

# **HEARTLAND CHRISTIAN SCHOOL STUDENT HANDBOOK**

## **INTRODUCTION**

Dear Parents and Students,

Welcome to Heartland Christian School. Since its inception in 1995 Heartland Christian School has sought to offer its students and families a safe, supportive, and caring Christian institution devoted to the classic educational curriculum.

As parents, we understand that you have been given a tremendous opportunity and privilege by God. It is humbling to consider that He has given us the responsibility of raising up the next generation of Christian leaders. It is our desire to be an institution that supports you in this wonderful challenge.

We also want our students to understand our commitment to them. As an educational institution we pledge to provide you with the necessary competencies to compete in today's world. In addition to that educational content, we will provide you with a foundational Christian world-view through which you may come to understand that "all truth is God's truth" and there is nothing which does not fall under the Lordship of Christ.

I trust that this handbook will answer the questions, which you may have about our school. In it you will find most of the information you will need to have the best possible experience while here at Heartland Christian School.

If we can be of service to you in any way please do not hesitate to contact the school and we will seek to provide you with the assistance necessary.

Serving Christ in Christian Education,

Heartland Christian School Administration

## **PURPOSE**

The primary goal of Heartland Christian School is to train students spiritually. It is our desire to be the extension of the Biblical and educational training begun in a Christian home. To obtain this purpose we have the following objectives:

Heartland Christian School seeks to encourage its students to reach their highest 1) spiritual, 2) Intellectual, 3) social, 4) cultural, and 5) physical potential. We seek to present the truth about God, life and the world.

## **DOCTRINAL STATEMENT**

### **WE BELIEVE:**

- In one God, eternally existent in three persons: Father, Son and Holy Spirit.
- That Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true Man.
- In the Scriptures of Old and New Testaments as verbally inspired by God and inerrant in the original writings; and they are of supreme and final authority in faith and life.
- Man was created in the image of God; that he sinned, and thereby incurred not only physical death, but also spiritual death which is separation from God; and that all human beings are born in sin and that this sinful nature is the origin of all sinful acts in thought, word and deed.
- The Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice and that all who believe in Him are justified on the basis of His shed blood.
- That all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God.
- In the bodily resurrection of Christ and His ascension to Heaven, and His present work as high Priest and advocate.
- In the personal return of Jesus Christ.
- In the bodily resurrection of the just to everlasting blessedness, and the unjust to everlasting punishment.

We want to teach interdenominationally. Therefore, we covenant with all faiths, NOT to teach (or allow those who teach under our invitation) any material that could cause us to differ on points not covered in our doctrinal statement. Those topics are: communion, baptism, eschatology, tongues, security of salvation and healings.

## OBJECTIVES

### A. Spiritual Objectives

- The Bible is presented to students as the only, inspired Word, which is the final authority for all truth and knowledge. (*John 17:17*)
- Students are taught what the Bible says in content and are encouraged to study it so that they are open minded and affected by it. (*Joshua 1:8, James 1:22-25, 2 Timothy 3:16-17*)
- Students are taught their need for Christ and are encouraged to accept Him as their personal Savior. (*Ephesians 2:8-9, John 1:12, Romans 3:23, 2 Timothy 3:16-17*)
- Students are given encouragement and direction from God's Word to help them develop a deep commitment to walk with Christ throughout their lives. (*Deuteronomy 6:5, Psalm 119:9-16, 105*)
- Students are taught to pray and are encouraged to practice it in personal devotion time and when with a group in school. (*1 Thessalonians 5:16-17, 1 John 1:9, James 5:16*)
- The place of the local church and personal commitment to it are emphasized. However, no recognition of denominations or denominational issues should be presented, only according to the doctrinal statement. (*1 Corinthians 12:12, Hebrews 10:24-25*)
- Students are shown how to live as Christians in this present world, being in the world, not of the world. Doing justice, loving mercy and walking humbly are presented as life-long objectives for each student. (*Titus 2:11-12, Micah 6:8*)
- Students are taught to accept the Great Commission and to be witnesses for Christ both at home and abroad. (*Matthew 28:19-20*)
- Parents are expected to accept their responsibility to their children in providing a Christian home and responsible life style congruent with Biblical principles. (*Deuteronomy 2:6, Psalm 119:11, Ephesians 6:4*)

### B. Intellectual Objectives

- Students are guided to develop a Christian mind, which enables them to see all of life and learning from a Biblical viewpoint. (*Colossians 3:17, Psalm 24:1, Proverbs 1:7*)
- Students are encouraged to develop their full academic potential. (*Colossians 3:23, Proverbs 4:5-8, Proverbs 3:13, 1 Corinthians 15:58*)
- Students are taught the skills required for meaningful witness, service, and participation in society: reading, writing, speaking, listening and mathematics. (*2 Timothy 2:15*)
- Students are taught good study habits. (*2 Timothy 2:15, Proverbs 4:7, 1 Thessalonians 4:11, Colossians 3:17*)

- Students are encouraged to develop creative and critical thinking in order to be able to make mature Christ-like decisions. (*Proverbs 3:21-22, Hebrews 5:14*)
- Students are taught to work independently and cooperatively. (*Matthew 25:14-30*)

### **C. Social Objectives**

- Students are taught to understand and accept themselves because they are created in the image of God. (*Genesis 1:27, 5:12, 2 Corinthians 5:17-18, Romans 12:12, Colossians 3:23*)
- Students are taught the importance of treating all others with love and respect because they also are made in the image of God. (*Ephesians 4:29, 32, Ephesians 5:12, Romans 13:10, Philippians 2:2-4, Romans 15:7*)
- Students are taught about our American Heritage and the current problems facing our world; and are encouraged to participate in civic responsibilities. (*Romans 13:16, Titus 3:1-2, I Peter 2: 13-17*)
- Students are shown the Biblical concepts of the family to be used when establishing their home in the future. (*Ephesians 5:22, Colossians 3:18-21, I Peter 3:1-7*)

### **D. Cultural Objectives**

- Students are encouraged to develop an appreciation for and participation in man's God-given capacity for creativeness as expressed in the fine arts. (*Genesis 1:27, Colossians 3:17*)
- Students are taught to understand and appreciate cultural patterns different from their own in order to increase their effectiveness in communicating the gospel. (*Acts 1:8, Galatians 5:13, Romans 14*)
- Students are taught to evaluate all cultural patterns on the basis of scripture, understanding what is in direct contradiction to God's Word and what is not. (*Galatians 5:13, Acts 5:29*)

### **E. Physical Objectives**

- The students are given the opportunity to develop and maintain a level of physical fitness through a variety of skills and games relevant to their individual level of competence. (*Isaiah 40:28-31*)
- The physical education program is structured so that each child can become competent in management of the body and can develop useful physical skills. (*Proverbs 31:17-25, Zechariah 8:9, 11, 2 Timothy 1:7*)
- Students are taught how God has created their bodies to provide movement and the importance of keeping fit. (*Psalms 139:14, Colossians 2:18-19*)

- Through physical education the students are encouraged to seek participation in and derive enjoyment from wholesome recreation during their leisure time. (*Psalm 139:14, Colossians 2:18-19*)

## ADMISSIONS PROCEDURES

Students who wish to be admitted to Heartland Christian School and their parents must support the above purpose. Heartland Christian School admits students of any race, color, national, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs. Heartland Christian School is an interdenominational school with Christian religious affiliation being a requirement for admission.

- Thoroughly read the *Handbook*.
- Return the completed application, the nonrefundable **\$90 registration fee per student (due on the Spring enrollment dates, set by the school, after that date, registration fees are \$125 per student)**
- New student registration fee of \$90 (non-refundable) is due when application is received in the office.
- Include a signed release form for Heartland Christian School to send to the student's former school for all previous school records with the application.
- Either the school administrator or the Board will schedule a conference with both parents and the student to determine if the student will be accepted.
- Parents must indicate a willingness to be involved in school activities.
- Students will be accepted in order by date of paid application. Returning families maintain their priority for admission over new families as long as they have paid the nonrefundable application fee and stay current in their financial obligations.
- The **first grading period** will be probationary for all new students.
- The school administration has the authority to give a diagnostic test for new students. This test will determine the grade placement of the student.
- New student enrollment

## RE-ENROLLMENT

Re-enrollment of students in junior high or high school for the following year will be **by invitation only**. Invitations will be given to students based on the teacher, administrator and school board's evaluation of the student.

## CURRICULUM

Heartland Christian School uses Christian curricula. The choice at this time is curriculum from A Beka Books, Bob Jones University Press and Association of Christian Schools International.

## **PARENT-TEACHER CONFERENCES**

It is the objective of Heartland Christian School to provide parents at least two scheduled conferences with their child's teacher following the first and third quarters. In order for the fourfold purpose of parent-teacher conferences to be accomplished, it is strongly recommended that both parents attend.

**The purpose for parent/teacher conferences is fourfold and is stated as follows:**

- To give teacher and parents opportunity to review the child's performance academically, spiritually and emotionally.
- To provide an opportunity to discuss strengths and areas where improvement may be needed.
- To provide a line of communication between parent and teacher.
- To strengthen the teacher's ability to meet the individual needs of each student.

## **PARENT-TEACHER RELATIONSHIP**

In order for Heartland Christian School to be effective, parents and teachers must work together. Though we are a private, Christian school, we will not be effective unless parents spend time with their children, helping them with their homework. This time spent by parents shows the student the value of education in a more effective way than anything the school can do. The home cannot undermine the authority of the teacher by openly questioning the actions of a teacher, nor can the teacher undermine the authority or the values of the home by openly questioning the parent. If parents have questions about a situation or a general concern, they should first privately talk with the teacher. Unresolved problems would then be reviewed with the teacher and administrator. Continuing problems would then go to the Board. There is always to be a spirit of Christian love and reconciliation. Parents must agree to follow this procedure, involving only those able to correct the problem, if they desire to be a part of the school.

## **FINANCIAL INFORMATION**

**This school is a nonprofit organization. It is supported totally by tuition and donations. We are dependent on the faithfulness of parents to fulfill their financial commitments. The school has obtained 501(c)(3) status. Any one-time donation greater than two hundred fifty dollars (\$250) will receive a receipt from the school office.**

- Tuition payments must be received in the school office by the 1<sup>st</sup> of each month.
- On the 15<sup>th</sup> day of the month, a past due statement will be mailed; this will automatically add \$10 to the amount owed.
- If unusual circumstances have created a financial problem, an immediate request must be made to the school administrator for a board review. This request must be made swiftly, so that the board may make the review at the next monthly board meeting.
- All enrolled families must be current with tuition in order for the child to enter school in the fall and retain priority placement for the following year.

## SUMMARY OF HCS COSTS

### APPLICATION AND STUDENT FEES

- **Registration Fee** \$90.00 per student, due at Spring enrollment dates, set by the school, after that date, registration fees are \$125 per student, due at enrollment. Registration fees are non-refundable
- **Athletic Fee** \$50.00 per student/per sport. Due at the start of each athletic season.
- **H.S. Laptop Fee** \$75.00 for HCS issued laptops, \$50.00 if you own your own laptop for network usage fees

### TUITION

Tuition payments are due on the first of each month, beginning June 1, for a total of twelve (12) monthly payments. Special arrangements will be made for new families enrolling their child after June 1. After the 15<sup>th</sup> of the month, a \$10.00 late fee is added to the amount due.

Because tuition is used to pay salaries and purchase supplies, prompt payment is necessary. Should you experience financial difficulties, please contact the school administrator and he will discuss the matter with you and seek to make arrangements that are acceptable to both you and the school.

### TUITION SCHEDULE

**Tuition Statement is available in the** Error! Bookmark not defined. **office.**

Current families recruiting new families will receive \$300 off their total tuition.

### WORK CREDIT AND COVENANT CREDIT

**Work Credit:** Parents who are able to give eight hours of time to the school per month will have \$30 deducted from their monthly tuition fee for the first full time student or \$15 deducted for the first part-time student.

**One may give their time by:**

- directly serving at the school
- being used by the faculty at your own home cutting out papers, etc.
- serving on a committee
- cleaning at the school

If for any reason it is not possible for you to be able to give of your time, you will be able to participate with us by paying the additional tuition fee, enabling us to pay for additional help at the school. *This system is in no way meant to punish those who cannot give time to the school.* It is simply a way to meet the needs of the school for help and give those who cannot give time another means to fully participate. A standard of eight hours work per month has been set. **If less time is donated per month it will be appreciated, but will not reflect a deduction in tuition cost.**

**Covenant Credit:**

Those who will sign a covenant with the school to dedicate one day a week to be present at the school will receive a total credit of \$50 towards the cost of tuition. *Additional time above these amounts will be greatly appreciated by the administration and faculty, but will not be given additional monetary value as it pertains to the tuition of the family.*

**Tuition credits will be on the honor system and you will need to record them monthly on your payment coupon.**

## HCS DRESS CODE

Heartland Christian School has been established as an extension of the Christian home. It is the parents' God-given responsibility to care for the adornment and decorum of their children, teaching and enforcing godly dress. It is important that the school standards for clothing and general appearance reflect the mission of our school and are acceptable to most of the parents. The fashion world is developing new styles all the time, and the styles are not always right or wrong; however, in a day of constantly deteriorating cultural styles, we feel we must set a minimum standard which will bring honor and glory to Jesus Christ. If there is any question in your mind regarding what your child wants to wear, the best thing to do is not let them wear it, or get permission ahead of time. It is our prayer that you will have godly discernment as you and your child select clothes in line with the school's guidelines. We do expect a willing spirit of cooperation from students and parents, and the Administration reserves the right to make the final decision in matters of judgment.

- **A Proper Self Image**

Since human beings are created in God's image (Genesis 1:26-27) we need to see ourselves as He sees us. Our outward appearance is a reflection of the way we view ourselves and how we think God sees us. We want our students to understand that they are valuable because God created them, not because they are physically attractive to the opposite sex.

- **Modesty**

Clothes were given by God to cover the body (Genesis 3:21), particularly so that our thoughts would remain pure. People who dress in a seductive manner are asking for attention from the opposite sex that is neither holy nor godly. The following paragraph is taken from an e-mail sent by the American Decency Association. It aptly describes the reason we desire to instill modesty into our students, whether male or female. It is just as important to our male students that our female students dress appropriately as it is for the girls. Both need to understand that our beauty comes from within, not from our outward appearance.

Dannah Gresh, author of *Secret Keeper: The Delicate Power of Modesty*, states that modesty is a "delicate, yet formidable power" and points out that every girl has this power. It is delicate because it is so easy to innocently give away. It is formidable because it is difficult to come to task with and difficult to control. But once a young lady learns the concept, she can choose to allure the one man she chooses to marry. Dressing immodestly is a high risk factor that usually leads to increased sexual activity in young girls. Men and boys, being visually stimulated, are increasingly being challenged. This is rampant in churches and Dannah believes churches need to explain "why" modesty is so important, and "why" immodesty is so dangerous. Dressing modestly is a heart issue. Women do not understand what goes on in the mind of men but they need to. Women, being created by God to be a 'masterpiece,' are the most beautiful sights on earth to men. Fashion is okay, but God wants us to be more concerned with our inner beauty than our external beauty. The Christian faith does not condemn beauty, but women and girls must learn how powerful their beauty is.

### **Importance of Purity**

1 Corinthians 10:31 says, “So whether you eat or drink or whatever you do, do it all for the glory of God.” We are to glorify Him in all we do, including the way we choose to dress. It is our deep desire that our students leave Heartland Christian School with their purity intact.

### **Safety**

Some of the dress code is a result of concern for our students’ safety at school and school activities.

## **A. Tops (i.e. shirts)**

### **1. What is Acceptable**

Collared shirts for boys, blouses for girls, t-shirts (which are not styled to be worn as undershirts), sweaters, sweatshirts, sport shirts, and turtlenecks are acceptable. All styles of shirts are to be neat, modest in appearance, and in good repair.

### **2. Tucking**

Shirts must be worn right side out and must be tucked in unless designed to be worn untucked. (If you can sit on it, tuck it in). If a teacher or administrator determines a shirt needs to be tucked in, the student is expected to respectfully comply.

### **3. Modesty**

Tops should be of a fit and fabric (not see through fabric) that do not reveal undergarments. Tight fitting tops are not permitted. If any part of the midriff shows when the arms are raised fully above the head or the student is leaning over, then the top is too short. If any cleavage shows, the top is too low.

### **4. No Sleeveless, Please**

Although some sleeveless shirts are modest, others are not. In order to avoid the uncomfortable situation in which a judgment call (which may be perceived as unfair) regarding a shirt must be made by the teacher and/or administrator, no sleeveless shirts or tank tops are permitted. (Exception: when participating in sporting activities.)

### **5. Slogans**

While many articles of clothing advertise messages that are not contrary to the mission and purpose of Heartland Christian School, in order to avoid the making of value judgments by school personnel regarding messages conveyed on clothing: Any article of clothing (including Christian apparel) that initially seems to advertise a message contrary to the mission and purpose of HCS may not be worn (example-“B-Wiser” t-shirt with the Budweiser look). Due to the pornographic advertising practices of some clothing companies, such as Abercrombie and Fitch, clothes that advertise such companies will not be permitted.

## **B. Pants**

### **1. What is Acceptable**

Students may wear pants/jeans/Capri's that are in good repair (no holes or tears) and present a neat, well-groomed, professional appearance.

## **2. What is not Acceptable**

No oversize, baggy, tight-fitting(skin-tight), frayed, or extra long pants or jeans that drag on the floor will be permitted. For **6-12 grade** students, sweat pants, wind pants, biker pants and shorts are not permitted.

### **C. Dresses**

Dresses must be knee length or longer. Slits may be not higher than the knee. Tight-fitting skirts and dresses are not permitted. The bodice of the dress must follow the guidelines for tops, and appropriate undergarments must be worn.

### **D. Shoes**

Appropriate shoes are important for various activities. Flip flops are not appropriate for P.E. or recess for safety reasons. Students will be expected to bring tennis shoes for those activities. If the student's flip flops become a distraction in the classroom (sometimes it's hard to them on and not play with them), the teacher may ask the student to change them.

### **E. Make-up**

Girls may wear light, modest makeup. Boys are not to wear makeup.

### **F. Hair**

Hair is to be neat, clean, and combed, not covering the face.

### **G. Jewelry**

Students may wear modest jewelry, including rings, bracelets, necklaces, and earrings (girls only). Students will be asked to remove inappropriate jewelry.

### **H. Tattoos and Body Piercing**

Visible tattoos and body piercing are not permitted.

### **I. 6<sup>th</sup>- 12<sup>th</sup> Grade Dress-up Day**

In order to help facilitate a respectful attitude for God, the things of God, authority in general, and an overall seriousness and degree of professionalism, the dress for Chapel Day will be different than the dress for a regular school day.

#### **1. Boys' Dress for Dress-up Day**

Boys will wear dress pants or dress khakis with a belt. A collared shirt, dress socks, and dress shoes or boots must be worn as well. A sweater with a collared shirt or turtleneck is also permitted.

No denim clothing of any kind, t-shirts, nor tennis shoes are permitted on dress-up day.

**2. Girls' Dress for Dress-up Day**

Girls will wear a dress, a skirt or dress pants with a top or sweater that follows the modesty guidelines, or a pant suit. If belt loops exist, then a belt must also be worn. Dress socks or hose with dress shoes or boots must be worn as well.

No t-shirts, or tennis shoes are permitted on dress up day.

**DRESS CODE ENFORCEMENT**

- All regulations apply to all school activities.
- If something is “borderline”, the student may receive a warning not to wear that particular article again and/or the parent may be required to bring appropriate clothing before the student may return to class.
- For infractions of the dress code for *Preschool through 5<sup>th</sup> Grade*:

1<sup>st</sup> Offense                      A verbal warning **to the parent**, through a note, phone call, or in person, the day of the infraction.

2<sup>nd</sup> Offense                      A conference with parents, teacher, and administrator.

3<sup>rd</sup> Offense                      A conference with parents, teacher, administrator, and school board to decide on appropriate consequence for continued infraction of the rules.

- For infractions of the dress code for *6<sup>th</sup> grade through 12<sup>th</sup> Grade*:

1<sup>st</sup> Offense                      A verbal warning **to the student** and a note or phone call to the parent the day of the infraction.

2<sup>nd</sup> Offense                      A conference with student, parents, and administrator.

3<sup>rd</sup> Offense                      A conference with student, parents, teacher, administrator, and school board to decide on appropriate consequence for continued infraction of rules.

An offense will be considered any infraction in a single 9-week grading period. A second violation of the Dress Code in the same 9-weeks would constitute a second offense, etc. In the spirit of grace, each student will start the new 9-weeks with no violations. The dress code for field trips and extra-curricular activities may be established by the teachers (subject to administrative approval) if required to be different for the activity.

## ELEMENTARY

### ATTENDANCE

- Students who are not in attendance prior to 10:30, will not be allowed to participate in any extracurricular activities that day including choir concerts, athletic events, scholars bowl meet, etc.
- Students are expected to be in school in order to do their best, be accountable for their time, and develop good work habits and to participate and gain from the dialogue of the class.
- When absences are necessary and known in advance, the parent is to inform the teacher or administrator.
- Advance notice of planned absence should be given to allow time for assignments to be given ahead when practical.
- When a child is absent one hour without prior notice, the student's teacher or school secretary will contact the parents.
- The student will have two school days for make-up time for every day he has missed. (Example: If George missed school on Thursday, he will have Friday and Monday to finish his make-up work.) The teacher may extend this if the circumstances are valid.

### TARDINESS

It is the responsibility of the parents to ensure that their child/children arrive at school on time each day. Tardiness to school or class creates a disturbance that disrupts the learning environment and is inconsiderate of others. Parents must make every effort to have their child to school on time. The office will not attempt to distinguish between "excused" or "unexcused" tardiness. Excessive tardies will be handled by the school administration.

**Start of School:** The school day begins at 8:10 a.m. All students are expected to be in their classes by 8:10 a.m.

**Discipline for Tardiness:** Students will receive one "free" tardy per quarter per class. Each subsequent tardy during a quarter will result in a telephone contact with the parents and possible suspension.

**Inclement Weather:** Students are not considered tardy if due to inclement weather.

### LEAVING DURING THE SCHOOL DAY

- Students who must leave during the day due to illness, appointment or non-school activity must check out through the office.

- Students that must leave before 10:30 a.m. will be counted absent for the school day. Students who leave after 10:30 a.m., but before 2:00 p.m. will be counted present for one-half day. Students leaving after 2:00 p.m. will be counted present for the day.
- Parents should come to the office to sign out their child. When a student returns after an appointment, they should sign back in at the office.

## **ELEMENTARY HOMEWORK**

Students who use their class time responsibly in grades 1-3 should not have more than thirty minutes of homework per night on the average. Students who use their class time responsibly in grades 4-5 should not have more than one to one half hours of homework per night. Wednesday nights are set aside for church activities; homework will be held to a minimum, set at the discretion of the teacher.

## **ELEMENTARY GRADING SCALE**

99-100	A+	78-79	C+
94-98	A	74-77	C
90-93	A-	70-73	C-
88-89	B+	68-69	D+
84-87	B	64-67	D
80-83	B-	60-63	D-
		0-59	F

## **ELEMENTARY DISCIPLINE POLICY**

### **I. DISCIPLINE AND EDUCATION**

Discipline is part of the education process. The advantage of having a child enrolled in a Christian school is that the child will not only gain in wisdom and knowledge but that his/her character will also be molded. To discipline is part and parcel of the educating process. Children will likely not remember all of the facts and lessons that teachers teach, but most of them will remember the incidents when they experience discipline. It is the character traits that are acquired at home and in school that will go with that child throughout life. (This is not written to in any way diminish the importance of academics.) This is why the Scripture so closely related the concepts of discipline and discipleship. Disciplinary incidents in the lives of children will be approached as teachable moments and dealt with as opportunities to mold the lives of young people. Thus, Heartland Christian School's main focus of discipline is to discipline our children to express positive behavior out of love for Christ, not fear of reproof.

### **II. PRINCIPLES OF DISCIPLINE**

#### **A. The Authority Principle**

*Proverbs 13:24 "He who spares the rod hates his son, but he who loves him is careful to discipline him."*

Though the rod can refer to corporal punishment in the above passage it can refer to much more than the rod. The rod was the shepherd's club used in defense of his sheep. Later, kings carried a rod (later referred to as a scepter) as a symbol of authority.

The main thrust of this verse is that parents (and those whom parents place in positions of authority over their children) are expected to exercise their authority. When parents enroll their children at Heartland Christian School they are placing their children under our authority with the expectation that we will exercise authority for the benefit of their children. Parents are therefore expected to be supportive of those they have chosen to serve in positions of authority over their children. Parents can expect their children to receive caring discipline at Heartland Christian School.

## **B. The Restitution Principle**

*Exodus 22:1* “If a man steals an ox or a sheep and slaughters it or sells it, he must pay back five head of cattle for the ox and four sheep for the sheep.”

*Luke 19:8* “But Zacchaeus stood up and said to the Lord, ‘Look Lord! Here and now I give half of my possessions to the poor, and if I have cheated anybody out of anything, I will pay back four times the amount’.”

If any property is willfully damaged, stolen or abused in any way by a student, school employee or parent, that person (not necessarily his/her parents) will be required to make full restitution as required by the administration. Failure to do so will be viewed as an unrepentant attitude and will be dealt with as such.

## **C. Principle of Basic Rules**

Though the school has developed specific rules concerning such things as appropriate, dress, gum chewing, etc., there are some basic rules which will be expected to be followed by the students. It is the attitude of the administration that when these rules are followed, the specific rules will become a non-issue for the majority of the students. Teachers are expected to post these rules in their classrooms:

- **Display an attitude of reverence for God and the things of God.**
- **Behave in a respectful manner towards people in positions of authority.**
- **Show kindness toward other students.**
- **Treat yourself with respect as a unique creation of God.**
- **Use property in an appropriate manner.**

**Note:** These rules are expected to be followed as a lifestyle, not only as school behavior. Behavior at school functions will be treated as in-school behavior.

## **D. The Matthew 18 Principle**

In Matthew 18, Jesus lays out some principles for disciplining one another. In verses 1-14, Jesus emphasizes the importance of humility and of not misleading children but rather bringing them to salvation. Verses 15-20 give us a divinely ordained procedure for discipline and inform us of the authority behind that procedure. Verses 21-35 outline Jesus’ understanding of repentance and forgiveness.

At Heartland Christian School it is our position that discipline be handled in a way that is redemptive rather than judgmental. It is always the goal to bring back the lost sheep and to not be a cause of stumbling for those entrusted to our care. Our discipline procedure has been adapted from verses 15-17 for use in the school and shall be adhered to as closely as possible. In our discipline we will always seek to bring about repentance and forgiveness.

### **III. DISCIPLINARY PROCEDURE**

*Matthew 18:15-17*      *“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’ If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.”*

At Heartland Christian School we will use the following adaptation of the disciplinary procedure outlined in the scripture above.

A demerit system has been established to assist the teacher and the child identify when a rule has been broken. A demerit system is not meant to be used as a tool to intimidate a child. Rather, it is meant to help them visualize the moral reasoning of the error and why they are expected to change their behavior. The demerit system is also meant to show what forgiveness, when there is a repentant heart, looks like. However, the demerit system is also meant to show that when there is not a change in behavior there are consequences that will arise.

#### **Cycle 1 “Just between the two of you”**

The teacher reproofs the student privately (not in front of the class) whenever possible. During this reproof the teacher outlines the unacceptable behavior, the moral reason why it is wrong, and how it is to change. This change should give evidence of repentance. Depending on the severity of the offense the teacher may decide to give a warning before giving the first demerit. If the same behavior continues, the teacher will meet with the child privately and explain the offense, explain again the moral reason, the correct behavior, and give the child one demerit. The teacher should record the incident.

#### **Cycle 2 “Take one or two others along”**

If, however, the behavior is not changed the student is brought to the administrator in charge of discipline with the record of the incident and expected student response. Parents are notified and have these two options:

- Within an hour and a half they appear at the school to administer the discipline.
- The student will be awarded additional consequences for that student's behavior as deemed appropriate by the administrator. (These consequences could be menial labor, in-school suspension, loss of privileges, etc.) On top of suffering these consequences the student will then be expected to fulfill the behavioral change expected by the teacher. The administrator will record the student's response to these consequences. If the student responds satisfactorily to the procedure in Cycle 2, the administrator and the teacher will offer words of forgiveness to the student. A record of the incident will be filed for legal purpose only and will have no bearing on future incidents.

### **Cycle 3 "Tell it to the church"**

Three demerits, for the same offense, in one month will constitute a meeting between the teacher, administrator and school board in order to evaluate the behavior and identify positive ways to help the child succeed in rising to the standard. Should the child refuse to show a repentant spirit by cooperating satisfactorily with the consequences of the administrator and/or refuse to fulfill the expected behavioral response of the teacher, that student will enter into Cycle 3. An up to 3-day In School Suspension (ISS) will be issued at the administrator's discretion. Upon disruption during the ISS the administrator may issue a 3-day suspension from school. At that time, if the problem cannot be resolved, the student will be expelled.

**Note: Any student, who, at this level of discipline appears to deliberately be taking advantage of the offer of forgiveness will be expelled.**

### **STANDARD OF CONDUCT**

Students are to conduct themselves at all time in a manner becoming to a Christian. All conversation should be in good taste, with students striving to edify and not to hurt. Intentionally annoying, hitting or fighting with other students is not allowed.

Students' attitude and behavior in the classroom should be oriented towards creating the best possible learning environment.

Students are expected to display appropriate behavior at all times. There will be no running or loud disruptive behaviors in the hall. Bathrooms should not be a place for loitering or play. There is to be no "wild" or "out of control" play at recess. At programs, students should be especially polite, treating those attending as our guests.

In cases of extreme behavior, these behaviors carry an automatic penalty. Any property that is defaced or stolen must be replaced by the offending party, in addition to other measures taken. Any student who leaves the campus without permission will be suspended for up to three days. Also, involvement with any illegal drugs, alcohol or smoking of tobacco is forbidden at any time. Any student who willfully violates this standard, even if it is not at school, will receive the maximum suspension. Any repeated offenses will mean automatic expulsion.

Students are not to bring any articles that distract from academics including radios, CD or tape players, hand held electronic games or playing cards. Students may not chew gum on school property.

## SECONDARY

### ACADEMICS

#### A. GRADING SYSTEM

- Academic progress is reported on a nine-week basis by letter grade.
- To calculate a student's cumulative grade point average (GPA), the letter grades are converted to a numeric system where F equals 0.0 points and A or A+ equals 4.0 points with .33 increments for pluses and minuses (For example, B+ = 3.33; B= 3.00; B-= 2.67). Final grades are then recorded on the student's permanent record. Transcripts are sent to colleges from the permanent record in fulfillment of college entrance requirements.
- The grading scale is as follows:

Superior:	A+	100
	A	93-99
Above Average:	A-	90-92
	B+	87-89
	B	83-86
Average:	B-	80-82
	C+	77-79
	C	73-76
Below Average:	C-	70-72
	D+	67-69
	D	63-66
	D-	60-62
Failing:	F	Below 60

#### 1. Academic Honors

An honor roll system is operated for grades 7-12. Grade point averages of 2.7 or higher for the quarter with no D's or F's enable a student to be placed on the honor roll. A student with a 3.5 or higher average is placed on the administrator's honor roll. No C's, D's, or F's are allowed in this case.

Seniors who have maintained a 3.5 GPA during the four years of high school will be graduated with honors; those with GPA's of 3.65

will be graduated with high honors; and those whose GPA is 3.8 or above will be graduated with highest honors.

**2. Valedictorian/Salutatorian**

Valedictorian will be required to have achieved a minimum of a 3.7 grade point average upon graduation. If no student has achieved this minimum, we would have a graduating class without a valedictorian.

Salutatorian will be required to have achieved a minimum of a 3.5 grade point average upon graduation. If no student has achieved this minimum, we would have a graduating class without a salutatorian.

**3. Total Student Award**

- a. Minimum of 3.25 GPA
- b. Positive Christian Attitude
  - 1) Positive behavior
  - 2) Obedient
- c. Respected by adults
- d. Respected by peers
- e. Responsible--Does the student fulfill responsibility given to him?
- f. Completion of tasks in a neat and timely fashion
- g. Church involvement
- h. Involvement in extra-curricular activities

**4. Courses Failed**

Students who have a semester course grade below 60 fail that course for that particular semester. Students who fail the following courses MUST make them up before proceeding to the next higher course: English, mathematics, foreign language, and science. When a BIBLE course is failed, it must be made up during the summer or the student will not return to Heartland Christian School.

**5. Drop/Add Policy**

Before a student can drop a class at the beginning of a semester he or she must first visit with the teacher. After that a form can be picked up in the office for signatures to be released. The signatures include the teacher for the class to be dropped, the teacher for the class to be added, the parents and the administrator. After 10 days have passed dropping a class will result in a "0" on the student's transcript.

**6. Homework**

The assignments given as homework in grades 7 through 12 are designed to develop initiative, responsibility, and self-discipline in learning. They provide an opportunity to practice and apply concepts learned within the classroom. Reading assignments often are given to allow the student to be aware of material before it is given in class. Both reading and writing assignments are necessary.

The penalty for failure to turn in an assignment when due may vary from teacher to teacher, but will commonly result in no credit given. Major assignments are usually depreciated a letter grade per day late unless there are extenuating circumstances. At the discretion of the teacher, an overdue assignment may be required to be completed without credit.

Lost textbooks, outside meetings, athletic contests, or failure to get the assignments are not valid excuses for turning in late assignments.

Homework will be held to a minimum that is due on Thursday so that students may attend a Wednesday night church service. We realize there are some services other nights of the week, but to accommodate the vast majority, Wednesday night was chosen.

## **7. Textbooks**

Almost all of the textbooks are on loan from the school. On the day of issuance the name of the student should be written on the inside cover of the book and on a sheet for the teacher's records. Books are to be covered, handled with care, kept in good condition, and kept free from all marks. Any fees associated with textbook damage should be paid prior to issuance of end-of-year report cards. Some hard-cover books or reading materials may need to be purchased by the student and thus become the student's property. Workbooks that are given out for particular classes also become the student's own property.

## **8. Bibles**

The New International Version has been selected for cohesiveness to our overall program. Each new student is issued one upon entrance to Heartland Christian School. That version will be used by the student in class and for memory work. If the parents feel more comfortable with the KJV, NKJV or NASV, they may also be used by the student for study or memory work. We do not recommend the use of paraphrases (i.e., Living Bible, The Message, Good News for Modern Man, etc.) for study work or Bible memory. While they can be of help in some ways to the student, he needs a more accurate version for class work and deep study.

## **9. Specific Policies - Seniors**

- a. Any senior that is failing a required course at the end of the first semester will not be placed on our

graduation list until that grade is brought up. A student still failing at the end of the third grading period should not plan on graduating.

- b. NO student shall receive a diploma from HCS without successfully completing Senior Bible, American Government and Senior English. These three classes must be taken in the regular classroom setting. Transfer or correspondence credits are not acceptable substitutes.
- c. Any senior who is expelled from Heartland Christian School for disciplinary reasons will not receive a diploma. There will be no tutoring or out-of-school work given to allow graduation.

## **10. Incompletes**

All incompletes must be made up within the first two weeks of the following marking period. A student who does not complete the work within the extension period will receive a zero. The grade for the course will be recomputed and marked on the student's report card.

Seniors must complete all late work for all subjects by 3 p.m. two school days before graduation or be excluded from participation in the commencement exercises unless there has been extended illness. In such a case, the diploma will be withheld until requirements are completed.

## **11. Exams**

Exams are held two times during the academic year--at the end of each semester. Senior High exams cover the semester's work and count for 20% of the semester grade. Junior high exams do not need to cover the entire semester's work but are major tests of exam caliber and figure into the final nine-weeks grade for the semester.

A special schedule is set up for exam week and a strict policy of attendance is in effect. Only an absence due to a major family emergency or serious illness of the student will be excused. Any unexcused absence will result in the reduction of the student's grade for each day of unexcused absence.

There will be absolutely no communication or transmittal of information of any type during the exam. Students who communicate information or cheat during the exam will receive a grade of "zero" for that particular test.

Teachers have the right to exempt students with an "A" average for the semester from taking the exam; however, the teacher has full discretion in deciding his particular exemption policy.

**12. Computation of Grades**

Marking period - Marking period grades are based on grades from the student's work within an nine-week period.

Semester grades - Junior high semester grades are based on the average of the two marking period grades.

Semester Grades - Senior high semester grades are based on the two marking period grades and the final exam grade. Each marking period grade counts 40% and the exam grade counts 20%.

**13. Graduation Requirements**

In order to receive a diploma from Heartland Christian School, a total of 24 credits in grades 9-12 must be earned. A credit is equal to one year's work for a class meeting five hours per week. The following minimum requirements must be met:

Subject	HCS	Preferred for College
Bible	4 credits	4 credits
English	4 credits	4 credits
Speech	½ credit	½ credit
Computer	1 credit	1 credit
Social Science	3 credits	3-4 credits
Math	3 credits	3-4 credits
Science	3 credits	3-4 credits
Health/P.E.	1 credit	1 credit
Electives	4 ½ credits	4 ½ credits
Foreign Language	-----	2 credits
Total	24 credits	26 credits

A minimum of six credits must be taken each year in grades 9-11. A minimum of five credits must be taken in grade 12.

## 14. Typical Schedule

Our schedule is based on a seven hour day. Understand that some subjects will alternate from year to year. A typical student schedule is as follows:

<b>FRESHMAN</b>	<b>SOPHOMORE</b>	<b>JUNIOR</b>	<b>SENIOR</b>
Bible	Bible	Bible	Bible
Algebra 1	Geometry/Algebra 2	Geometry/Algebra 2	Advanced Math
English 1	English 2	English 3	English 4
World Geography/ World History	World Geography/ World History	U.S. History/ American History	Government/ Family Living
Elective/Spanish 1	Spanish 1/Spanish 2	Spanish 2/Elective	Elective
Physical Science/ Biology	Physical Science/ Biology	Chemistry/Physics	Chemistry/Physics
P.E./Computer	Speech/Drama	Elective	Elective

## 15. Grade Standing

Students will be considered for promotion according to the number of credits they receive each year. A student will be considered as follows for each class:

Freshman	Less than 6 credits
Sophomore	Minimum of 6 credits
Junior	Minimum of 12 credits
Senior	Minimum of 18 credits
Graduation	Minimum of 24 credits

## 16. Academic Probation

Students whose grades fall below a 1.3 GPA for two marking periods in succession will be placed on academic probation. Probation is a serious step, and the student should realize the gravity of this status. The procedure for probation is as follows:

- a. A student is first placed on "danger of probation" status. This occurs when the student's nine-week GPA falls to 1.3 or below. At this point the student is declared ineligible for all extra-curricular activities, and the administrator meets with the student and closely monitors his work.
- b. Should the student's GPA fall below a 1.3 for the following nine-week period, the student is placed on probation for nine weeks. During this time, the "danger of probation" restrictions placed on the

student continue; however, the student is required to meet with the administrator and the parents of the student.

At the conclusion of the probationary period, a decision will be made by the administrator and teachers regarding:

1. the discontinuing of probation (student's GPA must be 1.31 or above);
2. the continuing of probation for one more marking period;
3. the recommending of withdrawal from school.

The administrator will meet with the parents of the student to discuss the school's recommendation.

## **B. MISCELLANEOUS ACADEMIC INFORMATION**

### **1. Field Trips**

Various classes take trips to interesting and educational places in the area from time to time. Parents will be notified in advance of these trips, as parental permission **MUST** be granted before a student can participate.

### **2. Transcripts**

HCS will provide two transcripts free of charge. All others require a fee of \$5.00, payable before the transcript is sent.

### **3. Mid-Term Reports**

After four weeks, a report is sent home indicating the student's current academic progress to that point and any situations of which the parents should be made aware.

Personal notes or phone calls may be sent or made by a teacher anytime during the marking period if the teacher feels that a parent needs to be alerted to a particular situation.

## **C. MEMBERSHIP**

Heartland Christian School is approved for operation by the Kansas State Department of Education and is a member of the Association of Christian Schools International.

## **D. ACCRETIDATION**

The state of Kansas does not require private schools to be accredited. **Error! Bookmark not defined.** has chosen not to seek accreditation from the state because we desire the freedom to make operational decisions for the school regarding class subjects, context, textbooks and time allotments independent of state mandate.

**Error! Bookmark not defined.** recognizes the distinct benefits of accreditation for the purpose of self-study and accountability, as well as for insuring a quality education for the families the school serves. Accordingly, the school has entered the accreditation process with the Association of Christian Schools International (ACSI) and has been granted candidacy. The candidacy period will be at the longest last until January 16, 2011 at which point hopefully accreditation will be granted. ACSI is a highly reputable organization whose accreditation process is in many ways, more stringent than that of various states and one that will allow us to maintain our distinctive mission.

Accreditation of a Christian school is not necessary for a graduate who wishes to enroll in a college or university. The basic criteria for college admission are student aptitude and achievement as determined through national standardized test. The instructional program of HCS is designed and implemented to allow it graduates to stand on their own academic achievements and merit.

## **ATTENDANCE INFORMATION**

If school is to be as useful as it is meant to be, regular attendance is essential. Most courses of study are sequentially developed and unnecessary absence hurts the student's ability to profit from what is offered. Moreover, a student's attendance record becomes a part of his permanent record. Many employers consider attendance as important as a student's grade point average. In order to convey to students and parents the importance we attach to education and to clarify attendance regulations at our school, the following regulations shall be observed by all students attending HCS.

### **A. EXCUSED ABSENCES**

#### **1. General**

- a. Illness
- b. Death within the family
- c. Family emergencies--This category refers to cases of family illness, hardships and unexpected circumstances.
- d. School activities

When a student has been absent for any reason, he is to bring a written excuse to the school office the first day back. The excuse needs to have the following information included: the name of the student, the date of absence, the reason for the absence, and a parent's signature. Absences with a written excuse will be treated as unexcused.

#### **2. Medical Appointments**

As often as possible, medical appointments should be made after school hours. If an appointment is necessary during school hours, a

note should be brought to the school office by 8:15 the day of the appointment.

**3. Other Appointments**

Appointments such as haircuts, shopping trips, etc. will not be excused during school hours. Any student leaving school for such reasons will have an unexcused absence.

**4. Family Trips**

Because the home is the center of the child's educational program, the school encourages family activities, which involve the student in fruitful learning experiences; however, it is vitally important that these vacations are taken during our school's vacation periods if possible. Any student that misses school due to family or church sponsored trips without **prior approval** from the administrator will receive 0's in all subjects during the time he is gone. *A written notice needs to be sent to the office and signed by the parents informing the school of the days their child will be out of school.*

*The student **must request** from each teacher the work he/she will miss in sufficient time in order to complete the assignment by the third day of his/her return to school. The policy for make-up work for absences in section 7 does not apply to family trips.*

**5. College Days**

Each student is allowed four days between his or her junior and senior year for college visitation. Students must submit to the office a parental permission request before the day of the trip. The request to visit must be valid and students may not abuse this privilege.

**6. Secondary Partial Day Absences**

The school day begins at 8:10 a.m. All students are expected to be in their classes by 8:10 a.m.

If a student arrives late for school, a note is needed or the student will be marked with an unexcused tardy. Students late more than one hour will be marked with a one-half day absence. Students out of school more than four hours will be given a full day absence.

Prior approval is needed for any early dismissal. Students are to turn in early dismissal notes to the school office by 8:15 a.m. Any exceptions must have the administrator's permission.

All students who arrive after 8:30 a.m. or who leave before school is out must sign in or out at the school office.

Students who are not in attendance prior to 10:30 a.m. will not be allowed to participate in any extracurricular activities that day including choir concerts, athletic events, scholar's bowl meets, etc.

Students who must leave during the day due to illness, appointment or non-school activity must check out through the office.

A student that must leave before 10:30 a.m. will be counted absent for the school day. Students who leave after 10:30 a.m., but before 2:00 p.m. will be counted present for one-half day. Students leaving after 2:00 p.m. will be counted present for the day.

## **7. Make-up Work For Absences**

When a student is absent, he has one extra day for each day missed to make up the work. For example, if a student misses a Tuesday, he has until Thursday to make up the work. The student, not the teacher, is responsible for the work missed. The teacher does not need to remind the student of his work. When an absence occurs, the student shall receive full credit for make-up work, unless it is turned in past the deadline stated above. If, however, a student misses only the day a test is given or an assignment is due, he is responsible to make up the work the first day he returns.

Any assignments or tests assigned prior to the absence which fall due on the date of absence or during the absence should be completed the day the student returns to school. If a parent writes a note stating that the student was unable to do any studying at all during his illness, the test could be delayed for one day by the teacher.

## **B. UNEXCUSED ABSENCES**

### **1. Truancy and Class Cuts**

Any student that leaves school without permission or incurs an unexcused absence will be subject to serious disciplinary action including parental conference and possible suspension. Repeated offenses will result in suspension, probation, or expulsion.

### **2. Make-Up for Unexcused Absences**

Class work and assignments due or tests given on the day(s) of unexcused absences will receive no credit for each day of class missed. Likewise, a student on suspension must complete all work with no credit given.

## **C. TARDINESS**

### **1. First period Tardiness**

Punctuality to the first class of the day is important. While unforeseen problems such as inclement weather may occur in getting to school on time, every effort

should be made to be in class before it begins.

A student is allowed two unexcused tardies per marking period. On the third and successive tardies, a detention will be issued and parents contacted. A sixth tardy may necessitate suspension. Additional tardies will be handled by the administrator and parents.

To be excuse, a tardy must be accompanied by a written excuse.

**2. Classroom Tardiness**

Students who arrive late to any class period are considered tardy unless accompanied by a note from the office or a teacher. The same disciplinary procedure will apply as stated for first period tardiness.

**3. Inclement Weather**

Students are not considered tardy if due to inclement weather.

**D. EXCESSIVE ABSENCES**

Any student who misses fifteen days or more of school per semester without school board approval will not be given credit for the semester's course work.

**E. EMERGENCY CLOSING OF SCHOOL**

When the administration cancels or delays the start of school due to inclement weather, the following radio and television stations will be contacted to broadcast the closure or delay.

KGCR	107.7 FM
KXXX	790 AM
KAKE TV	

**F. CLOSED CAMPUS**

**Error! Bookmark not defined.** is a "closed campus" community. Once students arrive they are to remain on campus through the school day, unless there has been written permission from their parent or guardian to excuse them earlier. Exception of open lunch for juniors and seniors for 2 days a week as per administration approval.

**SECONDARY CONDUCT AND EXPECTATIONS**

**A. DISCIPLINE CODE**

Discipline is part of the education process. The advantage of having a child enrolled in a Christian school is that the child will not only gain in wisdom and knowledge but that his/her character will also be molded. To discipline is part and parcel of the educating process. Children will likely not remember all of the facts and lessons that teachers teach, but most of

them will remember the incidents when they experience discipline. It is the character traits that are acquired at home and in school that will go with that child throughout life. (This is not written to in any way diminish the importance of academics.) This is why the Scripture so closely relates the concepts of discipline and discipleship. Disciplinary incidents in the lives of children will be approached as teachable moments and dealt with as opportunities to mold the lives of young people. Thus, Heartland Christian School's main focus of discipline is to discipline our children to express positive behavior out of love for Christ, not fear of reproof.

## **B. PRINCIPLES OF DISCIPLINE**

### **1. The Authority Principle**

*Proverbs 13:24 “He who spares the rod hates his son, but he who loves him is careful to discipline him.”*

Though the rod can refer to corporal punishment, in the above passage it can refer to much more than the rod. The rod was the shepherd’s club used in defense of his sheep. Later, kings carried a rod (later referred to as a scepter) as a symbol of authority.

The main thrust of this verse is that parents (and those whom parents place in positions of authority over their children) are expected to exercise their authority. When parents enroll their children at Heartland Christian School they are placing their children under our authority with the expectation that we will exercise authority for the benefit of their children. Parents are therefore expected to be supportive of those they have chosen to serve in positions of authority over their children. Parents can expect their children to receive caring discipline at Heartland Christian School.

### **2. The Restitution Principle**

*Exodus 22:1 “If a man steals an ox or a sheep and slaughters it or sells it, he must pay back five head of cattle for the ox and four sheep for the sheep.”*

*Luke 19:8 “But Zacchaeus stood up and said to the Lord, ‘Look, Lord! Here and now I give half of my possessions to the poor, and if I have cheated anybody out of anything, I will pay back four times the amount’.”*

If any property is willfully damaged, stolen or abused in any way by a student, school employee or parent, that person (not necessarily his/her parents) will be required to make full restitution as required by the administration.

### **3. Principle of Basic Rules**

Though the school has developed specific rules concerning such things as appropriate dress, gum chewing, etc., there are some basic rules, which will be expected to be followed by the students. It is the attitude of the administration that when these rules are followed, the specific rules will become a non-issue for the majority of the students. Teachers are expected to post these rules in their classrooms:

- **Display an attitude of reverence for God and the things of God.**
- **Behave in a respectful manner towards people in positions of authority.**
- **Show kindness toward other students.**
- **Treat yourself with respect as a unique creation of God.**
- **Use property in an appropriate manner.**

**Note: These rules are expected to be followed as a lifestyle, not only as school behavior. Behavior at school functions will be treated as in-school behavior.**

#### **4. The Matthew 18 Principle**

In Matthew 18, Jesus lays out some principles for disciplining one another. In verses 1-14, Jesus emphasizes the importance of humility and of not misleading children but rather bringing them to salvation. Verses 15-20 give us a divinely ordained procedure for discipline and informs of the authority behind that procedure. Verses 21-35 outline Jesus' understanding of repentance and forgiveness.

At Heartland Christian School it is our position that discipline be handled in a way that is redemptive rather than judgmental. It is always the goal to bring back the lost sheep and not to be a cause of stumbling for those entrusted to our care. Our discipline procedure has been adapted from verses 15-17 for use in the school and shall be adhered to as closely as possible. In our discipline we will always seek to bring about repentance and forgiveness.

### **C. DISCIPLINARY PROCEDURE**

*Matthew 18:15-17 "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church: and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."*

At Heartland Christian School we will use the following adaptation of the disciplinary procedure outlined in the Scripture above

#### **Cycle 1 "Reprove privately"**

The teacher reproves the student privately (not in front of the class) whenever possible. During this reproof, the teacher outlines the deviant behavior and expected student response. This expected response should give evidence of repentance. The teacher then records the incident and the expected behavioral response. If the student follows through with the expected response in an acceptable manner, the teacher notifies the student that he/she is forgiven and disposes of the record of the incident.

#### **Cycle 2 - "...take one or two others along..."**

If the student fails to follow through with the expected behavioral response, the student is brought to the administrator in charge of discipline with the record of the incident and expected student response. Parents are notified. At this level, the incident will be taken very seriously. The student will be awarded additional consequences for that student's behavior as deemed appropriate by the administrator (these consequences could be menial labor, detention, loss of privileges, etc.). On top of suffering these consequences, the student will be expected to fulfill the expected behavioral response by the teacher. The administrator will record the student's response to these consequences. If the student responds satisfactorily to the procedure in Cycle 2, the administrator and the teacher will offer words of forgiveness to

the student. A record of the incident will be filed for legal purposes only and will have no bearing on future incidents.

### **Cycle 3 - "...tell it unto the church..."**

Should the student refuse to show a repentant spirit by cooperating satisfactorily with the consequences of the administrator and/or refuse to fulfill the expected behavioral response of the teacher, that student will enter into Cycle 3. The student will be brought before a council consisting of the student's parent(s), the classroom teacher, and faculty representatives. The administrator will explain the situation that has transpired. A statement will need to be made by the student either indicating a repentant spirit or a spirit of rebellion. It is expected that a repentant expression will be followed by fulfilling the consequences and behaviors expected in Cycles 1 and 2. A rebellious spirit or a failure to satisfactorily follow through with behavioral expectations and/or consequences will result in an out of school suspension (length to be determined by the administrator), disciplinary probation and possible expulsion of the student from Heartland Christian School. Should the student decide to cooperate during the third cycle, he/she will be forgiven and restored. Records of the incident will be filed for legal purposes only and will have no bearing on future disciplinary procedures. Parents may appeal to the school principal and finally to the Board if in disagreement with the disciplinary action.

**Note: Any student who at any level of discipline appears to be deliberately taking advantage of the offer of forgiveness will be considered unrepentant and moved immediately to the next cycle of discipline.**

## **D. DISCIPLINE POLICY**

### **1. Classrooms**

Teachers will establish rules concerning general student behavior in their own classrooms that will contribute to positive learning experiences. Deliberate disobedience, cheating, lack of courtesy, incomplete homework, violation of any of the behavioral guidelines, tardiness, or other offenses will be handled according to the school's disciplinary procedures. Recurrent or unusual situations, such as major violations, will be referred to the administrator. At this time, the student has entered Cycle 2 and possibly Cycle 3 depending upon the severity of the situation. Examples of major violations include insubordination (refusal to comply with reasonable requests of school personnel or disrespect to school personnel); willful destruction/defacement of school or private property; use of profane or obscene language or actions; truancy; theft; use/sale/possession/distribution of drugs, alcohol or tobacco products; possession or use of fireworks or explosives; inciting and/or contributing to the disruption of the school program; forgery; endangering the health or safety of others; and behavior in action and word that occurs on or off campus that is antagonistic to the basic goals and objectives of the school. Penalties for such violations, depending on their severity and frequency, include denial of certain privileges, suspension, probation or expulsion from school.

### **2. Detention**

Detention is a special time after school set aside for those having a problem with classroom rules. Students will be given at least one day's notice. Arrangements will be made with the teacher. Missing a detention will cause it to double. A detention will take priority over a student's extra-curricular or athletic schedule.

### **3. Probation**

Probation gives a student an opportunity to correct a problem. If he does not improve to a satisfactory level, he will be expelled or asked to withdraw from school. The problems for which a student would be placed on probation are:

- a. Academic (see Academic Section of Handbook)
- b. Attitude--a rebellious spirit which is unchanged after much effort by the teachers or a continued negative attitude and wrong influence upon other students.
- c. Disciplinary--continued deliberate disobedience to a teacher or of school rules or committing a serious breach of conduct inside or outside of school which has an adverse affect upon the school's testimony.

### **4. Application of Probation**

#### **a. Notification of Probation**

1. A conference is held including parent(s), teacher(s) and administrator to give notification and explanation of the probation.
2. A letter explaining probation and making suggestions for parental action is sent to the parents after the meeting.

#### **b. Limitations of Activities**

A student on probation may not participate in extra-curricular activities and will relinquish all positions of trust and responsibility while on probation.

#### **c. Length of Probation**

Probation is for nine weeks. It begins immediately after the conference. If the problem deteriorates to a great extent, the probationary period will come to an end ahead of time and expulsion will take place.

#### **d. Evaluation at the End of the Probationary Period**

1. A student is removed from probation and restored to full status upon the recommendation of his teacher(s) and the

decision of the school administrator if satisfactory progress is seen. Parents will be notified at a conference.

2. If the administrator, teacher(s), and board do not feel that sufficient improvement has been made, the student will be expelled.
3. Parents have the opportunity to share relevant information affecting the decision at any point of the procedure.

## **5. Suspension**

Suspension is a period of time during which the student is not allowed to attend classes or any extra-curricular activities due to a major violation of the behavior code.

### **a. In-School Suspension**

The student comes to school but works on a specific project in the office for the day. Accumulation of five detentions during a quarter requires a one-day "in-school" suspension. No credit is given for class work missed, but class work is still required to be completed.

### **b. Out-of-School Suspension**

For more serious violations, the length will be determined by the administrator.

All other particulars listed under probation also apply to suspension.

## **6. Expulsion**

Students will be expelled from the school when the parents will not cooperate with the school or when probationary conduct deteriorates to a new low point. See also the "Major Violation" Section.

## **7. Re-admission to school after expulsion**

Once a student is expelled, he may not re-apply for admission for the remainder of the school year. Re-application will be at the discretion of the administrator. At that point the student will go through the same channels as a new student; however, he re-enters the school under a probationary status which is defined to both the student and the parents at a conference and in a written format.

## **E. RESPECT**

A student at HCS will show respect at all times for God, His Word, and prayer. He should display this respect in chapel services, specifically, through reverence and an absence of talking.

A student will also show respect for authority. Each student is expected to cooperate fully with the administration, faculty, and staff, and observe all regulations set by the school. Any disrespect for authority shown by attitude, actions, or words, will result in disciplinary actions.

## F. CODE OF CONDUCT

One necessity of life is control. Every area of life has it. The Christian life is one of control--not merely self-control, but CHRIST-CONTROL! True joy is found in submitting to Him and taking His "yoke" (Matthew 11:23-30). It is by outward control that we learn self-control. By submitting to the authority of the home, school, and church, we learn to yield to Christ. Each student's conduct should be brought into harmony with the principles of God's Word.

Christian conduct is expected of students at all times (both on and off campus). Remember, you are representing the Lord and Heartland Christian School and its standards twenty-four hours a day.

It is not our attempt to provide a long list of items, which the student cannot do, however, several areas demand attention:

1. **Use of coarse of vulgar language** and practices, which would be detrimental to a Christian's, character and body, such as use of tobacco, alcohol, or illegal drugs is not permitted. Use or possession of these will subject the student to immediate suspension and are grounds for dismissal.
2. **Social dancing** can present a number of problems for the Christian young person. With this in mind, **Error! Bookmark not defined.** has chosen NOT to sponsor dances of any kind.
3. **Exposure to movies, music, television and literature** should be carefully chosen and should be supervised by the parents in accordance with Phil. 4:8.

## G. SOCIAL CONDUCT FOR SCHOOL & EXTRA-CURRICULAR ACTIVITIES

Our present society has moved away from godly standards, which have controlled the relationships between men and women in the past. The natural desires of man are being allowed to run their course with a minimum of control. People in the world today criticize high standards as being "old-fashioned" or "unnecessary in our day," especially regarding associations between boys and girls. The cry that "everyone is doing it" does not provide reason that is right.

In view of the fact that even Christians are plagued by moral problems and loose relationships which cater to the desires of the flesh, Heartland Christian School seeks to discourage excessive attention to one person during school hours. That also detracts from a student's main purpose for being at Heartland Christian School.

Wholesome, God-glorifying relationships, however, are encouraged. Our aim is not to squelch good boy-girl relationships, but rather to maintain conduct, which is within the bounds of good taste, and regard for the conscience of those around us.

The following policies have been established to encourage proper conduct with the opposite sex:

1. Students should refrain from bodily contact that is generally associated with the "boyfriend/girlfriend" relationship.
2. Heartland Christian reserves the right to advise and/or discipline the student with regard to any relationship which:
  - a. violates item 1;
  - b. is not conducive to Christian growth;
  - c. is affecting the academic performance of the student. (This applies to all regulations concerning appearance and conduct.)

#### **H. AM I MY BROTHER'S KEEPER?**

The Biblical answer to this question is "YES!" For example, we are warned that we should discipline our own actions so we do not cause others to stumble. We are called to follow the example of Christ and to be SERVANTS OF ONE ANOTHER (John 13:1-16; Philippians 2:1-8). We need to express love through encouragement and sympathy, especially when the other person is "down". We ought to help others solve their problems and go out of our way to give friendship, particularly to the lonely.

We are not to be gossipers or to be destructive with our tongues (Colossians 3:8). We can badly hurt others (or be hurt ourselves!) by criticism and tale-bearing. Even as our standards for music, dress and social relations are obviously out of step with society, Christian concern for others is even more radical--and one in which we all need more of God's grace!

We also have much to learn about our response to the wrongdoing of others. There are times when it is necessary to "report" someone (i.e., when someone or something is in danger). There are many times, though, when we see or hear wrongdoing by others and it is definitely not right to "squeal". In Matthew 18:15-17, we are told that we ought to go to the offender, after making our own hearts right before God, and help him get things straightened out. This takes strong courage but God will honor it!

If, after going to the offender, there is no response, we are told to go again and to take others with us. Since we have twice gone to the offender, there is no question of "squealing". If we do not follow through on our responsibilities, we could hurt our brother by allowing him to get deeper into sin, to hurt others, and to hurt our way of life at the school.

## **Computer Network & Internet Access: Acceptable Use Policy**

### **Purpose**

*To let the peace of Jesus Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. Let the word of Jesus Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns and spiritual songs with gratitude in your hearts to God. And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus Christ, giving thanks to God the Father through him. Colossians 3:15-17*

Provision of advanced technologies and Internet access are consistent with Heartland Christian School's stated goal:

*The primary goal of Heartland Christian School is to train students spiritually. It is our desire to be the extension of the Biblical and educational training begun in a Christian home. To obtain this purpose we have the following objectives:*

*Heartland Christian School seeks to encourage its students to reach their highest 1) spiritual, 2) intellectual, 3) social, 4) cultural, and 5) physical potential. We seek to present the truth about God, life and the world.*

This policy is intended to set the framework for ensuring these tools are used to advance our Primary Goal.

The primary purpose of the computer network is educational. The network serves as a resource for enriching teaching and learning objectives at Heartland Christian School. Approved uses of computers and the computer network are intended to enhance the established curriculum. Users are responsible for ensuring that their activities conform to Heartland's standards as an institution of Christian education, in obedience to Biblical teachings.

The network is not for any private, commercial or business, or political use.

### **Network Usage Fee**

School owned laptop computers - \$75.00 per school year. These funds will go into an account to cover network usage, computer maintenance costs and to help fund technology in future years. Personal owned laptop computers - \$50.00 per school year, network usage fees.

### **Internet Filtering and Supervised Use**

*Be very careful, then, how you live - not as unwise but as wise, making the most of every opportunity, because the days are evil. Therefore, do not be foolish, but understand what the Lord's will is. Ephesians 5:15-17*

Heartland Christian School will employ filtering technology in an attempt to prevent intentional or unintentional access to inappropriate Internet content. In addition, Heartland Christian School will oversee Internet access through adult supervision. Even though Heartland Christian School may use technical means to limit student Internet access and provide supervision, these limits do not ensure a foolproof means for enforcing the provisions of this acceptable use policy.

### **Responsibilities of Parents and Guardians**

*Children, obey your parents in the Lord, for this is right. Honor your father and mother - which is the first commandment with a promise - "that it may go well with you and that you may enjoy long life on the earth." Ephesians 6:1-3*

Good Internet habits are learned. They are not intuitive. Our stewardship of the Internet at school should be reinforced with good habits at home. We encourage parents to establish rules for Internet use at home consistent with rules at school.

### **Passwords**

If a password is assigned to a student, that password should remain secure. Passwords should not be shared or transferred. **All users of the network will be held accountable for their use of the computer, including any use of a computer by someone using their password.**

### **Privilege**

*But if you fail to do this, you will be sinning against the Lord; and you may be sure that your sin will find you out. Numbers 32:23*

All use of the computer network is a privilege and not a right. All users assume responsibility--personal, legal, financial, and otherwise--for their actions while using the computer network and while accessing Internet content over the school network. **Inappropriate use can result in cancellation or restriction of access privileges, in addition to disciplinary or possible legal action.**

All students and parents must sign and return a *User Agreement and Parent Consent Form*, which will indicate agreement with this Acceptable Use Policy.

### **Acceptable Activities**

*Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy--think about such things. Philippians 4:8*

Students are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students are expected to abide by the following rules of network etiquette:

- Students are responsible for appropriate behavior when using computers and the Internet.
- Treat computers and other technical equipment with respect.
- Abide by all copyright laws.
- Report accidentally accessed unacceptable materials or an unacceptable Internet site.

### **Unacceptable Activities**

*Therefore, my dear friends, as you have always obeyed -- not only in my presence, but now much more in my absence -- continue to work out your salvation with fear and trembling, for it is God who works in you to will and to act according to his good purpose. Philippians 2:12-13*

- Involvement in any activity prohibited by law.
- Transfer or storage of large files without permission.
- Attempting to establish a commercial venture on the network.
- Involvement with online games or gambling.
- Storing and/or transferring obscene, pornographic, or sexually explicit materials.
- Transferring “chain” type letters.
- Sharing passwords.
- Leaving a computer open or unattended without approval.
- Accessing any area of the school network without permission.
- Interfering with normal and proper network operations.
- Interfering with normal and proper Internet access/operations.
- Refusal to grant access to files or directories used during school hours; regardless of their actual location (this includes personal email accounts, if used at school during school hours).
- Accessing computer files of other students or staff.
- Copying protected software without authorization or permission.
- Loading software of any kind without approval and permission.
- Conduct on the Internet or over the network that is harmful, harassing, or otherwise offensive to others.
- Abuse or damage to computer equipment or software, especially if due to direct violation of these rules.
- Downloading any file for any reason without specific approval from the system administrator or teaching personnel.
- **Using the network or Internet access for personal or entertainment purposes without approval or permission.**

### **Personal Computers**

The use of personal computers on the computer network is prohibited without proper authorization from the network administrator.

**Professional Liability**

The administrator and teaching staff at the school are not responsible for the actions or activities of students while using the computer network. While students will be supervised while using the network, it is impossible for the system administrator or teaching personnel to control or supervise the activities of every student at all times.

**Policy Changes**

Interpretation, application, and modification of this *Computer Network & Internet Access: Acceptable Use Policy* are within the sole authority and discretion of Heartland Christian School. Any questions or issues concerning these policies and regulations should be directed to the administrator at the school office.

## User Agreement and Parent Consent Form

As a user of the Heartland Christian School computer network, I hereby agree to comply with the *Computer Network & Internet Access: Acceptable Use Policy*, while honoring all relevant laws and restrictions.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I have read the *Computer Network & Internet Access: Acceptable Use Policy*. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

\_\_\_\_\_  
Parent Name (Print)

\_\_\_\_\_      \_\_\_\_\_  
Parent Signature      Date

## ACTIVITIES

### A.      ATHLETICS

At HCS, athletics are designed to play a vital role in the development of one's physical body, character, and spiritual nature. It is hoped that as many students as possible will be involved with a team. As a Christian school, it is hoped that our students will set a higher standard in behavior, dress, competition and attitude. We are being watched by the community. They want to see if there is anything different in the way we act and in the way we play. We belong to Jesus Christ; thus, we are commanded to be His ambassadors and to do all things in His name.

This applies to "fans in the stands" as well. Let your parents know they are being watched, also. Colby wants to see how the fans will react to bad officiating or poor sportsmanship by a player on the other team. We must guard against anything that would bring disparagement upon the name of Christ. Our adversary would do anything to cause the name of Christ to be brought under criticism. We desire to show forth Christ to the community through us.

### **1. Eligibility**

Students must have passing grades in all subjects and a "C" average overall to be eligible for athletics. If the student is declared academically ineligible, the student may not participate in any contest for one week (Monday through Saturday). If the student is ineligible for three weeks during one season, he is off the team.

### **2. Awards**

At the sports' banquets, awards will be given both for performance and for character.

\* For any other information, please see the athletic handbook

## **B. SMALL GROUPS**

Small groups are led by the juniors and seniors to take the role of leadership to the high school and junior high students. This will be a time of mentoring and discipleship to the needs of each of the HCS students. These students will be supervised by their homeroom teachers. All materials/curriculum given out will need prior approval from the administrator.

## **MISCELLANEOUS**

### **A. FIRST AID**

The school is equipped to handle minor problems. If a student becomes ill, parents will be contacted to make arrangements to pick up the child.

**B. MEDICATION**

When medication is necessary in order for a student to remain in school, a medication request form signed by the family physician and parent must accompany the prescription medication or treatment to be administered by school personnel. Over the counter medication may be administered when a medication request form has been signed by the parent. **We cannot supply aspirin or other medication.**

**C. HEALTH RECORDS AND IMMUNIZATIONS**

Each new student must have verification submitted to the school that all required immunizations are up-to-date. This **must** be on file with the school within 15 days of initial enrollment.

**D. LOCKERS**

No student should ever enter another student's locker. Lockers are inspected periodically. They must be kept clean and neat. Nothing may be posted on the outside of the lockers and anything posted inside must be morally and ethically acceptable to the administrator. Food, other than sack lunches, is not to be kept in the lockers. The administration reserves the right to check the lockers at any time. The student(s) occupying the locker is (are) responsible for any damage done to the locker.

**E. AUTOMOBILES**

The use of an automobile is a privilege at HCS. The following guidelines must be followed:

1. Safety is foremost. A warning will be issued if a car is mishandled. A second time will require forfeiture of automobile privileges for two weeks. A third time will require forfeiture for the year.
2. No students are permitted in the parking area or cars during school hours or lunch hour without permission.
3. Students will respect the property rights of the school's neighbors.

**F. PUBLIC BUSES**

Bus service can be provided by the Colby Public Schools at no cost to you. If you desire to use the Colby Public School buses, please call the school office and we will give you more information. Students that use the Colby buses are reminded that they are to be a positive testimony at all times while on the bus.

**G. VISITORS**

Visitors are welcome at HCS. The student making the visitor's request should take the responsibility of acquainting the visitor with our standards of dress and conduct. Prior approval (one day) must be obtained

Parents wishing to visit classes are certainly welcome, but please contact the school office in advance.

#### **H. GUIDANCE AND COUNSELING**

Students should feel free to request an appointment with the High School Principal to assist them in academic or personal problems.

Testing, as well as interpretation and evaluation of test scores is available to all students. The ACT and SAT are taken at Colby Community College. Application forms for college testing, requests for transfer of test scores, transcripts, and work permits are all available in the office.

#### **I. CONFERENCES**

Parent-teacher conferences are scheduled twice annually to assist in communication between school and home. Of course, at any time of the year a parent may request a conference. A teacher may likewise request a conference from time to time.

#### **J. TELEPHONE USE**

All school telephones are designed for school use. If it is essential that you call home, you must obtain permission from school personnel. Teachers and students should not be called during school hours unless there is an emergency.

#### **K. CLASS RINGS**

Students who are freshmen or above may order class rings. Usually a deposit is required.

#### **L. LOST AND FOUND**

Lost and Found is located in the office.

#### **M. AWARDS**

An Awards Day is held at the end of the school year with awards given on the basis of achievement and character.

#### **N. ELECTRONIC EQUIPMENT/PLAYING CARDS**

Students should not bring radios, tape recorders, TV's, CD players, electronic games, MP3, I Pod's, playing cards, or anything, which would detract from the educational atmosphere to school except with prior permission of the administration.

**O. CELL PHONE**

Cell phones shall be left in the locker and set to silent. Students are not allowed to use these phone during the school day.

**P. LUNCH PERIOD**

- All food is to be eaten in the lunchroom.
- Each student is to clean up his/her area when finishing lunch.
- Courtesy and good manners should be in evidence at all times.
- All trash is to be placed in trash containers.
- Students are expected to remain in the commons unless working in a classroom or on business in the office.
- Each student will be placed on a cleaning schedule. They will be expected to assist their partner with clean-up duties during their assigned week.

**Q. BEFORE & AFTER SCHOOL**

Upon entering the building, students will report directly to the Commons Area until the teacher on duty dismisses them at 8:05 a.m. All students are asked to leave promptly at the end of the day unless there are practices.

**R. GUM AND FOOD**

Students are not to chew gum anywhere in the school building. No food is to leave the commons, it is to be eaten there. These offenses are subject to detention.

**S. OFF LIMITS**

The entire building is off limits on the weekend or other days off unless school personnel are present for supervision. The personnel would then be responsible for shutting of all the light and securing the building afterwards.

**T. CARE OF PROPERTY**

Heartland Christian School belongs to God. The way the property is maintained and cared for is important in affecting the Christian testimony of the school and its students. Willful damage, defacing to or destruction of school property will not be tolerated. All damage must, of course, be paid for, whether willful or accidental.

**U. LIBRARY**

A growing library is part of our school and much work has gone into making it a valuable addition to our program. We must use and not abuse it.

- Books are checked out at the circulation desk.
- Reference books may not leave the library at any time.

- Students who abuse their library privileges will be restricted from the use of the library.

#### **V. CHURCH ATTENDANCE**

Believing that our role at HCS is to assist the home and the church in the task of training young people, we feel that it is of utmost importance for all of our students, with their families, to be in regular attendance at their church. We do not feel that we are working in harmony with the home if the family is not active in its local church.

#### **W. FIRE DRILLS**

State law requires periodic fire drills. At the sounding of the fire alarm system, each student should leave his room and walk, single file, to the designated place as outlined by the plan for that room. All doors and windows should be closed. Silence must prevail during the entire procedure. Students are to stay together in their particular area outside with the teacher. Roll call will be taken, and a report sent to the principal. Students are to remain in their group until dismissed by their teacher.

#### **X. TORNADO WATCHES AND WARNINGS**

1. Should a tornado warning be issued, no student will be dismissed from school unless under the supervision of that child's parent.
2. If a tornado watch is in effect at the close of school there will be no after school activities. All students will depart for home at the completion of the school day.
3. Parents may pick up students at their discretion under the tornado watch or warning.



