

# Parent/Student Handbook

## HEARTLAND Christian School



**Educating Lives for  
Eternity  
Est 1995**

Updated for 2021-2022

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## The Crusader Way

**The Crusader Way** is a set of values based on the vision of the Heartland Christian School founders. This vision, characterized by a central focus on Christ, wrapped in academics, wrapped in extracurricular, is the foundation for **The Crusader Way**.

### A Crusader...

Embraces God's **Truth**

Strives for **Excellence**

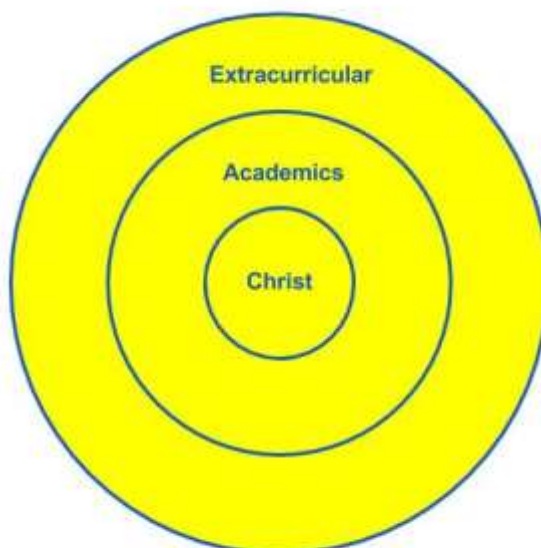
Demonstrates **Leadership**

Values **Scholarship**

Exhibits Christ-like **Character**

Actively Pursues **Service**

### The Crusader Way Model



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# I. Introduction to Handbook

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## PURPOSE OF THE

The Parent/Student Handbook was developed to answer many of the commonly asked questions that parents and students may have during the school year. Because the handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information – it is available anytime from Heartland Christian School’s website, [hcscolby.org](http://hcscolby.org). This handbook is a valuable reference during the school year, as it provides clarity when questions arise.

The school reserves the right to interpret the content of this handbook, including the rules and regulations governing the academic and nonacademic conduct of students. This handbook is not a contract, nor is it intended to be so construed. Our school reserves the right to modify and/or amend the content of this handbook at any time during the year. If any written modification or amendment is made to this handbook, it will be made available to parents and students.

If you have any questions about the handbook or any of its policies, please contact Administrator Larry Gabel.

## VISION

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.

## MISSION

Heartland’s mission is to fulfill our vision by encouraging its students to reach their highest spiritual, intellectual, social, cultural, and physical potential. We seek to present the truth about God, life and the world.

## MEMBERSHI

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.

## ACCREDITATIO

The state of Kansas does not require private schools to be accredited. Heartland Christian School 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.

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 Heartland Christian School is designed and implemented to allow our graduates to stand on their own academic achievements and merit.

## LETTER TO PARENTS AND

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

## WHAT WE

### Biblical Education

There are many good reasons for enrolling your child in a Christian school. However, the reason that is above all others is that God requires parents to educate their children according to His principles. Note God's instructions...

**Deuteronomy 6:6-7** - "And these words which I command you this day shall be in your heart, you shall teach them diligently to your children, speaking of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise up."

**Proverbs 22:6** - "Train up a child in the way he should go: and when he is old, he will not depart from it."

**Ephesians 6:4** - "And, fathers, do not provoke your children to anger; but bring them up in the discipline and instruction of the Lord."

**Colossians 2:8** - "Be careful that no one spoils your faith through intellectualism or high sounding nonsense, guided by human tradition, following material ways of looking at things, instead of following Christ."

**Jeremiah 10:2** - "Thus says the Lord, 'Learn not the way of the heathen.'"

**Proverbs 19:27** - "Cease listening, my son, to discipline, and you will stray from the words of knowledge."

### Statement of Faith

1. We believe in one God, eternally existent in three persons: Father, Son and Holy Spirit.
2. We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true Man.
3. We believe 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.

4. We believe 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.
5. We believe 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.
6. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God.
7. We believe in the bodily resurrection of Christ and His ascension to Heaven, and His present work as high Priest and advocate.
8. We believe in the personal return of Jesus Christ.
9. We believe in the bodily resurrection of the just to everlasting blessedness, and the unjust to everlasting punishment.

### School Unity

Even though a variety of denominations are represented among our staff and school families, God has blessed Heartland Christian School with much unity. We are exhorted in Ephesians 4 to walk worthy of the position that we have in Christ, “endeavoring to keep the unity of the Spirit in the bond of peace.”

Our goal is to keep Jesus Christ at the center of everything we do. God continues to bless our school because of this goal. We do not compromise on the central message of God’s Word and fully support our published “Statement of Faith.” We want to teach interdenominationally and thus we are aware that as a group of believers some differences in beliefs exist. It is important for parents to realize that when denominational issues are raised at school, our teachers are instructed to refer the students to their parents or pastor for discussion and guidance. 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. By keeping our focus on Jesus Christ, we “major” on the central message of God’s Word. Our prayer is that each plan made and each lesson taught will be done in such a way that the Lord Jesus Christ receives all of the glory and honor.

### Philosophy of Heartland Christian School

The real difference between a Christian school and the public school is philosophy. While the public school is based on a **man-centered philosophy**, Heartland Christian School holds a **God-centered philosophy** of education, one that is based upon the Word of God. The primary objective and purpose of the school is to train students in the way of life presented in the scriptures while giving them a quality education.

**Our educational philosophy is based on a Christian worldview that comes from the truths found in the infallible, inerrant, and inspired Word of God. We recognize the Bible to be authoritative, reliable, and the final source of truth. Colossians 1:16 declares, “All things were created by Him and for Him; He is before all things, and in Him all things hold together.” Therefore, true education must begin and end with God.**

Education can most effectively be accomplished in an environment that recognizes that all truth is God’s truth. We emphasize this fact and stress the development of an eternal perspective of life. We strive to provide an environment in which the individual student can mature spiritually as well as achieve academic excellence. Pupils are directed not only in the acquisition of knowledge and skills, but also in the pursuit of worthy interests, ideas, and attitudes essential for Christian maturity. We want to develop the complete individual spiritually, mentally, physically, and socially (Luke 2:52)

The academic program, through the traditional approach, emphasizes the progressive understanding of the fundamental blocks necessary for high achievement in the program of studies. Emphasis is placed



upon the acquisition of facts and concepts in the areas of study, leading to the development and exercise of the powers of reasoning. Realizing the difference in innate ability, we encourage and expect students to do their best. We believe the traditional system of education educates the mind, builds character, and teaches the value of living under a free enterprise system of government.

We believe that the heart of character training is obedience (deciding to do right), which will eventually cultivate inner self-discipline and is essential to the emotional, physical, social, and spiritual well-being of the student. The teacher is the authority in the classroom. To obey, to do right, and to always measure one's attitudes against scriptural principles are goals we strive to instill in students to equip them for carrying out God's plan for their lives.

Scripture clearly teaches that parents are responsible for their children's education and discipline. **The school is not a substitute for the home, but is an extension of it, and operates as one means through which parents fulfill the responsibility the Lord has given them.** We believe that our nation, homes, and schools are strengthened when our educational process points the young to Jesus Christ and teaches character and patriotism along with faith in God.

### Spiritual Emphasis

- 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*)

### Academic Emphasis

- 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, including reading, writing, speaking, listening and using 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*)

### Social Emphasis

- 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, 1 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, 1 Peter 3:1-7*)

### Cultural Emphasis

- 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*)

### Physical Emphasis

- 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. (*Psalms 139:14, Colossians 2:18-19*)

## SCHOOL

Two farmers leaned against the tailgates of their pickups and talked of the coming school year when their children would enter those magic years. They wished they had the choice to send their kids to a Christian school. But, you see this is Northwest Kansas. The population is sparse. How could there be a Christian school in Northwest Kansas? Would there ever be enough families committed to Christian education to make it work? They talked to a few more guys and a committee was formed to pursue the idea. After much prayer and seeking the Lord's will, a meeting was announced in February of 1995. This meeting would give the committee an idea of how much interest was actually out there, and if they should pursue this idea at all. To their amazement, 17 families were represented at the first meeting. The answer was definitely a "YES." Yes, there were enough families committed to Christian education in Northwest Kansas to have a Christian School education choice.

By the summer of 1995, there were three teachers and 28 students on board. The Mingo Bible Church building was suitable for classroom space, a lunchroom, parent meetings, and school programs. The generosity of that congregation allowed for an agreement to use their facilities. Heartland Christian School (a 501 © (3) organization) officially began September of 1995.

By 1996 there were nearly 60 students enrolled and the church building was outgrown. We had to have one class in the basement of a nearby home. Something had to be done. We were able to purchase three modular classroom buildings from the Colby Public Schools. The modulares were moved to Mingo by tractors in February of 1997. Two modulares were classrooms and one was an office/classroom. By 1998 it was apparent that Heartland Christian School needed the leadership of a full-time administrator. God graciously provided. The Board also began to pray about a permanent location for the school. On June 4, 1999, an anonymous gift of \$250,000 was given to the school. It was then decided that the gift would be earmarked for a permanent location for Heartland. After months of research and prayer, a bid of \$120,000 was made on the old Colby Plaza, an abandoned 78,000 square foot shopping center and 7 acres of land on West Highway 24 in Colby which was in bankruptcy. This property had last sold for \$800,000! The bid was rejected. After more prayer and believing firmly that they were following God's lead, in June of 2001 the board resubmitted a bid of \$125,000 which was miraculously accepted. That means each square foot of the initial HCS building cost \$1.61. However, the work was just beginning. One generous day, a former electrician felt led to take a sabbatical year from his current job as a spray pilot to give his time and attention fully to the renovation project. Another dad with a construction business brought in his construction crew and worked between his other jobs. Between these two men and numerous other volunteers, remodeling was completed and HCS began its first day of school at its new site in Colby on August 27, 2002. What a delight to see 56 children walking through the doors on their first day of school! New families were added during the school year, and by the second semester there were 61 students enrolled at Heartland Christian School

The 2003-2004 school years brought another exciting change as a high school program began with the addition of ninth grade. Another high school grade was added each new school year until the high school program was complete. As of September 2003, 68 students were enrolled from preschool through ninth grade. Another exciting addition this school year was the newly formed basketball program. One of the board members became the acting athletic director and volleyball was added to the HCS athletic program the fall of 2004.

The school continues to reach out to Christian families of all denominations and emphasize the teaching of biblical truths to all facets of life to this day.

## INVESTING IN HEARTLAND

We offer opportunities for staff, parents, alumni, grandparents, and community partners to invest in the students at Heartland Christian School through volunteering and participating in our annual "Partners for the Future Banquet", BBQs, Amazon and Dillions programs, and planned giving.

Our goal is to support classroom, program, and campus initiatives to offer students the opportunity to develop their specific gifts and talents, while they grow into Christin leaders who serve their communities and country. **This effort requires that every family partner with Heartland through volunteering and giving.** Every investment makes a difference! If you would like more information on how you can partner with Heartland Christian School, please contact Larry Gabel, Administrator, at 785-460-6419, or visit our website at [www.hcscolby.org](http://www.hcscolby.org).

## ADVANCEMENT

One of the ways to get involved and participate at Heartland Christian School is to volunteer or attend our Heartland family events throughout the year. If you would like more information on volunteering or any of our activities, please contact Larry Gabel, Administrator, at 785-460-6419, or visit our website at [www.hcscolby.org](http://www.hcscolby.org).

#### Event Highlights for the 2020-2021 School Year

- School wide campout
- Partners for the Future Banquet
- Fall/Spring BBQs
- Teacher Appreciation Week

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## **II. Medical Guidelines**

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The Heartland Christian School office assists students in their health needs during regular school hours. The office strives to provide care that is as unobtrusive as possible to maximize students' time in class.

Parents will be called when a student shows up to the office sick. The students should not be sent to school ill as outlined below.

#### IMMUNIZATIO

Students are required to have their medical records and immunizations on file and up-to-date by the beginning of each school year. Students whose records remain missing or incomplete two weeks after the start of school or after they enroll will not be allowed to continue attending classes until the requirement is met. Please communicate with your Doctor if you are unsure of your child's immunization due dates.

#### ILLNESS

Do not send your student to school with a temperature of 100 degrees or more, or with persistent vomiting or diarrhea. For students who become ill while at school, they must come to the office and have a parent called. Students must be free of fever without fever-reducing medicine for 24 hours before returning to school.

#### MEDICAL

The Emergency Medical Information form must be completed each year so that specific steps may be identified and taken should a student become ill or have an accident at school for which immediate treatment is necessary. This form must be completed before the first day of school. Please update any changes in these records during the year by contacting Deena Bandy in the office at 785-460-6419.

#### MEDICATION

The Medical Authorization form for over the counter medications must be updated through the office each year, authorizing the office staff to dispense any medication allowed by the parents. All medication, prescription or non-prescription, must be sent to the school.

Before any medication can be dispensed, the following criteria must be met. Medication must be in the original container with prescription label and must be accompanied by a written request that includes the student's name, name of the medication, dates to be given, times to be given, dosage, date of request, and signature of the parent or guardian. Non-prescription medicine must also be in the original container with the original label and the student's name. Heartland Christian School will not accept medication in unlabeled bottles, baggies, etc., or medication sent without a written request for dispensing.

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### III. Additional Guidelines

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#### ENROLLMENT AND

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.

The following items and regulations are required for all students (new and returning) each year in order to be placed on the class roster for the next school year:

1. Thoroughly read the *Handbook*
2. Return the completed student application
3. Payment of nonrefundable enrollment fee (**\$125 per student**) if newly enrolling (*due at the time of application is received*); nonrefundable reenrollment fee (**\$125 per student**) if reenrolling (*due on the Spring enrollment dates set by the school*)
4. A signed release from for Heartland Christian school to send to the student's former school for all previous school records
5. 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
6. Parents must indicate a willingness to be involved in school activities
7. 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.
8. The **first grading period** will be probationary for **all new students**.
9. The school administration has the authority to give a diagnostic test for new students. This test will determine the grade placement of the student.

**All enrollment/re-enrollment of Heartland Christian School students is based solely on the school board's approval. Faculty, teachers, coaches, and administrator evaluations of the students will be considered in the board's final decision.**

#### CHANGE OF PERSONAL

Any change of address, phone number, or email address, including employment or emergency information, should be reported immediately to the school office at 785-460-6419.

#### COMPLAINT

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.

1. **Give the staff the benefit of the doubt. Realize that the child's reporting may be emotionally biased and may reflect only one side of the story.**
2. Realize that we have reasons for all rules, and we endeavor to enforce them as consistently and fairly as possible. **Please do not criticize the school, faculty, staff, administration, and/or coaches in front of your children**, as this criticism will reduce their respect for authority in general, resulting in less willingness to obey and cooperate.
3. Support the administration and call us concerning the situation. We ask that you pray for the teachers and staff. Support them with your love and praise. The teachers and staff are dedicated to training your children in the way they should go, resulting in upright character and behavior.

#### Handling a Problem

- Express it promptly to avoid ill feelings and friction that would hinder you as a Christian. Jesus says that you cannot properly worship or serve God if there is a disagreement between you and another. (*Matthew 5:23-24*)
- Tell it to the right person, which is the other teacher(s) directly involved.
- Unresolved problems would then be reviewed with the teacher(s) 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.

## CONDUCT AND STANDARDS OF

The goal of our discipline standards is that students will mature, becoming less dependent on rules to govern behavior, and more dependent on a personal, internal ability to do what is God-pleasing and right.

### 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:

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

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.

### Standards of Behavior

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. 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. The rules and standards set forth in this section apply to conduct whether on or off school premises.

To ensure a clear understanding of what is expected of Heartland Christian School students, the following specific rules have been established:

1. Students will abide by the above basic rules.
2. Students are to conduct themselves at all time in a manner becoming to a Christian.
3. According to Ephesians 4:29, students’ conversation should be in good taste, with students striving to edify and not to hurt. Cursing and other vulgar or inappropriate language will warrant disciplinary action.
4. Students will not participate in harassment, bullying, fighting, or causing misery for other students.
5. Parents are advised that if their children are chronically tardy or absent because of carpooling, it is their responsibility to make other transportation arrangements.
6. Students will not chew gum on the campus to help maintain the cleanliness and appearance of our facilities.
7. Students will refrain from public display of affection anywhere on the school grounds or in vehicles used for school activities. This policy includes holding hands, putting arms around one another, etc. (see the section “Social Conduct for School & Extra-Curricular Activities for additional information).

8. Inappropriate magazines, books, pictures, or other inappropriate materials including knives or other weapons will not be permitted on the campus, in cars being used for school functions, or at any school-sponsored activity.
9. Students may not use cell phones (see the section “Cell Phones, Laptops, iPads, and Other Similar Electronic Devices” for additional information), radios, tape recorders, media players, headphones, cameras, video cameras, electronic games, roller blades, skateboards, or other devices during school.
10. *Courtesy is a must.* Running and yelling are not allowed in the building. Students are expected to be courteous to fellow students, teachers, staff, and visitors.
11. Bathrooms should not be a place for loitering or play.
12. There is to be no “wild” or “out of control” play at recess
13. Students’ attitude and behavior in the classroom should be oriented towards creating the best possible learning environment.
14. Possession, use, sale or distribution of alcohol or tobacco (including but not limited E-cigs and vaporizers “vaping”) in any form on campus or in connection with a school-related activity is strictly forbidden and may result in expulsion.
15. Possession, use, sale, or distribution of any unlawful or prescribed narcotic, dangerous drug, controlled substance, E-cigs, vaporizers or any illegal or threatening device such as fireworks is strictly forbidden and may result in expulsion.
16. Students will show respect at all times for God, His Word, and prayers. Students should display this respect in chapel services, specifically, through reverence and an absence of talking.
17. *Students will show respect and not defy the authority of the administration, faculty, coaches, and staff. Any disrespect for authority shown by attitude, actions, or words will result in disciplinary actions.*
18. *Students will treat school property and personal property of others with respect and care. Any damage brought to the buildings, grounds, textbooks and classroom supplies, or furnishings of Heartland Christian School must be repaired and/or replaced at the expense of those causing the damage. Students will be subject to disciplinary action if they willfully or negligently bring harm to school property.*
19. Exposure to movies, music, television, phones, internet, Facebook, social media, and literature should be carefully chosen and should be supervised by the parents in accordance with Philippians 4:8.
20. Students will abide by the driving and parking rules.
21. Any student who leaves the campus without permission will be suspended for up to three days.
22. Actions or attitudes should not conflict with or contradict the spiritual or behavioral guidelines of Heartland Christian School.

**The conduct of a Heartland Christian School student should be exemplary both on and off the campus.** The reputation and good name of the school and, more importantly, of the Lord Jesus Christ, should be considered at all times. Our testimony at home, school, and play is important. As a Christian school, we desire that our students maintain a Christian testimony at all times, which includes dressing modestly at Heartland functions, on or off campus. These guidelines are addressed further under the dress code section.

*The handbook does not and cannot define all types and aspects of student behavior; however, the administration and board have the responsibility to set forth general policies, rules, and regulations to help each student function well at Heartland. In addition, teachers and coaches within the classroom or pertinent activity may establish additional rules and regulations that are consistent with those established by the administration and board. Students should demonstrate a lifestyle that reflects the biblical perspective of integrity, appropriate personal and family relationships, academic conduct, and moral behavior.*

***“It is by his deeds that a lad distinguishes himself if his conduct is pure and right.” Proverbs 20:11***



### Social Conduct for School and Extra-Curricular Activities

Heartland Christian School believes that biblical marriage is limited to a covenant relationship between a man and a woman. The Heartland Christian School Statement of Faith expects students to maintain a lifestyle based on biblical standards of moral conduct (see Required Policies section). The biblical and philosophical goal of Heartland Christian School is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at Heartland Christian School, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behavior. Thus, Heartland Christian School retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 20:13, Romans 1:27). Moral misconduct, includes, but is not limited to, promiscuity and homosexual/bisexual behavior, transgender behavior, any other violation of the unique roles of male and female, public displays of affection, and substance abuse.

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.

Students should refrain from bodily contact that is generally associated with the "boyfriend/girlfriend" relationship.

Heartland Christian School reserves the right to advise and/or discipline the student(s) not conforming to any of Heartland Christian School's above stated standards, behaviors that are not conducive to Christian growth, any involvement with sexual activity, and/or behaviors that are affecting the academic performance of the student (This applies to all regulations concerning appearance and conduct). Appropriate disciplinary action, which may include immediate suspension/expulsion, will be given at their discretion.

Heartland Christian School believes that all have sinned and fall short of the glory of God and should seek redemption through confession, repentance, and faith in Jesus Christ. Students who are struggling in their faith in these areas listed above are encouraged to seek help from school administration, Christian guidance counselors, and/or ministers within the church.

### 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.

## REQUIRED

### Non-Discriminatory Policy

Heartland Christian School admits students of any race, color, and national and ethnic origin to all the 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, or national and ethnic origin in administration of its educational policies, admission policies, tuition assistance programs, and athletic and other school-administered programs.

### Physical Privacy & Sexuality Policy

#### **I. Purpose**

In light of Heartland Christian School's statement of faith, statement on marriage and sexuality, and Student Handbook, and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain school discipline, this policy is enacted to advise members of the Heartland Christian School community of their duties with regard to use of restrooms, locker rooms, showers, and any other Heartland Christian School facilities where individuals may be undressed in the presence of others.

#### **II. Definitions**

Sex means the biological condition of being male or female as determined at birth.

Member of the Heartland Christian School community means any Heartland Christian School employee, volunteer, student, parent, or visitor.

#### **III. Sincerely Held Religious Belief on Sexuality**

Heartland Christian School's sincerely held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's sex is a rejection of the image of God within that person.

#### **IV. Policy**

Notwithstanding any other policy, Heartland Christian School restrooms, locker rooms, and showers designated for one sex shall only be used by members of that sex.

In any other Heartland Christian School facilities or settings where members of the Heartland Christian School community may be undressed in the presence of others (e.g., changing costumes during school theatrical productions), Heartland Christian School shall provide separate, private areas designated for use by members of the Heartland Christian School community based on their sex.

Heartland Christian School recognizes there may be instances where members of the Heartland Christian School community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God's Word and His plan for their lives. Heartland Christian School encourages members of the Heartland Christian School community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's Word.

Heartland Christian School will at all times interact with members of the Heartland Christian School community according to their sex. A member of the school community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Ephesians 4:15).

A member of the Heartland Christian School community who openly and unrepentantly rejects his/her sex, either in or out of school, is rejecting the image of God within that person – behavior that dishonors the Holy Trinity and the Word of God. Such behavior constitutes a person's failure to adhere to his/her commitment to abide by the behavioral standards established by Heartland Christian School, which is cause for terminating his/her privilege of membership in the Heartland Christian School community.

To preserve the function and integrity of Heartland Christian School and to provide a biblical role model to members of the Heartland Christian School community and the community-at-large, it is imperative that all members of the Heartland Christian School community agree to and abide by this policy.

### Drug-Free School Requirements

No student shall manufacture, distribute, dispense, possess, use, purchase, or be under the influence of any of the following substances on school premises, off-premise, or at any school-related activities, functions, or events:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Tobacco (including but not limited to E-cigs & vaporizers "vaping")
- Any glue, aerosol paint, or any other chemical substance that could be abused by inhalation.
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

A student need not be legally intoxicated to be considered "under the influence" of a controlled substance. Students who violate this prohibition are subject to expulsion and may be referred to appropriate law enforcement officials for prosecution.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or non-

prescription drugs must notify the school office. All medications to be taken during the day are to be kept in the school office.

Heartland Christian School reserves the right to use drug detecting dogs on school campus without prior notice.

### Sexual Harassment

All students are expected to treat one another courteously with respect for the other person's feelings, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop. All students and teachers are prohibited from engaging in offensive verbal or physical conduct of a sexual nature.

### Hazing

Although students are encouraged to participate in school-related athletics, clubs, associations, organizations and other groups, they are prohibited from all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional or physical discomfort, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness to participate. Hazing activities include, but are not limited to, acts of personal servitude (i.e., forced labor or service); sleep deprivation; restrictions on personal hygiene; yelling; swearing; insulting or demeaning verbal abuse; being forced to wear embarrassing or humiliating attire; consumption of vile or other nonfood substances; consumption of alcohol; smearing of skin with vile substances; brandings; writing or marking on one's skin or clothes; physical beatings; paddling or other physical abuse; performing sexual simulation or sexual acts; stunts or dares that could result in physical injury or harm to a person's mental, emotional, or social well-being; any act in violation of the law or school policy; and any other activity that could fall within the definition of hazing. If parents think a particular activity could possibly be hazing, then it probably is. If the parents are unsure, then they need to contact the administrator and ask. A student violates this policy whenever he or she engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off school property. Each student is also responsible for immediately reporting any hazing activity or plans of any hazing activity to the administrator. The failure to make such a report is also a violation of this policy.

### Complaint Procedure

Students and/or parents are encouraged to discuss any questions or concerns about sexual harassment with the administrator. Students who believe they have been or are being subjected to any form of sexual harassment by a teacher or another student as defined above shall bring the matter to the attention of the administrator. However, no procedure shall require the student alleging such harassment to present the matter to the person who is the subject of the complaint.

### Anti-Bullying Policy

Any repeated, unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance is considered bullying and will not be tolerated at Heartland Christian School under any circumstances. Bullying will be dealt with swiftly and appropriately.

### Child Abuse Policy

Heartland Christian School is required by law to report within 48 hours any allegation of child abuse to the proper governmental authority of the State of Kansas when Heartland has cause to believe that a student's physical or mental health or welfare has been or may be further adversely affected by abuse or neglect.

Heartland Christian School is expected by its families to communicate with them regarding the well-being of the children. The school administration is placed between the parent and the state, acting on behalf of the parent and in accordance with the law. Therefore, Heartland Christian School is responsible to both.

### Investigations

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor, and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including, without limitation, pending criminal charges, the school reserves the right to take action, including proceeding without a statement from the student or to require the student to withdraw from school.

### Off-Campus Behaviors

The school does not wish to unnecessarily involve itself in a student's off-campus behaviors. However, the school's rules and regulations apply at all times a student is enrolled in school. In addition, the school reserves the right to take action to the extent that off-campus behaviors impact the individual's ability to continue at school or impact other students' or employees' ability to be comfortable at school. We expect students to avoid all types of behaviors, including behaviors that may be harmful to one's body, self-esteem, or health. As examples, off-campus Internet activity; criminal activity; sexual activity; use of drugs, alcohol, or tobacco; or remaining in a situation where these are known to be present may result in a student receiving disciplinary action, up to and including dismissal from school.

### Social Media and Social Networking Policies and Procedures

Away from school property: It is not our goal to regulate a student's personal online activities when not on school property or at a school-related event. Please understand, however, that certain activities might impact a student's relationships with other students, school employees, or school rights that we do reserve the right to regulate. All students should ensure they are familiar with school's conduct policies to avoid any online communications that might violate those policies.

For example, you should ensure that your online activities do not violate a school policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If you post or say something online that makes another student feel uncomfortable, your activity may result in an investigation and possible discipline.

Students should also be aware that teachers and the administrator periodically check such sites and may determine that off-campus behavior violates the school conduct code by making disparaging or negative comments about the school, administration, or faculty members in a manner that is disruptive to the school's educational mission or activities.

In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, sexual actions, etc.) is prohibited.

Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the school, or otherwise disclose information online that the school would find offensive or inappropriate if posted in the school's printings. Finally, students are not permitted to disclose any confidential information of the school, employees, students, parents, or activities online.

### Inspection Policy

The school reserves the right to inspect and conduct a search of any place or item on school campus or at a school-related event including, but not limited to, a student's locker, book bag, backpack, vehicle,

computer/Chromebook, or personal electronic devices. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by the school administrator. Inspection of electronic devices includes, laptops/Chromebooks, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, etc., whether such message or information was sent over the school's system or any personal account such as Yahoo, AOL, Gmail, etc.) Further, the school has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the school's rules, community standards, and/or local, state, or federal law.

## CELL PHONES, TELEPHONE USE AND

### Cell Phones

Cell phones shall be set to silent and checked in at the office upon arrival at school. Students are not allowed to use these during the day. The owner may pick up phones at the end of the day. Apple watches or any other electronic devices shall be turned into the office also.

### 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 and make the call from the office. Teachers and students should not be called during school hours unless there is an emergency.

### Electronics

All electronics that are non-school issued need to be turned in to the office or left in your vehicle. Students should not bring any form of electronics, which would detract from the educational atmosphere to school except with prior permission of the administration.

## VISITORS, DRIVING, BUSES, AND

### Visitors

Visitors are welcome at Heartland Christian School. 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.

### Driving

The use of an automobile is a privilege at Heartland Christian School. 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.
- 4) Keep your speed low and watch for others.
- 5) Please do not use cell phones while driving on campus.

- 6) Please do not cut through the parking lot not belonging to Heartland Christian School. Only use Heartland's two driveways.

### 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.

### Parking

During school hours, please do not park right in front of the front door windows. This area is only used for dropping off and picking up students. All areas may be under surveillance.

See Elementary School Policies for Arrival/Dismissal Procedures.

## SCHOOL MEETINGS, VOLUNTEERISM, AND

### All School Meetings

At Heartland Christian School, all parents, grandparents, faculty, staff, and board members are asked to show up to the All School Meetings. These meetings are held once each quarter. These meetings are used to serve staff and parents by promoting fellowship and volunteerism, as well as offering insight about the school throughout the year.

### 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. In order for the fourfold purpose of parent-teacher conferences to be accomplished, it is strongly recommended that both parents attend.

#### **The purpose of parent-teacher conferences is fourfold and is stated as follows:**

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

### Volunteerism

Heartland Christian School encourages every parent to volunteer and make a difference in the HCS community. The volunteer opportunities promote interaction among parents, faculty, staff, and students. To learn about more ways to get involved and volunteer, please contact the school office.

### Workdays

To keep tuition down, Heartland Christian School schedules workdays throughout the school year. This is another opportunity for parents to get involved, make a difference, and help maintain Heartland Christian School.

## NEW FAMILIES

New families' integration into the "Heartland Family" is an important part of a new student's experience here at school. There are many events throughout the year to assist new families in this, including school

campout, orientation supper, and “Tears and Cheers” Coffee on opening day. If you have any questions about life at Heartland, please contact the school office.

### TIPS FOR EFFECTIVE

- 1) Give your children proper parental affection. Put your arms around your kids and tell them often that you love them.
- 2) Make sure your children are not overcommitted to extra activities. Be sure they have adequate time for schoolwork and sleep.
- 3) Spend time with your children. Far more than material things, your children need your undivided attention. Try turning off your TV set a few hours in the evening.
- 4) Discipline your children. “Foolishness is bound up in the heart of a child; but the rod of correction shall drive it far from him” (Proverbs 22:15). Proper discipline of your children begins by disciplining your own life.
- 5) Keep promises you make to your children. If you promise a day with your family, keep it. If you promise you will discipline your youngsters for infringement of a family rule, keep your promise. Consistency and integrity begin at home.
- 6) Train your children to be accountable for their actions. Arguing on their behalf and defending them serves as a roadblock to their developing accountability.
- 7) Do not criticize those in authority over your child. The attitudes you reflect toward God’s servants will be mirrored in your children’s attitudes.
- 8) Don’t tease your children. Intimidation, sarcasm, or embarrassment of any kind can have a devastating effect on a child’s emotional well-being.
- 9) Train your children to be courteous and friendly, but to be very selective when it comes to making close personal friends. Parents are responsible for the total environment of their children.
- 10) Train your children to be accountable for their actions. Teach them the biblical grace of apologizing and seeking forgiveness if they harm or offend another individual. If they lie or steal, require them to make full restitution with God and those against whom they have sinned.
- 11) Train your children to be accountable for their words. Children can be extremely cruel to each other by their words. If left untrained, they may develop an argumentative manner of speaking with teachers, parents, and others. That is a negative pattern that could hinder them all of their lives.
- 12) Show an interest in what your children are learning at school. Discuss with your children the subject material they are studying in the classroom. What your children learn in school is interesting!

**“Children are a heritage from the Lord, offspring a reward from him. Like arrows in the hands of a warrior are children born in one’s youth. Blessed is the man whose quiver is full of them. They will not be put to shame when they contend with their opponents in court.” Psalm 127:3-5**

### WEATHER

Weather conditions may cause the school to be closed or alter the regular schedule. When the administration cancels or delays the start of school due to inclement weather, the information may be obtained through the following sources: KGCR (107.7 FM), KXXX (100.3 FM), KAKE TV, NWKS Radio Facebook page, HCS Facebook page, and HCS website ([www.hcscolby.org](http://www.hcscolby.org)).

### WITHDRAWAL FROM

If any student withdraws from Heartland Christian School, the parent is financially responsible and obligated to pay any outstanding bills. The parents should notify the school office if the student withdraws from school. It takes a minimum of one full working day to process a withdrawal; therefore, it is essential that parents make their request prior to the date of withdrawal.



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## IV. Financial Information

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Heartland Christian 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 and fifty dollars (\$250) will receive a receipt from the school office.

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 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.

### APPLICATION AND STUDENT

#### Registration Fee

There is a \$125 per student registration fee due at Spring enrollment dates set by the school. Registration fees are non-refundable.

#### Athletic Fee

There is a \$125 athletic fee per student/per sport. These fees are due at the start of each athletic season. Uniforms will not be issued until fees are collected.

#### Secondary Computer Fee

There is a \$100 per student computer fee. These funds help cover network usage fees, computer maintenance costs, and new technology when needed.

### TUITION PAYMENT

#### Option 1

Pre-pay the full amount of the school year. Total payment must be received by the first day of school. Books will not be issued to the student until the tuition is paid in full.

#### Option 2

Pre-pay the full amount of a semester. Total payment of the first semester must be received by the first day of school and payment of the second semester must be received by the day school resumes in January. Books will not be issued to the student until the semester tuition is paid in full.

#### Option 3

Sign-up for monthly auto debit (ACH). Tuition payments will be drawn on the first, tenth, or twentieth of each month. Tuition can be spread out throughout twelve months (June through May). Books will not be issued to the student until ACH is set up.

### TUITION

#### F.A.S.T.

Heartland Christian School provides tuition assistance to families with demonstrated financial need, who desire to make Christian education a priority for their family. Located on the school website, [hcscolby.org](http://hcscolby.org),

is a F.A.S.T. (Financial Aid for School Tuition) logo to click on and apply. This is a 3<sup>rd</sup> party that will collect the necessary information to determine eligibility. There is a registration fee for F.A.S.T.

### Ministry Discount

A ministry discount is available to those families in ministry. The ministry discount and financial assistance may not be combined.

### ACE Scholarships

Each year, Heartland Christian School is awarded a set number of ACE Scholarships for **new** Heartland families from K-12<sup>th</sup> grade (this includes children entering Kindergarten from Heartland's Preschool program). Applicants must meet the Free and Reduced Lunch Guidelines in order to qualify. These scholarships are open until filled. Applications can be picked up in the school office.

Contact the school office at 785-460-6419 for any questions regarding tuition assistance.

*Generally, tuition assistance **does not** exceed 50% of the actual tuition cost.*

\*\*\*The current tuition payment schedule is available in the Heartland Christian School office.

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## V. Academic Information

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### ACADEMIC

As students progress through the Junior High and High School programs, they will make some important decisions. Students choose the electives and activities that enrich their academic and social lives, the test to take for college entrance, and so on. The administration is here to help students set their academic and career goals, build their academic record (college classes included), and navigate through the college application process.

- College scholarship information is available for students
- Transcripts for juniors and seniors may be requested (first 2 transcripts are free of charge)
- Students are advised concerning current and future academic goals

College preparatory counseling involves the organization of the student's program of studies, prerequisites for most colleges, providing of information about the college entrance testing program (SAT, ACT – taken at Colby Community College), and facilitating the college application process.

### ACADEMIC

The school recognizes students who have excelled in academics at the Awards and Activities Banquet near the end of the school year.

#### Honor Roll

Students are honored with the A/B Award for students who have earned all A's and B's all year long. The Principal's Award is awarded to students who have earned all A's all year long.

#### President's Award

The "President's Award for Educational Achievement" is awarded to fifth graders, eighth graders, and seniors who have maintained a GPA between 3.0 and 3.49 for their entire Elementary, Junior High, or High School careers respectively. The "President's Award for Educational Excellence" is awarded to fifth graders, eighth graders, and seniors who have maintained a GPA above 3.5 for their entire Elementary, Junior High, or High School careers respectively.

#### Total Student Award

A total student award goes to a High Schooler and is awarded based on the following...

- Minimum of 3.25 GPA
- Positive Christian Attitude (positive behavior and obedient)
- Respected by adults
- Respected by peers
- Responsible (does the student fulfill responsibility given to him/her?)
- Completion of tasks in a neat and timely fashion
- Church involvement
- Involvement in extra-curricular activities

### ACADEMIC

All students at Heartland Christian School in grades 6-12 are required to achieve minimum grade requirements. 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:

- 1) 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.
- 2) 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.

## CLASS

In the spring of every year, the administration begins the scheduling of classes for the following year. Our schedule is based on an eight-period day. Understand that some subjects will alternate from year to year.

## CLASSROOM

The following are common guidelines to follow within the classroom...

- 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.
- Be in your classroom before class start time or you will be considered tardy.
- Raise your hand for permission to speak or permission to get out of your chair.
- Show respect for the teacher at all times.
- Come to class prepared with textbook, notebook, paper, pen or pencil, and assignment book.
- No candy, gum, food, or drinks are allowed in the classroom, except water in a closed container.
- Always use the standard heading, that teachers provide, on papers, quizzes, and tests.
- Proper spelling, punctuation, penmanship, and sentence structure are required. Written work is a reflection of the student.
- Work must be neat and complete to be accepted.
- Failure to turn daily homework in on time may result in a grade of “0”.
- Work done poorly or sloppily may be returned to the student to be redone and is subject to a lower grade. This policy is true for daily homework, quizzes, or tests.
- If you are absent, it is your responsibility to get the notes from a classmate and turn the assignments in on time (one day allowed for each day absent).
- The teacher will dismiss class, not the bell. Push your chairs in and leave the room in an orderly manner.

## EXAMS AND EXAMINATION EXEMPTION

Exams are held two times during the academic year, at the end of each semester. 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.

Only an absence due to a major family emergency or serious illness of the student will be excused when missing a semester exam. Any unexcused absence will result in the reduction of the student's grade for each day of the unexcused absence.

There will be absolutely no communication or transmittal of information of any type during the exams. Students who communicate information or cheat during the exams will receive a grade of "0" for that particular test.

Ninth through 12<sup>th</sup> grade students may be exempt from final (end-of-course) examinations by subject if they have met the following criteria:

- Student has an "A" average for the semester, however, the teacher has full discretion in deciding his/her particular exemption policy.
- Student's conduct has not required exceptional disciplinary action. Determination of eligibility is at the discretion of the Administrator.
- Student absences may not exceed the allowed number of absences per semester.

### GRADE POINT AVERAGE (GPA) AND CLASS

Marking period grades are based on grades from the student's work within a nine-week period. Secondary semester grades are based on the average of the two marking period grades.

Academic progress is reported by a letter grade. The student's GPA is determined on a 4-point scale that includes the following courses taken for grades 9-12: Bible, English, Social Studies, Science, Math, Foreign Language, Speech, Computer, Health/P.E., Electives, and Dual Credit courses. To calculate a student's cumulative grade point average (GPA), the letter grades are converted to a 4-point scale 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.

**Note:** Grades earned at Heartland Christian School, as well as, dual credit grades earned at a college will be included in the student's GPA.

Seniors who have maintained a 3.5 GPA during the four years of high school will graduate with honors, those with GPA's of 3.65 will graduate with high honors, and those whose GPA is 3.8 or above will graduate with highest honors.

### GRADING

#### Secondary

	Grade	Letter Grade	Grade Scale
Superior	100	A+	4
	93-99	A	4
Above Average	90-92	A-	3.67

Average	87-89	B+	3.33
	83-86	B	3
	80-82	B-	2.67
	77-79	C+	2.33
Below Average	73-76	C	2
	70-72	C-	1.67
	67-69	D+	1.33
	63-66	D	1
Failing	60-62	D-	0.67
	Below 60	F	0

### Elementary

Grade	Letter Grade	Grade	Letter Grade
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

### GRADE

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
- Graduate            Minimum of 24 credits

### GRADIATION

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 four periods per week. **A minimum of four credits must be taken in grade 12.** The chart below provides the number of credits needed for each subject area to receive a diploma.

Subject Area	HCS Diploma (24 Credits)	College Preferred (26 Credits)
Bible*	4	4
English*	4	4
Speech	1/2	1/2
Computer	1	1
Social Studies*	3	3-4
Math*	3	3-4
Science*	3	3-4
Health/P.E.	1	1
Electives	4 1/2	4 1/2
Foreign Language	----	2

\*Specific requirements exist for satisfying credits in the areas indicated above.

They include:

Bible: Understanding the Faith (2 Years), Understanding the Culture, Understanding the Times

English: English I, II, III, and IV

Social Studies: Geography, World History, American Government (required course), U.S. History

Math: Geometry, Algebra II, Financial Peace/Consumer Math

Science: Physical Science, Biology, Chemistry/Physics

**Note:** Diplomas and transcripts are available when all textbooks, library books, and athletic equipment is returned and any outstanding library fines, athletic fees, and/or tuition charges are paid. Textbook and Chromebook replacement costs must first be resolved and any detentions and/or in-school suspensions must be served prior to receiving diplomas and transcripts.

## SENIORS

- 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.
- NO student shall receive a diploma from Heartland Christian School 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.
- 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.

## VALEDICTORIAN AND 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.

## TIMELINE FOR COLLEGE

Below is a recommended timeline for college admission.

Begin Search _____	10 <sup>th</sup> Grade
Conduct Intensive Research and Begin Visits – Narrow Choices to Five _____	11 <sup>th</sup> Grade or Before
Take Practice SAT or ACT _____	9 <sup>th</sup> , 10 <sup>th</sup> , and 11 <sup>th</sup> Grades October
Continue Intensive Research and Narrow Choices to Three – Revisit _____	11 <sup>th</sup> Grade Spring
Take SAT and/or ACT _____	11 <sup>th</sup> Grade Early Spring
Retake SAT/ACT if necessary _____	11 <sup>th</sup> Grade Late Spring
Send College Applications Revisit with an Overnight Stay in a Dorm _____	Summer before the Senior Year
Retake SAT/ACT if necessary _____	12 <sup>th</sup> Grade Fall
Complete Financial Aid Form Deadline in May _____	12 <sup>th</sup> Grade January/February
Make Final College Plans Advanced Placement Exams _____	12 <sup>th</sup> Grade April/May

## HOMEWORK/MAKEUP

### Secondary

Homework is considered an essential part of the academic program. The assignments given as homework in secondary 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.

Assignments are due at the start of class. Any homework assignment turned in after the assignment is collected will be counted as late.

It is very important that students do the assigned work every day and turn it in when asked for it in class. When a student fails to do their homework on time, it complicates matters:

- Student falls behind in learning concepts, many of which are built on previously learned concepts.
- Students can do serious damage to your marking period average because you lose points and perhaps even full credit for late assignments.
- Teachers will have to grade work that they have already graded for the rest of the class.

The following point reductions will apply for late work:

- One day late is a one letter grade reduction
- Two days late is a two-letter grade reduction
- Three days, or more, late no credit will be given, but students must still complete the assignment

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.

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/she 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 the absence or during the absence, should be completed the day the student returns to school. Teachers have the authority to give grace in special circumstances.

## COURSES

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.

## DROP/ADD

Before a student can drop a class at the beginning of a semester, he/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' signature, and the administrator's signature. After 10 days have passed, dropping a class will result in a "0" on the student's transcript.

## LIBRARY

A growing library is part of our school and much work has gone into making it a valuable addition to our program. Students from all grades, as well as homeschool families, are welcome to use and enjoy the library at Heartland Christian School. To ensure a beneficial experience for all, the following guidelines are to be observed:

- 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.

**Note:** Diploma, transcript, and final report card will be held until all library books are returned and fines are paid.

## PLAGIARISM/CHEATING

Plagiarism is the act of claiming as one's own the ideas, words, or artistic talent of another. The use of another person's creative output without offering a citation of its origin is not allowed. The penalty for cheating or plagiarizing another person's work, whether published or unpublished, will be a "0" for the work and a detention, the first time. The second time will be a "0" for the work, a longer detention, and possible in-school suspension. Should this offense occur a third time, the student will receive a "0" and will be referred to the school board for any discipline deemed necessary, which may include expulsion. The offense will carry over to the next semester of the current school year.

## REPORT CARDS AND

The school year is divided into two semesters. There are two grading periods per semester. Report cards will be sent out at the end of each quarter, and mid-term reports sent out four weeks into each quarter. Credit for secondary courses will be determined at the end of each semester. **Any student who misses ten days or more of school per semester without school board approval will not be given credit for the semester's course work.**

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.

## STANDARDIZED AND ACHIEVEMENT

Achievement testing, as well as interpretation and evaluation of test scores is available to all students. Homeschool families may request to have their children tested at Heartland Christian School for a fee.

The ACT and SAT tests are college entrance exams. They are not offered at our school, but information concerning testing dates and application forms are available in the school office. The ACT and SAT are taken at Colby Community College. The SAT is designed to assess math and English skills, whereas the

ACT includes math, English, history, and science reasoning. Application forms for college testing, requests for transfer of test scores, transcripts, and work permits are all available in the office.

## STUDENT COMPUTER USE

In support of Heartland Christian School's philosophy to prepare students through its curriculum, HCS provides every student in the secondary with a Chromebook.

### 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 spiritual, intellectual, social, cultural, and 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

Network usage fee is \$100 per secondary student, per year. Each student needs to provide a personal jump drive to download files for use at home.

### 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. Administration has the right to access your computer at any time. 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 or any other networks 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; 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. You may not bring your own computer from home.

### 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.

## TEXTBOOK

Textbooks are issued to all students on the opening day of school. The fee for books is included in the registration fee. Books will be collected at the conclusion of the courses; students must not mark in these books. Please see the administrator if textbooks need to be replaced. Textbooks must be replaced within two weeks after loss. Students must pay to replace books that are lost, marked in, damaged, or unreasonably worn.

With textbooks being on loan from the school, the office and teachers will keep records of book numbers and students' names. Books are to be covered, handled with care, kept in good condition, and kept free from all marks. Some hard-covered books or reading materials may need to be purchased by the student and thus becomes the students' property. Workbooks that are given out for particular classes also become the students' own property.

**Note:** Diploma, transcript, and final report card will be held until all text books are returned, replaced, and/or fees paid.

## BIBLICAL

The New International Version has been selected for cohesiveness to our overall program. If 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/she needs a more accurate version for class work and deep study.

## TUTORING

If a student requires tutoring, it must be done outside of the academic and extracurricular daily class schedule. Before school, after school, study halls, and lunchtimes provide some opportunities for tutoring and making up work.

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## VI. Attendance and Tardies

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Regular and punctual attendance is a vital factor in determining one's success in any field of endeavor, especially in schoolwork. Regular attendance conveys commitment to the process of education. Students are required to be on time and in their classes each day so they will succeed.

### ABSENCE

Schoolwork involves more than paperwork. It involves participation in discussions, demonstrations that cannot be repeated, laboratory activities, development of study skills, spontaneous interactions, and visual and oral presentations that are difficult to repeat. Consequently, a student who has an excessive number of absences will miss out on a large percentage of the learning process at Heartland Christian School. If school is to be as useful as it is meant to be, regular attendance is essential. A student's attendance record becomes a part of his/her 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 Heartland Christian School.

#### Excused Absences

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

When a student has been absent for any reason, he/she is to bring a written excuse or a parent phone call to the school office by the first day back. The excuse needs to have the following information included: the name of the student, the date of the absence, the reason for the absence, and a parent's signature. Absences without a written excuse or parent phone call will be treated as unexcused.

#### Medical Appointments

As often as possible, medical appointments should be made after school hours or on Friday's when school is out. If an appointment is necessary during school hours, a call to the office or a note should be brought to the school office by 8:15 a.m. the day of the appointment.

#### 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.

#### 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/she 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 does not apply to family trips.

### College Days

Each student is allowed four days between his/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.

### Partial Day Absences

The school day begins at 8:00 a.m. All students are expected to be in their classes by 8:00 a.m. If a student is absent for one hour without prior notice, the student's teacher or school office will contact the parents.

If a student arrives late for school, a note is needed or the student will be marked with an unexcused tardy.

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 8:00 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.

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.

## UNEXCUSED

### 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.

### Make-Up for Unexcused Absences

Class work and assignments due or tests given on the day(s) of unexcused absences will receive 0 credit for each day of class missed. Likewise, a student on suspension must complete all work with no credit given.

## 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/children 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.

### 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.

### Primary Students (Grades K-6)

A student is allowed two unexcused tardies per marking period. After the second tardy, the administrator will call parents to inform them and encourage them to help their students arrive on time. If unexcused tardies continue to be an issue, every five tardies will be recorded as an unexcused absence.

### Secondary Students (Grades 7-12)

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.

### 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.

### Inclement Weather

Students are not considered tardy if due to inclement weather.

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## VII. Extracurricular and Athletic Activities

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### PHILOSOPH

1 Corinthians 10:31, "...whatsoever ye do, do all to the glory of God."

The extracurricular and athletic programs of Heartland Christian School are an integral part of our Christian education program. Our primary goal is to uphold the reputation of Jesus Christ. We want to provide quality extracurricular and athletic programs in a Christian atmosphere.

#### General Goals

- To reflect Jesus Christ in all areas of participation. (Colossians 3:17)
- To present one's abilities to the Lord as if He were the only spectator. (Romans 12:1-2)
- To assist each individual in achieving his/her maximum potential in the development of a strong, healthy body and an alert mind.
- To place the great emphasis upon instilling the "will to win" rather than a "win at any cost" concept.
- To display good sportsmanship and conduct in winning or losing.
- To have a well-rounded program in which every student will have an opportunity to participate.
- To keep the fun in athletics.
- To have fellowship with other schools.
- To teach students how to mutually respect one another's gifts, abilities and talents.
- To prepare students for adult life by teaching and instilling discipline, responsibility and character.
- To always maintain team unity by developing a responsibility to the team and the role and value of each member to the overall success and accomplishment of the team.

### 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.

### ATHLETIC

At Heartland Christian School, 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 hope and expect that all spectators would fully support the athletic philosophy of Heartland Christian School. Therefore, we trust that they will always respond in an encouraging, supportive way, which will bring glory to God rather than hinder the cause of Christ. 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.

## ATHLETIC

The athletic fee for each student who desires to participate in the sports program at Heartland Christian School is \$75 - \$125 per student, per sport. All fees must be paid in full before uniforms will be issued. If you are unable to pay the fee prior to receiving your uniform, please talk to the office. This fee helps cover the cost of team uniforms, gym rental, catastrophic insurance, league and tournament entry fees. ***It does not cover the cost of transportation to away games.***

## PHYSICAL

Each player must have a physical examination on record in the school office before he/she will be permitted to participate in practices and/or games.

## PRACTICE AND

Each coach will provide information concerning the particular procedures for his/her sport. Games and practices will be on a scheduled basis allowing for continuity in training and family arrangements.

Commitment is of utmost importance, especially in the area of team practices. Therefore, each player is required to attend **ALL** practices and games.

An athlete will not be able to participate in any practice or game if he/she is absent from school the last half of the school day of the event. With the exception of a scheduled appointment.

## TRAVEL TO

The school office personnel will organize transportation to and from games/events. All players will be organized in vehicles by the office or coaches. If space permits, other students may ride with the team on a first come, first serve basis. Throughout the year, Heartland Christian School utilizes city transportation, parent, staff, and coach drivers to transport students to games/events.

We are so fortunate to have parents who wish to be active in the academic and athletic success of our students. Many times, when we transport our students to activities, it is not necessary for us to utilize a large bus or city transportation; therefore, parents, staff, or coaches are asked to use their personal vehicles. Our first concern with transportation at Heartland Christian School is the safety of the students and the drivers. Therefore, in compliance with school policy and insurance recommendations, volunteers and staff who transport students must be on the Heartland Approved Drivers list.

Students will be assigned seating while traveling to games. Boys and girls will be separated by front and back of the vehicles (if boys and girls must travel together). Students must turn in cell phones to their coach before traveling to the games/events. Cell phones will be handed back out to students when we are close to home to let parents know how much time until they arrive at Heartland.

Students may return home from the trip by other means if written or verbal permission by a parent/guardian is given in advance to the athletic director, coach, and/or driver of the trip. For unusual circumstances, the administrator or athletic director must approve any exception. Under no circumstances should a student be given permission to drive another student.

## ELIGIBLIT

Extracurricular and athletic activities are considered an integral part of our curriculum. However, participation must never pre-empt or detract from the total learning experience. Each student must give priority to Godly attitudes and living rather than to mere physical achievement. We see in Psalm 147:10-11 that physical achievement has little significance to the Lord. "He takes pleasure in those that fear Him, who put their hope in His unfailing love." Therefore, if a student demonstrates through attitude or behavior any noncompliance with the extracurricular and athletic philosophy or school code of conduct, he/she can be declared ineligible for a specified time.

Students must have passing grades in all subjects and a "C" average overall to be eligible for athletics. If a student's academic performance falls below these standards, he/she will be declared ineligible from games/events for a period of one week. Grades must be submitted at the end of each school week to determine eligibility for the following week. Ineligibility starts on the following Monday and runs through the following Sunday. Those dates will be listed on the school schedule. The first week of ineligibility will result in removal from games/event. The second week of ineligibility will result in removal from games and practices for one week. Three weeks of ineligibility, whether consecutive or not, during the course of a full sports season will result in the athlete/student being removed from the team for the rest of the season. (Eligibility will start after a three-week grace period at the beginning of each semester.)

## FOO

The distance of most away games/events is too great to go without food until the players return home. Therefore, proper arrangements will be made in advance of such games and parents will be notified as to how to make provisions for a meal for their son or daughter. If a stop at a fast-food restaurant is planned, parents may overrule that decision and send along a sack lunch at their own discretion.

## DRES

Our desire is to look sharp in order to be a proper reflection of the Lord. Male players will wear a dress shirt, dress pants, and dress shoes. Female players will wear a dress, skirt and blouse, or dress slacks and blouse. Players are to wear the attire above unless the coach assigns a different dress for that particular game day. All dress must be in line with the student handbook dress code.

The above regulations will be adhered to on the day of a game/event while at school and in route to the game/event. Casual dress may be worn after the game/event on the trip home.

### Practice Dress

No half shirts will be allowed and shirts must have a sleeve. The short length must be no shorter than 5 inches above the top of the knee. No undergarments can be showing.

## AWARD

### HEARTland Award

Athlete who best exemplifies Christ with his actions, conduct, and attitude in games and practices and in his daily life. This athlete is the team's representative for this award. It includes performance, but their relationship with the Lord and their living for the Lord is the primary consideration.

### Most Inspirational

Presented to the player whose attitude, hard work, enthusiasm and encouragement, caused other players to want to do a good job. This is a player that has positive attitude and did everything he/she could to be an encouragement and help to his/her teammates.

Character Award

Given at the coach's discretion to the athlete or athletes that have displayed specific character qualities throughout the season. This will include qualities such as dependability, initiative, endurance, humility, diligence, joyfulness, etc.

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## VIII. Student Activities and Clubs

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### STUDENT PARTICIPATION

- All student activities and service clubs must be approved by the administration.
- A student who is seeking election as an officer of an organization, class, or class representative, must have a “C” average in each academic course to run for said office.
- A student who is an officer of an organization, class, or class representative, must maintain a “C” average in each academic course to continue serving in said office. Grades of officers and class representatives will be checked quarterly grading period. Students who do not meet this qualification will be put on probation. Students who do not meet the minimum grade requirement by the end of the second consecutive grading period will be removed from office. A replacement will be chosen.
- Disciplinary actions may result in ineligibility to hold or run for office.
- Excessive absences may result in ineligibility to hold or run for office.

### Student Council

The Heartland Christian School Student Council provides an opportunity for students in the secondary to develop leadership, participate in service projects, and organize and run school functions for students.

Officers act as a liaison between grade levels within the student body and between the student body and the administration. Officers are elected at the beginning of school and run through the school year. Qualifications for these positions include spiritual leadership, academic success, and a dedication to working with and for others.

### SPECIAL HEARTLAND

#### Prom

Heartland Christian School’s prom is a Junior/Senior prom and is primarily for those students. However, with limited numbers, it is up to the administrator and school board to allow Sophomores to attend. Also, members of the Junior/Senior class (and Sophomore class if allowed by the administrator and school board) may invite members of Sophomore and Freshman classes to prom if they desire. Students in the 8<sup>th</sup> grade and below are not allowed to attend the prom, whether a student of Heartland or another school. Students may not bring a date from outside the school more than one year removed from high school.

Students from other schools who are invited to the Junior/Senior prom must complete an Out of School Prom/Dance Guest Request Form, signed by an administrator of their school, before being allowed to attend the prom. The form must be completed and returned not later than one week prior to the dance. The forms may be picked up at the school office. All students who attend are to maintain a Christian testimony at all times, which includes abiding by the school dress code for Prom/Dances.

Note: The administrator and school board may decline any guest application they feel necessary.

#### Visitors

Student visitors to any Heartland Christian School function or to the school at any time during the school day are expected to conform to Heartland dress standards for the occasion and adhere to the same rules and regulations.



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## IX. Student Dress Code

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### GENERAL DRESS

Heartland Christian School is 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. It is our prayer that you will have Godly discernment as you and your child select clothes in live 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.

#### Safety

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

#### Elementary Dress Code

##### Regulations

###### 1. Clothing

- Clothing should be clean, neat, modest, appropriate and of good repair.
- Clothing should be appropriately sized-not too small and not too large.
- Shoulders to mid-thigh covered at all times (no sleeveless tops)
- All clothing should cover the chest area, midriff and all undergarments.
- If form-fitting pants or form-fitting shorts are worn, the rear end must be covered by an appropriate top or dress.
- Shorts or leggings must be worn under skirts or dresses.

###### 2. 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 keep them on and not play with them), the teacher may ask the student to change them.

###### 3. Hair.

- Hair is to be neat, clean, combed and not covering the face.
- Boys may have no facial hair.
- Boys must keep hair shorter than eye-brows, above the collar, and mid-ear on the side.
- No extreme or eccentric style or unnatural coloring.

###### 4. Jewelry

- Students may wear modest jewelry including: rings, bracelets, necklaces, and earrings.
- Boys are not permitted to wear earrings and ear gauges are not allowed for anyone.
- Students will be asked to remove inappropriate jewelry.



5. Swimsuits

- If swimsuits are worn for any school function, they need to be modest.
- Boys may not wear tight fitting suits.
- Girls may wear tankinis (no midriffs showing) or a modest one-piece suit.
- from the floor when kneeling. Slits may be no higher than 3 inches above 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.
- Elementary students **must** wear shorts or leggings under skirts or dresses (*due to recess and P.E.*)

6. 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 keep them on and not play with them*), the teacher may ask the student to change them.

7. Make-Up

- Girls may wear light make-up.
- Boys are not to wear make-up.

8. Hair

- Hair is to be neat, clean, combed, and not covering the face.
- Boys may have no facial hair.
- Boys must keep hair shorter than eye-brows, above the collar, and mid-ear on the side.
- No extreme or eccentric style or coloring.

9. Jewelry

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

10. Tattoos and Body Piercing

- Visible tattoos are not permitted.
- Body piercings are not permitted at school or any school functions.

11. Swimsuits

- If swimsuits are worn for any school function, they need to be modest.
- Boy swim trunks must abide by the 5-inch rule for dress code.(no tight fitting).
- Girls may wear tankinis or a modest one-piece suit.
- Midriffs may not be showing.

\*\*\*Disclaimer: This dress code applies to every-day school wear and is subject to administration discretion.

## Secondary Dress Code

The HCS Secondary dress code is designed to serve as a guide to students and their parents/guardians on the proper attire for our secondary students. Knowing how to present oneself properly within the school community prepares students for future professional environments. Therefore, secondary students will be held to a higher standard than elementary.

## Regulations

### 1. Tops/Shirts

- Acceptable tops include blouses (for girls), collared shirts, t-shirts, sweatshirts, turtlenecks and sweaters.
- All styles of shirts are to be neat, modest in appearance, and in good repair.
- Tops should be of a fit and 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**.
- If a teacher or administrator determines a shirt needs to be tucked in, the student is expected to respectfully comply.
- **No** Sleeveless tops
- **No** inappropriate slogans (Any article of clothing, including Christian apparel, that initially seems to advertise a message contrary to the mission and purpose of Heartland Christian School may not be worn: i.e. "B-wiser" t-shirt with the Budweiser look).

### 2. Pants/Shorts

- Pants, jeans, and capris in good repair (*no holes or tears*) that present a neat, well-groomed, professional appearance, are acceptable.
- Shorts may be worn, but must follow the 5-inch rule (*when kneeling, the shorts may be no shorter than 5 inches from the floor*).
- Students may wear cargo or dress shorts (*no athletic shorts allowed*).
- Leggings are acceptable; however, they may not be of see-through fabric, and they must have the following over them: shorts, skort, skirt, or dress.
- If wearing leggings with shorts or a skort, it **must follow** the 5-inch rule.
- If wearing leggings with a skirt, or dress, it **must follow** the 3-inch rule (*when kneeling, the skirt, or dress may be no shorter than 3 inches from the floor*).
- **No** oversized, baggy, tight-fitting (*skin tight*), frayed, extra-long pants, or jeans that drag on the floor will be permitted.
- Sweat pants, wind pants, and athletic pants/shorts are **not** permitted.

### 3. Dresses/Skirts

- Dresses must be no shorter than 3 inches from the floor when kneeling. Slits may be no higher than 3 inches above 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.

### 4. Shoes

- Appropriate shoes are important for various activities. Flip flops are not appropriate for P.E. for safety reasons. Students will be expected to bring tennis shoes for those activities.

### 5. Make-Up

- Girls may wear light make-up.
- Boys are not to wear make-up.

### 12. Hair

- Hair is to be neat, clean, combed, and not covering the face.
- Boys may have no facial hair.
- Boys must keep hair shorter than eye-brows, above the collar, and mid-ear on the side.

- No extreme or eccentric style or unnatural coloring.
13. Jewelry
    - Students may wear modest jewelry including: rings, bracelets, necklaces, and earrings.
    - Boys are not permitted to wear earrings and ear gauges are not allowed for anyone.
    - Students will be asked to remove inappropriate jewelry.
  14. Tattoos and Body Piercing
    - Visible tattoos are not permitted.
    - Facial and body piercings are not permitted at school or any school functions.
  15. Swimsuits
    - If swimsuits are worn for any school function, they need to be modest.
    - Boy swim trunks must abide by the 5-inch rule for dress code. (no tight fitting).
    - Girls may wear tankinis (no midriffs showing) or a modest one-piece suit.

\*\*\*Disclaimer: This dress code applies to every-day school wear and is subject to administration discretion.

## PROGRAMS AND BANQUETS DRESS

1. Boys' Dress Code
  - Boys will wear dress pants or dress khakis with a belt.
  - Dress socks, and nice shoes or boots must be worn.
  - A sweater, a collared shirt or turtleneck is permitted.
  - **No** denim clothing of any kind nor t-shirts are permitted.
2. Girls' Dress Code
  - Girls will wear a dress, skirt, or dress pants with a top or sweater that follows the dress code requirements.

## PROM

Prom Dress will be addressed separately by the board on a year-by-year basis.

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## X. Disciplinary Policy

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### DISCIPLINE

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 in any way to 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.

### PRINCIPLES OF

#### 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.

#### 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.

#### 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.

## DISCIPLINARY

*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 outline in the Scripture above.

### Cycle 1 – "Reprove privately"

The teacher reprovcs 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 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 to 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 administrator and finally to the school 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 and/or possible expulsion.**

## DISCIPLINE

### 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. 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 12<sup>th</sup> grade:
  - 1<sup>st</sup> Offense – A verbal warning to the student and parents, through a note, phone call, or in person, the day of infraction
  - 2<sup>nd</sup> Offense – A conference with parent(s), teacher(s), and administrator.
  - 3<sup>rd</sup> Offense – Student will be dismissed from school to change into clothes fitting the dress code requirements. An unexcused absence will be given for the time they are absent from class.
  - 4<sup>th</sup> Offense – A conference with parent(s), teacher(s), administrator, and school board to decide on appropriate consequence for the continued infraction of the 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 begin each 9-week period with no violations unless otherwise determined by the school board.

### 3. 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.

### 4. Probation

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

- Academic (see Academic Section of Handbook)
- Attitude – a rebellious spirit which is unchanged after much effort by the teachers or a continued negative attitude and wrong influence upon other students.
- 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 effect upon the school’s testimony.

#### 5. Application of Probation

- Notification of Probation
  - i. A conference is held including parent(s), teacher(s), and administrator to give notification and explanation of the probation.
  - ii. A letter explaining probation and making suggestions for parental action is sent to the parents after the meeting.
- Limitations of Activities
  - i. A student on probation may not participate in extracurricular activities and will relinquish all positions of trust and responsibility while on probation.
- 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.
- Evaluation at the End of the Probationary Period
  - i. 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.
  - ii. If the administrator, teacher(s), and board do not feel that sufficient improvement has been made, the student will be expelled.
  - iii. Parents have the opportunity to share relevant information affecting the decision at any point of the procedure.

#### 6. Suspension

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

- 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.
- Out-of-School Suspension
 

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

\*\*\*All other particulars under probation also apply to suspension.

#### 7. 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.

#### 8. Re-admission to school after expulsion

Once a student is expelled, he/she 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, h/she 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.

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## XI. Student Concerns

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### LOCKER

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.

### LOST AND

Lost and found items are turned in to the school office. At the end of the year, unclaimed items are given away or discarded.

### LUNC

- 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. They will be expected to be back to class on time. No open lunch if on clean up duty.

### BEFORE AND AFTER

Upon entering the building, students will report directly to the Commons Area until the teacher on duty dismisses them at 7:55 a.m. All students are asked to leave promptly at the end of the day unless there are practices.

### FIRE

State law requires periodic fire drills. At the sounding of the fire alarm system, each student should leave his/her 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 teachers. Roll call will be taken, and a report sent to the administrator. Students are to remain in their group until dismissed by their teacher.

### GUM AND

Students are not to chew gum anywhere in the school building. No food or drink is to leave the commons; it is to be eaten there. No food or drink is allowed in the classrooms except for pre-approved special occasions. Water bottles with lids may be taken into the classroom upon approval from the teacher. These offenses are subject to detention.



## CLASS

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

## CLOSED

Heartland Christian School is a “closed campus” community. Once students arrive, they are to remain on campus throughout 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. If this privilege is abused, it will be taken away on an individual basis.

## SMALL

Small groups are led by appointed leaders to take the role of leadership to the secondary students. This will be a time of mentoring and discipleship to the needs of each of the Heartland Christian School students. These students will be supervised by their teachers. All materials or curriculum given out will need prior approval from the administrator.

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## XII. Miscellaneous Information

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### COMMUNICATIO

News and information concerning Heartland Christian School is published on the school website, [www.hcscolby.org](http://www.hcscolby.org).

Weekly email communication and Facebook ([www.facebook.com/hcscolby](http://www.facebook.com/hcscolby)) provide the most up-to-date information, including weather-related school closings. Emails are sent to everyone with an email address in the school system. You may add or change your email address by calling the school office at 785-460-6419.

### FACEBOO

Heartland Christian School has two Facebook pages. One is open to the public and anyone can “like” the page, [www.facebook.com/hcscolby](http://www.facebook.com/hcscolby). The second page is a closed group page for only Heartland Christian School families. If you are not a part of this closed group, please let the office know. This Facebook page is another way of communication just between Heartland Christian School families.

### CONFERENC

Parents are encouraged to communicate frequently with the teacher concerning any needs of their child, but are urged to make an appointment, rather than drop in during class or planning time. Parents or teachers may request a conference at any time they deem necessary.

If parents need to discuss any aspect of their child’s education, the teacher should be contacted first. The administrator should be contacted if the matter has not been successfully resolved with the teacher/parent conference.

Confidentiality concerning students is important. Please do not engage a teacher in conversation about your child when the teacher is supervising other students.

A conference may be scheduled by contacting the teacher via email.

### TELEPHONE CALLS /

School telephones are reserved for official business and emergencies. A telephone is provided in the school office for student use. Students are to use the telephone in the office, as cell phone usage is prohibited during school hours. Phone calls may not be made during class periods. The best time to make a call is before school, during lunch, or after school.

Parents, please do not call or text your child’s cell phone during school hours, as they have been checked into the office for the day. In case of an emergency, please call the school office.

### OFF

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 off all the lights and securing the building afterwards.

## TORNADO WATCHES AND

- Should a tornado warning be issued, no student will be dismissed from school unless under the supervision of that child's parent.
- 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.
- Parents may pick up students at their discretion under the tornado watch or warning.

## CHURCH

Believing that our role at Heartland Christian School 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.

## DISCLAIMER

This book does not and cannot define all types and aspects of student behavior; however, administration has the responsibility to set forth general policies, rules, and regulations to help each student function well at Heartland Christian School. In addition, teachers and coaches within the classroom or particular activity may establish additional rules that are consistent with those established by administration.

Copies of this policy shall be provided to all Heartland Christian School employees, volunteers, students, and parents.