instructional time (earbuds and social media should not be in use without specific permission from an instructor.) This also includes the use of personal smartphones.
- When computers are being used inappropriately, a teacher may require the student to have a "lid down" for the rest of the period. A refusal to comply with a teacher's request may mean the student will lose Chrome privileges for an amount of time determined by an instructor or administrator.
- A refusal to comply with a teacher's "lid down" direction will result in a referral to an administrator and a loss of Chrome privileges for a time to be determined by the administrator.
- There will a 10 cent a sheet copy fee to print.
- Be responsible to sign out another person if they forgot to sign out.
- Shutdown computer at end of day.

### **Textbooks and Equipment**

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

**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.

**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.

## Section IV

### Academic Information

#### Grading Scale/Grade Point Average (GPA)- 7th-12th grade

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			

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.

#### Courses Failed and Summer School for 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 for 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.
- Enrolling in an approved college course in an equivalent field of study to replace the failed credit.
- Enrolling in the Credit Recovery course available at HCS to satisfy the course failed.

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 HCS courses. Summer School Courses are generally accepted for make-up credit, but not original credit to the regular required courses.

### **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" (withdraw/pass) or "WF" (withdraw/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. Dual enrollment should have administrative approval before a student enrolls.

### **Eligibility for Athletics**

An athlete's eligibility will be determined on a week to week (1st school day of the week) evaluation. If an athlete earns a cumulative "F" in any subject, the athlete will be ineligible to participate in games and/or events until the grade is passing. In the event, that an athlete fails a semester of any subject they will be ineligible for 30 calendar days of their next participating sport per the IAHSAA and/or IGHSAAU policies.

### **Eligibility for Extracurricular Activities**

Eligibility applies to cheerleading, music, drama, worship team 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 event.

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.

### **Engrade**

5th-12th grade students are given a username and password to use with the school's online grading/report card system. Engrade consists of:

- assignment postings
- communication with staff/student/parent
- daily grades

## **Graduation Requirements**

Subject Credits

Bible 8

English 8

Math 6

Physical Education 4

Science 6

Social Studies 6

Technology 2

Electives 8

Foreign language 2

Total Credits 50

Seniors that have earned a minimum of 42 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 50 credits through attendance at Heartland Christian School. Any adjustments to these requirements must be approved in writing by the Student Affairs Committee.

## **Homework/Schoolwork**

Homework is vital to the student's academic development. When a child regularly fails to complete classroom assignments during the time given, that work may be sent home to be completed.

On the elementary level, 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.

On the secondary level, homework assignments must be completed and turned in on the day designated by the teacher. 'Late' assignments will not be accepted. When a student is absent, they have one day when they return to complete that work and turn into their teacher.

## **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 GPA of 3.5 or above, length of enrollment at HCS 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.

Academic Honor Roll:

Gold Honor Roll- the student must have a grade point average of 3.8 or higher.

Blue Honor Roll- the student must have a grade point average of 3.5 to 3.79.

Christian Leadership Honor Roll:

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**

Elementary Grades:

- A student will be promoted to the next grade level upon satisfactory completion of work required by the curriculum. Any exception to this policy must be approved by the Executive Committee.

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 Executive Committee.

High School (9-12)

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

## **Report Cards**

Reports Cards are issued after each nine-week grading period. Elementary report cards must be signed and returned to the school the next day. This report shows the grade being earned in each subject and, in addition, general social development.

## **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 postsecondary 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

### **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.

## **SECTION IV STUDENT ATTENDANCE**

### **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 affect promotion. At the administration's 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.

### **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.

### **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.

### **Student Release**

- 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.
- The office needs the identities of any individuals that are not permitted to pick up their child.
- 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.

### **Tardy Policy**

Students arriving at school after 8:00 must come to the office to sign in. Students in grades 7-12 with 3 or more tardies per quarter may be subject to disciplinary action. Continued tardiness may result in suspension. Students are considered tardy when class begins and they are not in their assigned seats.

**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.

## **SECTION V**

### **STUDENT CONDUCT**

The philosophy of Heartland Christian School is based on the need for a proper working relationship between the home, the church, and the school. 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 will try our best to discipline in a way that is Biblical and that is pleasing to God. Classroom teachers set guidelines with appropriate expectations and consequences in their own classroom.

#### **Academic/Conduct Probation**

A student who is consistently unsatisfactory in achievement or conduct who in the consideration of the Executive Committee, is not making sufficient effort, is placed on 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.

#### **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. Detention may involve written work or community service.

#### **Areas of Discipline Control:**

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

- While on school premises
- While on school busses or on chartered busses
- 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.

## **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. For high school students (grades 9-12), a second occurrence may result in an automatic "F" for the quarter grade.

## **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.

## **Suspension**

A student may be suspended (ISS/OSS) from classes for a period of up to five school days for inappropriate actions or attitudes, repeated infractions of school regulations, and/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.

It is the responsibility of the suspended student to secure the details of any and all missed work.

- **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. If all work is completed, the student may be assigned community service duties on school grounds.
- **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.

## **Expulsion**

When a student is expelled, the Administration will notify both the student and their parents 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 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.

### **Minor Acts of Misconduct**

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, infraction of school dress code, chewing gum in the school building.

### **Intermediate Acts of Misconduct**

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**

Major acts of misconduct may result in an Administrative conference, parent 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.

### **Helpful Numbers:**

Heartland Christian School	712-322-5817
Heartland Christian School Fax	712-322-4287
Lewis Central Transportation	712-366-8207

### **Green Hills/AEA:**

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
Treynor Schools	712-487-3414
Missouri Valley Schools	712-642-2706

Website Address [www.heartlandchristiancbia.org](http://www.heartlandchristiancbia.org)



