



**Heartland Christian School  
2023-2024 Handbook**

# Heartland Christian School

A Ministry of Heartland Family Ministries

810 S. Cedar Street  
Belton, Missouri 64012  
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[www.hfministries.org](http://www.hfministries.org)

Pastor Danny McCubbin, Superintendent

*"That in all things He might have the preeminence."  
Colossians 1:18b*



*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 or ethnic origin in administration of its educational policies, admissions policies, and scholarship programs, and athletic and other school-administered programs.*

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# Letter from Superintendent

Dear parents and students,

We are excited to welcome you to the 2023-2024 school year on behalf of the staff at Heartland Christian School. Heartland Staff is looking forward to an exciting year, and we know a strong partnership with you will make a difference in your child's education socially, academically, and spiritually.

We encourage you and your child to read the Parent-Student Handbook and familiarize yourselves with the following information:

- List of faculty
- Statements regarding our vision, mission, and core values
- Our position on gender, marriage, and sexuality
- Policies for addressing disagreements
- General information about the organization of the school
- Campus information
- Volunteer opportunities
- Lunch program
- Operational procedures
- Counseling and support services
- Attendance policies
- Student conduct and discipline
- Dress code
- School calendar

Please feel free to contact me if you have any questions about Heartland rules and expectations. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year.

We thank you for your support and look forward to working with your child this year.

Serving Him together,



Danny McCubbin



## 2023-2024

# Faculty and Staff

### ■ Faculty and Staff

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## STATEMENT OF MISSIONS AND FAITH

**Mission Statement:** At Heartland Christian School, we are on mission to proclaim the Gospel of Jesus Christ to every person. It is our stated intention to REACH as many as possible, to TEACH them the Bible and solid academics that are deeply integrated in a Christian worldview, to WIN them to a personal faith in Jesus Christ, and to help them DEVELOP into growing Christians, contributing citizens, and outstanding leaders.

**Statements of Philosophy and Purpose:** Heartland Christian School is owned, operated, and governed by Heartland Family Ministries: First Baptist Church of Belton. Heartland's School Ministries is dedicated to a ministry of academic instruction, evangelism, and nurturing. Our goal is "that in all things He might have the preeminence" Colossians 1:18b. Our program of instruction is designed to give each child an optimum environment for mental, physical, emotional, and spiritual growth. Our hope is that Heartland Christian School will be distinctively Christian in every aspect of its ministry. It is our aim to give each student an understanding of God, themselves, and the ever-changing world around them. We prepare our students to be a directive force in tomorrow's society by stressing high academic and spiritual standards. Our students are expected to reflect the standards outlined in this handbook both inside and outside of school.

**Statement of Faith:** Heartland Christian School is open to people of all faiths. However, all families seeking to enroll must understand that the entire curriculum of Heartland Christian School reflects the following statement of faith:

1. We believe the Bible to be the only inspired, infallible, inerrant, authoritative **WORD OF GOD**.
2. We believe in the deity of our Savior, the Lord Jesus Christ: His virgin birth; His sinless life; His miracles; His vicarious and atoning death through His shed blood; His bodily resurrection; His ascension to the Father's right hand; and in His visible bodily return to earth.
3. We believe that there is one God, existing eternally in three persons: the Father, the Son, and the Holy Spirit.
4. We believe that every person is a sinner (lost) by nature and is in need of a Savior.
5. We believe that salvation is the gift of God offered to man by His grace and received by personal faith in the Lord Jesus Christ.
6. We believe in the ministry of the Holy Spirit: that He convicts the sinner; regenerates the one who believes; indwells, seals, instructs, reproves, and guides the believer; and that He fills and controls every life that is wholly yielded unto Him.
7. We believe in the bodily resurrection of the saved unto life and the unsaved unto judgment and everlasting damnation.

## School History

Heartland Christian School was founded in 1984, when the church was under the ministry of Pastor David L. Baker. The school began as South Cedar Christian Academy, referencing its location on South Cedar St., but its name was changed to First Baptist Academy in 1986. Following the church's change of its legal name to Heartland Tabernacle: First Baptist Church of Belton, Inc. in 1988, the school was known as Heartland Academy and High School until 2013, until it became known by its current name, Heartland Christian School.

The school began by teaching grades K5-8 under the direction of Roger Curvey, who continued serving the school in various capacities until his retirement this year. Grades were added as students advanced, and a daycare joined the ministry in 1986; by 1997, it was serving over 100 children. Our first senior class, which included six students, graduated in 1989 under the supervision of Allen Tippet as the principal. The daycare closed following the economic downturn in 2008, but we are reopening a preschool this year to minister to K3 and K4 students and prepare them for moving into kindergarten and elementary. Pastor Baker oversaw the school as chancellor until his death in November of 2020, and our current superintendent, Pastor Danny McCubbin, began his ministry here in May 2021.

Our school colors have consistently included royal blue and white, with red, silver, or black being phased in and out as accent colors over the years. The mascot for our sports program is Melvin the Mustang. The school song is "Victory in Jesus," which was written by E.M. Bartlett in 1939. It is hymn 426 in the hymnal if you happen to be in the sanctuary.

Heartland Christian School has had its share of triumphs, trials, and everything in between, and it is important to remember where we came from and what changes we have seen. It is even more vital that we acknowledge that in all the years of this ministry the guiding hand of God has been evident throughout. We owe our continued existence to His providence and look forward to learning what the Lord has in store for this ministry.

## Affiliations

Heartland Christian School is a member of the following associations:

- Association of Christian Schools International (ACSI)
- Great Plains Alliance of Christian Schools (GPACS)
- Southern Baptist Christian Schools Association
- MCSAA and MSHSAA

**Leadership Selection:** Heartland Christian School is governed by the church body of First Baptist Church of Belton as outlined in the by-laws, especially Article IX, Parts I-IV.

## Expected Student Outcome

Our program of instruction is designed to give each child an optimum environment for mental, physical, emotional, and spiritual growth. Our hope is that Heartland Christian School will be distinctly Christian in every aspect of its ministry. It is our aim to give each student an understanding of God, themselves, and the ever-changing world around them. As we are preparing our students to be a directive force in tomorrow's society, we stress high academic and spiritual standards. Thus, our students are expected to reflect the standards outlined in this handbook inside and outside of school.

**Develop Spiritually:** Colossians 3:16: “Let the word of Christ dwell in you richly in all wisdom...”

- To teach, and give knowledge and understanding of, the Bible as the only inspired, inerrant, infallible, authoritative Word of God.
- To teach the deity of Christ, including His virgin birth, perfect life, atonement on the cross, resurrection, and return.
- To teach that salvation is by grace through faith and is a free gift of God, neither merited nor secured by any virtue or work of man, received only by personal faith in the Lord Jesus Christ.
- To develop students with integrity, high morals, and a respect for God’s Word.
- To work with parents as they train children for a life of service to God.
- To train students to achieve the very best God has for them, providing them with a strong sense of who they are in Christ and how they should relate to God and man.
- To help students develop a Biblical worldview.

**Develop Intellectually:** 2 Timothy 2:15: “Be diligent to present yourself to God as one approved, a worker who does not need to be ashamed, rightly dividing the word of truth.”

- To provide an excellent academic education for each student, preparing them for admission to colleges, universities, or the workforce that is consistent with their abilities and academic performances.
- To thoroughly integrate Biblical principles in all subject areas.
- To instill in students a pursuit of excellence in all things.
- To teach and encourage the use of good study habits.
- To teach students how to do independent research and to reason logically.
- To develop creative and critical thinking skills.
- To help students discover their God-given gifts and talents.

**Develop Socially:** Hebrews 10:24, “And let us consider how we may spur one another on toward love and good deeds.”

- To provide a safe, caring school environment.
- To adequately prepare students to become productive, interactive members of society.
- To develop Christ-like character in students and a desire to treat others with respect, i.e. academic competitions, sports, etc.
- To develop in students a sense of Christian service as exemplified in the person of Jesus Christ.

## General Information

**FACTS:** FACTS is the software operating system of our school. Parents create their FACTS Family Portal account when enrolling their students, and the office can assist with logging in if a parent or student locks themselves out. Students 6-12<sup>th</sup> grade will also be given a username and password to enter into the site so that they can navigate multiple areas of interest. The district code needed to log in is HL-MO. Once logged in, you will be able to enroll, pay fees, check schedules, see homework assignments, order lunches, communicate with staff, etc..

**Facilities:** Heartland Christian School, as a ministry of First Baptist of Belton, is housed in the church's facilities. The school has ample classroom space, a school library, adequate rest room facilities, and a playground area that has been inspected by the state to ensure that it meets all safety regulations. Adjacent to the main building, the school has access to a multi-purpose building which includes a gymnasium, kitchen, classrooms, a weight room, and an indoor running track.

**Late Arrival/Early Departure:** Parents who are dropping off their student after the drop-off line has ended at 8:15 am, or who are picking up their student before dismissal begins will need to park in the North lot and push the button for the intercom at the door near the auditorium to be allowed access in the building. They will then need to go directly to the office to sign their child in or out. High School students and student drivers will be allowed to sign themselves in and pick up a hall pass when they arrive late. **Each morning the pledges and prayer will be over the intercom for each class. Students who are not in their rooms at the start of that announcement will be considered tardy.**

**School Business Office Hours:** All school business should be conducted during the regular business hours of 8:00am-4:00pm, Monday-Friday. Visitors to the school or business offices should park in the North parking lot near the auditorium and use that entrance to be admitted into the building. Visitors will sign-in and pick up a guest badge.

**School Hours:** The school day runs from 8:15am-3:15pm. The designated doors will be opened at 8:00am for students to enter the building and prepare for the school day. No student should be on the campus outside of these times unless he or she is participating in an extracurricular activity, such as sports practice, detention, or play rehearsal. We do understand that unexpected circumstances may occasionally cause you to be late picking up your child. Because of this, the teacher on-duty will wait with your child until 3:25 pm before escorting him or her to after-care. Your child will remain there until you arrive, and you will be charged for the use of this service.

**Morning Room (7:30am-8:00am):** Students may be dropped off early and stay in the cafeteria between 7:30am and 8:00am. Parents will need to park in the Southwest lot and use the video/speaker at the gym entrance to request admittance. Students may work quietly on their homework at this time, where they will be under the supervision of a staff member. The price to participate in this program is \$1/day for each student who arrives early, to be paid that morning. If you think you will use this service regularly, you may pay by semester: \$35/child/semester. You will need to sign up and pay at the beginning of the semester.

**After-Care (3:30pm-6:00pm):** Any student remaining after 3:25 pm will be sent to After-Care if they are not under the direct supervision of a teacher, coach, or high school sibling. If the older sibling is participating in an extracurricular activity, the younger sibling will be required to attend After-Care. A fee of \$2.50/half-hour will be charged at the half-hour marks (3:30pm, 4:00pm, 4:30pm, 5:00pm, and 5:30pm), and it will NOT be prorated. For example: a child is signed in at 3:30pm and signed out at 4:45pm. Their parent is charged \$7.50 because the child was signed in at 3 of the half-hour marks. Students remaining after 6:00pm will be charged an additional \$10 per half-hour. Please register for this service ahead of time if possible.

**Student Drop-Off/Pick-Up Procedures:** For security reasons, students and parents must enter and exit through designated entrances of the building. To ensure the safety of those inside the building during the school day, the entrance doors are locked, and no one may prop open any exterior door, even during practices, unless they are present the entire time the door is open. During pick-up and drop-off, a staff member will open the door for students at one of these entrances. **All Elementary and Secondary Students who are not driving will meet in the gym in their designated area. Secondary Students who are driving will dismiss at the north entrance and check out with a staff member.**

When dropping off students, drivers should enter the campus from the Cedar Street entrance in the North lot, form a line to the gym entrance, and park in the designated drop-off slots as directed by staff or parking guard. Students should unload and proceed to the designated area. After dropping off their students, drivers should proceed to exit using the west W. Cambridge Road exit in the South lot.

When picking up students, drivers should enter the campus from the Cedar Street entrance in the North parking lot, form a line to the gym entrance, and park in the designated pick-up slots as directed by staff or parking guard. Parents will identify themselves to the staff member or parking guard, and they will be able to collect their students. After picking up students, drivers should proceed to exit using the west W. Cambridge Road exit in the South lot.

Student Drivers will enter through the Cedar Street entrance, drive through the driveway in front of the auditorium, and park in the **north parking lot in the marked Student Spaces**. A staff member will be there to open the doors for them until 8:15 am. To prevent traffic jams during dismissal, student drivers will not be allowed to leave the parking lot until 3:25 pm, when they will exit using the east W. Cambridge Road exit. Students will also park in this lot in order to attend school games.

### **Emergency Dismissal Procedures:**

**From Indoors:** When school must be dismissed early due to an unexpected cause, such as a power outage, but students may still be safely released from inside the building, please follow the usual pick-up line procedures.

**From Outdoors:** If there is some emergency, such as a fire or tornado, that causes the building to be unsafe at dismissal, students will need to be dismissed from outside the school building. Unless you receive a Parent Alert or there are emergency personnel on site directing you otherwise, park near the gym and aftercare entrances in the Southwest parking lot. The students will be assembled within the fence of the playground. You will need to check in at the gate nearest the parking lot, where your name and the time will be recorded before your student is released to you. This process will be slower than the usual pick-up lines, and we appreciate your patience as we make sure that all students are accounted for as they return to their families.

**School Lunch:** Heartland provides a hot lunch option for staff and students. The cost for lunches is \$6.00 which includes milk, juice, or water. Families need to purchase lunches on the FACTS family portal. If you need to purchase lunch or snacks same day, your family account will be charged. Please do not send cash with students. If you do not want your student to charge lunches or snack items, please make arrangements with the office. Students may also choose to bring their own sack lunch. Microwaves will be available for use on a limited basis. Complete instructions and menu will be available in the office. **Students are required to eat lunch in the lunchroom not the classrooms. There will be no electronics in the lunch room. Vending Machines are available during school hours just not during the lunch time.**

**Cancellation of Classes:** In the event that inclement weather forces the cancellation of classes, we will send

out a Parent Alert text message. Additionally, our school listing “Heartland Christian School” will be listed on most of the major radio and television stations. Our first priority, however, will be to post an announcement on our website at [www.hfministries.org](http://www.hfministries.org), on Family Portal, and on our Facebook page: Heartland Christian School.

**Bathrooms and Locker Rooms:** Students, faculty, staff, parents, and visitors will use or frequent ONLY those bathrooms, locker rooms, and restroom facilities which match their gender at birth. All bathrooms are cell phone free zones. Using a cell phone in these areas is a MAJOR infraction. **If a student uses a lock on their locker, they are required to give the office the combination. The office reserves the right to do locker checks throughout the school year. All athletes will be assigned a sports locker. The students must keep athletic clothes in the locker room locker. No backpacks allowed on the floor in the hallway. Please put extra backpacks in the designated bag room near the lockers.**

**Lost and Found Items:** Students should check in the bins (K-5th in upper track, JH/HS in locker hallway) for lost and found items. Items will be held for one month before they are disposed of or donated for local benevolent needs. Lost books will be held in the business office, and a fine of \$.50 per book will be levied. After three offenses, an office referral will be given. If the book must be replaced, the student will be charged for the cost of the replacement. **All items left in lost in found after Friday will be moved to the school store where students may purchase items.**

**Parent Teacher Fellowship:** Heartland provides an opportunity to volunteer and participate in many activities throughout the year through the Parent Teacher Fellowship. More information about meetings and how you can volunteer will be posted on the school website. **Parents can sign up for PTF on Back to School Night.**

**Church and Chapel Attendance:** Heartland Christian School will strongly encourage each family to make church attendance a priority of first importance. All school families are always welcome at the First Baptist Church of Belton, and students are always invited to participate in youth events sponsored by FBC. As a part of the Bible curriculum, all students are required to attend weekly **Chapel on Tuesdays and/or Wednesdays.** In the upper grades, chapel attendance is a part of each student’s grade in Bible. Parents are always welcome to attend Chapel.

**All backpacks will be placed in the lobby during the chapel service.**

**No cell phones allowed! This will be a MAJOR infraction.**

**Students will be given assigned seats in chapel. All students are required to bring a Bible to chapel.**

**Campus Visitors:** Visitors wishing to enter between 8:15am and 3:30pm must park in the North lot, come to the main door (by the auditorium), and request entry using the video/speaker system. All visitors, including volunteers, must sign in at the office. If the purpose of the visit is for the classroom, an appointment with the teacher should be made ahead of time. Students wishing to bring a visitor to the school must receive prior approval from the administration. All **visitors must wear a visitor’s badge** while on campus and return it to the office when they sign out. It is important to not open the door for anyone whom someone from the office has not given them permission to enter. This includes delivery people, parents, and church members.

**Textbooks:** Textbooks and other printed material are selected through a designated committee formed by the



administration and are used as an instructional resource. The textbook adoption process is on a six-year cycle. This means that each core subject is reviewed once every six years. The review process includes a review of scope and sequence, curriculum guides, and various textbooks to determine which textbook is the best resource for a particular subject area. The review team then makes a proposal to the administration for final approval.

To help parents and students understand expectations and objectives, a course description or syllabus is provided at the start of the semester. In addition, curriculum guides are developed for each class and outline the objectives, resources, activities, and Biblical integration for the class. Textbooks are aligned to the expected outcome and are just one resource used in the educational process.

At the high school level, course requirements meet or exceed Missouri state graduation requirements. Elective classes are available in addition to core classes. Course Catalog is available upon request.

**Parents and Students who turn in a book that is destroyed will have to cover the cost of the book.**

**Teachers Standards and Qualifications:** The administration always seeks teachers who are born-again Christians and are certified through the Association of Christian Schools International. Heartland teachers are dedicated to serving the Lord through the ministry of teaching young people. Teachers are carefully and prayerfully chosen by the administration.

**Intruder Alerts:** While it is not a possibility one wants to dwell upon, the fact remains that attacks on schools have been increasing in recent years, and it is irresponsible to consider any institution immune to such a crisis. In the unthinkable event that such an attack occurs at Heartland, there are some responsibilities that will fall on you, the parents and guardians outside of the line of fire. These actions on your part will assist us in getting your students home safely.

In the event of an active assailant, trust that you will receive notification of the situation via Parent Alert as soon as it is safe for the office staff to notify you. This means you may not receive an alert until an all-clear has been sounded on campus. While we do not wish for you to learn of a crisis of this alarming nature second hand, please appreciate that any delay in notifying you of your student's welfare is because our first and primary focus will be to keep your students and our faculty and staff safe.

If you receive an intruder alert or hear via the news or social media that there is an active assailant at the school, please remember the following:

- Do not call the police asking if your child is all right. They will not know the answer. They will be focused on neutralizing any threats and most likely do not know your child's name. It is essential to not overwhelm the emergency numbers, as those lines need to be open for callers communicating details about the intruder to law enforcement.
- Do not call your child or the office. If the all-clear has not been sounded, you may reveal the location of someone who is hiding.
- You will be notified via Parent Alert when the situation is all-clear. This message will be followed by instructions regarding how students may be released back to their families in an orderly fashion so that everyone is accounted for.

Once the all-clear has sounded, students with their own phones will be encouraged to reach out to loved ones to let their families know they are safe. Do not panic if you have not received such a call before you arrive to pick up your student. They may have left their phone inside or be busy helping their friends.

# Admissions Policy

**General Information about Admission:** Heartland Christian School will accept students in Preschool, Kindergarten, and Grades 1-12 upon successful completion of registration requirements and a review of previous records and/or placement testing, provided that there is evidence that their parents share the goals of the school.

K3 is open to students who have turned three by August 1, 2022 and have been toilet-trained. K4 is open to students who have turned four by August 1, 2022. Kindergarten is offered to children who are five years of age by August 1, 2022. Students entering Heartland Christian School for the first time must present their birth certificate to the school office. Placement testing may be administered to assess readiness for classroom instruction. Exceptions to these guidelines will be considered by the administration.

Because a high standard of conduct is expected of each student, each application will be carefully analyzed. Each prospective student's records are examined with the understanding that the administration can elect to place the student in the class best suited for his/her needs. It is the policy of Heartland Christian School not to admit students while suspended or expelled from other schools.

**Registration:** A child is **not** enrolled until he/ she has met **all** of the following requirements:

1. Parents and students must attend a conference with school administrators and tour the school.
2. The application and the enrollment packets must be completely filled out and accepted by the school.
3. Placement testing must be completed and evaluated, if necessary.
4. The application and enrollment fees must be paid in full.
5. Financial arrangements must be made with the business office.
6. A copy of the student's birth certificate must be on file.
7. Your child must have all the necessary immunizations as specified by Missouri State Law or have appointments to receive the necessary immunizations as soon as possible. If this condition is not met, your child is not enrolled for school, even though all the other requirements may be fulfilled. If your child is permitted to enter school on the condition that he/she is in the process of receiving his/her immunizations, he/she may attend school as long as the immunization process is continued. Upon its completion, it is the parents' responsibility to provide the school office with written proof that the child has received the required immunizations. Failure of the parent to continue and complete the child's immunizations will result in the child being removed from school. Missouri Law requires that we comply with this regulation.
8. If the student is transferring from another school, we must have an authorization form signed by the parent or guardian requesting all records from previous schools.

Heartland reserves the right to refuse anyone admission based on doctrinal, church, ethical, or moral issues.

**Custodial Parent:** Due to the complexity of some family situations, Heartland Christian School requires that all families provide the school with a copy of any court-ordered parenting plan that may exist. This will need to be the most up-to-date, final copy with the stamps, signatures, and/or notarization by the court, not an attorney's draft. Families that are operating under such an order can expect the school to strictly adhere to the provisions applicable to us. It is the parents' responsibility to provide us with updated copies if the parenting plan changes.

**Parent Meeting:** Parents of students in grades 6-12 will be required to attend a parent meeting. We will offer a secondary student meeting for students in grades 6-12 on back-to-school night. If you are unable to attend that meeting there will be other opportunities as school starts to attend meetings. Those meetings will be announced throughout the first month.

## Tuition and Fees

**General Information:** All tuition and fees for the contracted school year are deemed obligated by July 1, 2022. Families enrolling after June 30, 2022, accept this responsibility upon enrollment, and payment is due within thirty days of enrollment. This obligation can be fulfilled by selection and fulfillment of one of the following payment plans:

**Full Payment:** Families that make a timely full payment of the tuition will receive a discount of five percent of the tuition charge. Other fees and charges can be paid at the same time; however, no additional discount will apply.

**Semester Payments:** Payments must be paid using the FACTS online system. Families that make timely semester payments of tuition will receive a discount of four percent of the tuition charge. Other fees and charges can be paid with the first payment, on a monthly basis, or when incurred.

**Monthly Payments:** Payments must be paid using the FACTS online payment system. This plan allows families to pay the contract amount on a monthly basis. The contract amount can be paid in 12 or fewer equal monthly payments beginning in June 2022. All payments must be completed by May 2023.

**Custom Plan:** Families may submit to the Business office a written payment proposal for approval. This plan must be approved before enrollment is completed. Payments must begin in June 2022 or within 30 days of first attendance.

Full payment and semester payment discounts may not be stacked with the receipt of other discounts or financial aid, although the administration reserves the right to waive this policy if circumstances warrant such exception.

**Application Fee:** (non-refundable) Families filling out a first-time application packet to the school must pay a one-time application fee. This fee must accompany the application packet.

**Enrollment Fee:** (non-refundable) The enrollment fee for new families is due within one week of acceptance and no later than the first day of classes. The enrollment fee for returning families is due when the enrollment form is submitted to Heartland Christian School. This fee is assessed once per year per family.

**Payment Policy:** The operating budget of Heartland Christian School is funded primarily by the income generated by tuition and fees. Prompt payment for all school payments is essential for us to have the ability to honor the school's financial commitments. *It is the responsibility of parents to inform the Business Office if they are unable to maintain the agreed payment plan.*

**Withdrawal/Expulsion Policy:** Expulsion of a student does not relinquish tuition and fees for the year. If a family withdraws from the school, the full year tuition will be charged. If a family so requests, the following adjustments schedule may be applied in the sole discretion of the Finance Committee of First Baptist Church.

From the date of enrollment until August 1	10%
By 15 <sup>th</sup> class day	20%
By 30 <sup>th</sup> class day	30%
By 45 <sup>th</sup> class day	40%
By 60 <sup>th</sup> class day	50%
By 75 <sup>th</sup> class day	60%
After 75 <sup>th</sup> class day	100%

All fees showing pro rata will be computed on a monthly basis. If there is a balance due after applying the adjustments, the account is due and payable in full within 30 days of the withdrawal date. To be eligible for an adjustment, the family must complete a withdrawal form and submit it to the Principal's Office. The date of withdrawal is determined by the date the completed withdrawal form is received in the Principal's Office. Failure to attend classes will not constitute a withdrawal. Until the school is informed by an official withdrawal notice, the family is billed as though the student were still attending classes. All adjustments must be claimed during the school year for which the adjustment applies. No family paying less than full tuition will be entitled to a refund of tuition at the time of withdrawal unless the positive balance on their account exceeds the amount that a family paying full tuition would owe on the same date. Students who withdraw from Heartland Christian School **may** forfeit the privilege to attend Heartland extracurricular activities.

Report cards and student records will be released only after all financial obligations are met. If a delinquent account necessitates a student's withdrawal from school, he/she may not enroll again until all fees are paid. A student's withdrawal does not constitute a valid reason for non-payment of the entire year's fees. A fee of \$15.00 will be charged for each returned check.

**Extra-curricular Activities:** The school offers the opportunity for students to participate in special extra-curricular activities. This includes sports, fine arts, and academic competitions. The school provides basic financial and faculty support for these activities. However, the school is not able to provide unlimited support to these programs. Entrance fees, travel cost, meals, and lodging will usually be paid by the participating student.

## HEARTLAND CHRISTIAN SCHOOL 2023-2024 FEES AND TUITION SCHEDULE

Ask about our scholarship program and our income based tuition assistance.

### Application Fee:

For new students only	\$120.00/student \$40.00/additional individual students
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### Enrollment Fee - New and returning families

1 <sup>st</sup> Phase:	February 8- March 7	\$185.00/family
2 <sup>nd</sup> Phase:	March 8-April 4	\$260.00/family
3 <sup>rd</sup> Phase:	April 5 and after	\$385.00/family

Tuition	K4, K5 Half Day	K4, K5 Full Day	1 <sup>st</sup> - 6 <sup>th</sup>	7 <sup>th</sup> - 8 <sup>th</sup>	9 <sup>th</sup> - 12 <sup>th</sup>
First (oldest) Child	\$4,419.00	\$6,905.00	\$7,941.00	\$8286.00	\$8562.00
Second Child	3580.00	5593.00	6712.00	5,726.00	6936.00
Third Child	2696.00	4212.00	4844.00	5055.00	5223.00
Fourth Child	1900.00	2969.00	3415.00	3563.00	3682.00

Any additional children will be charged at the Fourth Child rate. Please contact the school office regarding the availability and cost of after school care. As always, families may apply to our financial grant program. The online application is available for the 2023-2024 school year. Please visit the school website and follow the link. There is an annual fee of \$43 charged by FACTS.

In addition to the fees associated with enrollment, there will be a few fees which are left separate from the consolidated tuition and applied individually as they are incurred. These are for specific, one-time events such as sports travel or the services listed below:

Instrument (School owned) usage	\$150.00/year
Graduation Fee	\$200.00/student

Heartland Christian School reserves the right to demand full payment of all fees and tuition at enrollment or at any point thereafter during the school year.

## DRESS CODE FOR STUDENTS

Our standards for dress and grooming will be in keeping with the high ideals which we seek to establish in those who attend our school. We want our students to be more concerned with their spiritual and educational growth than with what other students are wearing.

**Basic Dress Code:** The basic dress code for all students (boys and girls) is as follows, with a more detailed style description below.

Type	Style	Not Allowed
Pants, Jeans, & Capris	Solid colors only	No leggings No yoga pants No sweatpants or track pants No sagging No holes
Tops	Short or long sleeves Blouses, shirts, polos, tees, turtlenecks, or sweaters Solid colors or prints are acceptable. Modest necklines and appropriate undergarments must be worn. Heartland logo shirts are acceptable. <b>No Music or Band Shirts allowed</b>	No tank tops No spaghetti straps/camis No sheer fabrics
Shorts or Skorts	Must be no more than 4" above knee (when standing up straight) PE uniforms will be required for PE class.	No denim or cut-off shorts
Jumper (Dress)	Plain style Length and slits must be no more than 2" above knee (when standing up straight). For modesty, shorts are recommended under jumpers at all times.	
Skirt	Dress style, pleated or flat front. Length and slits must be no more than 2" above the kneecap (when standing up straight).	
Shoes	Shoes must be clean and neat. Tennis shoes must be worn during PE.	No beach flip-flops, crocs, or slides
Socks	Required for boys at all times	
Belts	Not required.	No non-traditional belts
Outwear	Only sweaters or light jackets allowed in classrooms. Heartland hoodies and other pullovers are allowed.	No coats in classroom Hoods may not be worn on head.

**Guidelines for Dress Code:**

1. Clothing should fit well and NOT be too tight, too revealing, or form fitting. All clothing items are to be hemmed and neat.
2. Secondary School must wear PE uniforms for PE class. Elementary Students must wear PE uniforms on their PE days (sweat pants may be worn in winter).
3. Appropriate undergarments must be worn with all clothing.
4. Jewelry and hairstyles should be modest and tasteful. Hair should be neat and clean. Extremes in jewelry, hairstyles, and grooming are not allowed. Hair color should be a natural color (one natural color) - one highlight on natural color is allowed for girls only. Teachers may ask students to remove jewelry at any time they consider it distracting.
5. For boys, hair should not touch the eyebrows and must be off the collar and ears. Sideburns may not extend below the bottom of the ear. Beards and mustaches are allowed, but must be neatly trimmed.
6. Sunglasses, hats, caps, or visors are NOT to be worn during school hours. Additionally, hoods cannot be worn.
7. No visible tattoos or markings on the skin are allowed.
8. No “extraordinary” belts or other accessories will be allowed. Belts are to be traditional with a buckle. Chains, hooks, keys, rings, or any such items hanging from the belt, pockets, or loops are NOT permitted.
9. Girls are permitted to wear two earrings per ear. Boys are not permitted to wear earrings. **No other body piercing should be visible.** Students with piercings that are not permitted will be asked to remove them during the school day.
10. Outdoor wear should be kept in lockers or on coat racks during school, as applicable.
11. Teachers reserve the right to require that students remove jewelry, coats, sweaters, or other articles of clothing they deem inappropriate.
12. **All School functions or Social Events will have a dress code. Please be aware of the social events code for dress before the event. Students who violate this rule will be asked to leave.**

**Violations:** Since the Dress Code for Students is clearly presented, students who violate these guidelines will receive a dress code violation. Parents may be contacted to bring appropriate clothing to the school to correct the dress code violation. Students will NOT be permitted to drive home to change clothes. Students with three or more dress code violations will receive detention. Students sent to the office due to dress code violation will be considered absent for the time they are out of class. **The administration reserves the right to interpret these guidelines and to decide if a particular item of clothing is allowed.**

As a reminder, please be sure to retain your receipts from clothing purchases in case an item does not meet the dress code and may be required to be returned.

We appreciate your cooperation in helping the students follow the dress code policy.

# HEALTH POLICY

**Health Problems:** Parents of students with health problems must report them to the school office at the beginning of the school term or when such a problem arises. Special problems include vision and hearing disturbances, diabetes, seizures, rheumatic fever, recent surgery, medication, or anything that might limit students at school. Parents of younger children should inform both the school and the teacher in writing.

**Medication at School:** If it is necessary for a student to receive medication during school hours, the following information should be provided by your family physician with the medication, along with a note from the parents.

1. Student's name on medication container.
2. Amount to be given at one time.
3. Time of day to be given
4. Duration of time that the medication is to be taken.

Medication must be left in the school office. No medication, including over the counter medication, is to be kept in a student's possession.

**Illness at Home:** When your child is very ill and/or running a temperature, PLEASE DO NOT SEND HIM OR HER TO SCHOOL. A doctor's note may be required if your child is going to miss school for three or more consecutive days. We reserve the right to require a doctor's note and/or a copy of test results under other circumstances if, at the discretion of the administration, such documentation is deemed necessary.

The school is required to demand a signed doctor's release upon the student's return to school after contracting the following diseases: streptococcus infection, scarlet fever, impetigo, infectious hepatitis, meningitis, and tuberculosis.

**Illness at School:** When a child becomes ill at school, he/she should tell his/her teacher and receive permission to report to the office.<sup>1</sup> If it is necessary for him/her to go home, the office will contact the parent, and the child will be released from school when his/her parent arrives at the school office to pick him/her up. Children with temperatures above 100° F. will be sent home.

In the event that a parent is unable to pick up the child, a special arrangement may be made with the school to have another adult pick up the child. Please, remember that in the event of an accident, school personnel can only provide emergency first aid care. Parents are responsible for any additional care needed. In more serious situations, we will contact the parents or, if necessary, EMT services.

In the event of a widespread outbreak within the school, such as has occurred in the past with the flu and the coronavirus, it may be necessary to move from in-person classes to distance learning for several days in order to break the cycle of transmission and more effectively sanitize the school building.

**Change in Emergency Information:** We ask that you provide us with information on where you, a friend, or relative can be reached in an emergency. The emergency telephone numbers you give us are our only means of locating you if your child has an accident or becomes ill at school. It is therefore extremely important that you keep us informed of any changes in emergency phone numbers. You can do this by calling the school office or by sending a note to school with your child.

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<sup>1</sup> See "Students Leaving the School Premises" on page 22 and the electronics policy on page 25.



# Missouri School Immunization Requirements 2023-2024

**Immunization Requirements:** Missouri State Law regarding immunization of your child reads: “Students cannot attend school unless they are properly immunized and can provide satisfactory evidence of immunization or unless they are exempted.” “Satisfactory evidence of immunization consists of a statement, certificate or record from a physician or other recognized health facility or personnel.” The statement must include the type of vaccine given and the month, day, and year of administration.

## Missouri School Immunization Requirements 2021-2022

Vaccines required for school attendance	Doses Required by Grade													
	K4	K5	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT <sup>1</sup>	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap <sup>2</sup>										1	1	1	1	1
MCV(Meningococcal) <sup>3</sup>										1	1	1	1	2
IPV (Polio) <sup>4</sup>	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Hepatitis B <sup>6</sup>	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Hib	3+													
MMR <sup>5</sup>	1	2	2	2	2	2	2	2	2	2	2	2	2	2
Varicella <sup>7</sup>	1	2	2	2	2	2	2	2	2	2	2	2	2	2

1. Last dose must be given on or after the fourth birthday and the last dose of pediatric pertussis must be given before the seventh birthday. **Maximum needed:** six doses.
2. Grade 8-12: Tdap, which contains pertussis vaccine, is required.
3. Grade 8-11: One dose of MCV is required. Dose must be given after 10 years of age. Grade 12: Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required. At least one dose must be given after 16 years of age.
4. Kindergarten-Grade 11: Last dose must be administered on or after the fourth birthday. The interval between the next to-last and last dose should be at least six months.
5. First dose must be given on or after twelve months of age.
6. There must be at least four weeks between dose one and two; at least 8 weeks between dose two and three; at least 16 weeks between doses one and three and final dose must be given no earlier than 24 weeks of age.
7. First dose must be given on or after twelve months of age.
8. Kindergarten-Grade 12: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

This is the minimum requirement for school attendance as required by the Missouri Department of Health. Please, check with your doctor for the recommended immunization schedule

## ACADEMIC POLICIES

**Academic Standards:** It is the purpose of this school to provide a sound academic education and to integrate Biblical truths with the subjects taught. Reading, language arts, mathematics, and Bible are emphasized. Social studies, penmanship, science, music, art, and physical education are also studied.

The academic requirements for each grade level are developed to meet or exceed the course of study prescribed by the Missouri State Department of Education, with emphasis on a high standard of achievement. Regular school tests are used, and in addition, a nationally normed reference test will be given.

Semester finals will be administered in Grades 9-12. If a student has a 90% or above in the class, they will be exempt from the final in that class. The student must initiate the request for this exemption.

Phonics and comprehension form the basis of the reading program. The techniques and the methods of phonics will enable the child to have better success at approaching and understanding both new and known words when reading.

Students will be challenged to do and be their best. If a student is doing unsatisfactory work in any subject, the parents will be notified with progress reports during the quarter prior to the issuance of report cards, and a conference with the parents may be requested. When necessary, it will be requested that the student be retained in a class for a second year and/or tutored.

New students may be requested to take a placement test to enter school based on the staff's recommendation

**Graduation Requirements:** The academic requirements for graduation from Heartland Christian School are developed to meet or exceed the course of study prescribed by the Missouri Department of Education. Students are required to complete the prescribed four year course of study including a minimum of twenty-seven units. *Every student must have an ACT score on file with the school in order to graduate.*

Communicative Arts	
English	4 units
Mathematics	4 units
Science	4 units
	1 unit
Practical Arts	1 unit
Physical Education	1 unit
Health Education	½ unit
Personal Finance	½ unit
Electives	8 units
<b>Total</b>	<b>27 units</b>

The student may request a waiver for some requirements by faculty vote, but only if the student has transferred to Heartland as a Junior or Senior and a transcript review indicates that the student will be unable to meet Heartland graduation requirements. Students must still meet minimum Missouri requirements.

**Minimum Missouri Requirements:**

Communicative Arts	4 units
Social Studies	3 units
Mathematics	3 units
Science	3 units
Fine Arts	1 unit
Practical Arts	1 unit
Physical Education	1 unit
Health Education	½ unit
Personal Finance	½ unit
Electives	7 units
<b>Total</b>	<b>24 units</b>

**Class Ranking:** Each Grade 9-12 will be ranked by GPA. Homeschool grades will not be used to calculate class rank. Students with homeschool grades will only receive a class rank in the following instances: if the student is a Junior and has a total of sixteen non-homeschool credits earned at the end of his/her Junior year, or is a Senior and has received twenty non-homeschool credits at the end of his/her Senior year. In this event, the student shall be ranked with their class using only non-homeschool credits points and hours.

**New Students:** Students wishing to enroll in Heartland Christian School from other schools must meet the following academic standards:

1. Placement test scores must be “on level” or above for entrance in good standing. Those that score between “on level” and six months below level may be placed on academic probation depending on the student’s grades from the previous year. Those scoring more than six months below grade level will be accepted on academic probation if their grade point average is 1.0 or above from their previous school.
2. Students that have more than one “F” on their report card from their previous school year for a semester or more will likely be unable to enroll.
3. Entrance requirements will be evaluated by the principal, and acceptance or action for enrollment will be based on the evaluation of placement scores, past grades, conduct reports, and other pertinent information.
4. **New Students interested in joining band must audition before the music department to see placement of the student.**

**Enrolled Students:** Students attending Heartland Christian School must maintain at least a “C-” average (1.66) for continued enrollment. Those who fail to meet this requirement will be dealt with as follows;

1. Any student with more than one “F” and/or more than (2) “D”s in a quarter will be placed on academic probation for one (1) quarter. During the quarter of probation that student must maintain a “D” (1.0) average in all subjects. Academic probation may mean a suspension of extra-curricular activities, including athletics.
2. If a student on academic probation fails to keep his/her grades above an “F” in more than one subject area and receives more than one “F” on his/her report card, then he/she may be asked to withdraw from the school.
3. Exceptions to the above standards are made at the discretion of the administrator.

**Homework:** Homework is an assigned school activity that is completed out of class. Assignments may be in reading, math, project work, or general study. Parents are expected to support the teacher by supervising the homework assignments. Parents should not do the homework for the child. Students who habitually fail to complete assignments will incur the following consequences:  
**1-3 zeros in 4 week period: contact by administration**

**4-6 zeros in 4 week period: Wednesday detention**

**7+ zeros in 4 week period: Saturday detention**

**Grading Scale:** Heartland uses the following grading scale for Grade 1-12 students. Preschool-Kindergarten is based on the mastery of basic skills.

A- 100-90

B- 89-80

C- 79-70

D- 69-60

F- 59-below

**Specials Grading Scale (Outstanding/ Satisfactory/ Needs Improvement)**

**100-95 O+**

**94-90 O**

**89-85 O-**

**84-80 S+**

**79-75 S**

**74-70 S-**

**69- below N (Needs Improvement)**

**Progress Reports:** Progress Reports are placed on Parent Web. An email reminder is sent at mid-quarter to parents. Parents must contact the teacher of any classes in which their student is receiving a D or an F. No progress reports are sent during the fourth quarter.

**Report Cards and Conferences:** Report cards are mailed home to parents quarterly. Parents/teacher conferences are scheduled regularly at the end of the first quarter **and third quarter** of each year. Parents will be sent a form to sign which shows the appointment time with the teacher. The school expects the parent to make every effort to come at the designated time and stay only the allotted amount of time as arranged by the teacher. Both parents are encouraged to attend the parent conferences with the teacher.

**Awards Ceremony:** An Academic Award ceremony will be on the last day of school. Each student will receive a character award that we as a staff see in them. Other awards that will be awarded:

**Gold Honor Roll:** If a student was on honor roll for the whole year with all A's they receive the Gold Honor Roll award

**Sliver Honor Roll:** If a student was on the honor roll with A's and B's for the whole year they will receive the Silver Honor Roll.

**Principal's Award:** Student who showed the highest character in the school will receive the Principal award. One will be selected from each area: elementary, middle and high school.

**Music Honor Award:** Student who showed the most potential in music in elementary and secondary

**Art Honor Award-** Student who showed the most potential in art in elementary and secondary.

**PE Athletes of the Year-** One boy and one girl who is considered the PE athlete of the year.

### **Honor Roll:**

**Elementary:** A Student Honor Roll is kept for students in grades 1-5. To qualify for this Honor Roll, a student must have all A's and B's. Students may qualify for the High Honor Roll by earning all A's in a given quarter.

**High School:** For a student to qualify for the Honor Roll in Grades 6-12, he/she must have a Grade Point Average of at least 3.30 in a given quarter. To qualify for the High Honor Roll, the student must have a Grade Point Average of 3.85 in a given quarter.

Grade Point Scale:     A-4.0   B-3.0   C-2.0   D-1.0   F - 0.0

**Transcripts/Student Records:** A Records Release form must be signed by the student's legal guardian and submitted to the office for student's records to be released to another school or institution. Graduating students in need of transcripts to send to colleges must contact the school office with the college name, address, and email. The office will send an official copy to the college. Failure to pay tuition, and/or fees will result in records being held until the obligation is paid.

## Missouri's A+ Scholarship Program

Heartland Christian School participates in the A+ Scholarship program, which provides scholarship funds to eligible graduates of A+ designated high schools who attend a participating public community college or vocational/technical school, or certain private two-year vocational/technical schools.

In order to be eligible for this program, a student must meet the following requirements while they are in high school:

- Be a U.S. citizen or permanent resident.
- Enter into a written agreement with your high school prior to graduation.
- Attend a designated A+ high school for 2 years prior to graduation.
- Graduate from an A+ designated high school with an overall unweighted grade point average of 2.5 or higher on a 4.0 scale.
- Have at least a 95% attendance record overall for Grades 9-12.
- Perform at least 50 hours of unpaid tutoring or mentoring, of which up to 25% may include job shadowing prior to graduation.<sup>2</sup>
- Maintain a record of good citizenship and avoid the unlawful use of drugs and/or alcohol while in Grades 9-12.
- Have achieved a score of proficient or advanced on the Algebra I end-of-course exam or a higher level DESE approved end-of-course exam in the field of mathematics OR has achieved a combined ACT math subscore and high school GPA in accordance with the following scale:

ACT Math Score		High School GPA
17 or greater	and	2.5 or higher
16	and	2.8 or higher
15	and	3.0 or higher

This program can be extremely beneficial to students who wish to continue on to college as it will reimburse, within certain limits, the unpaid balance of your student's tuition and general fees after all available, non-loan federal financial assistance, such as the federal Pell grant, has been applied to their account.

For more details on this program or to check for updates and exceptions which may have been issued after the publication of this handbook, please go to: <https://dhewd.mo.gov/ppc/grants/aplusscholarship.php>

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## ACADEMIC DISHONESTY POLICY

### WHAT IS ACADEMIC DISHONESTY?

- a. **Copying:** This is directly copying information from someone else’s work and turning in as your own, OR using someone else’s completed work as a source for completing your work (i.e—rewording answers, etc., that you take directly from someone else’s work rather than completing the assignment on your own.)
- b. **Receiving too much outside help:** This is turning in work that was completed with substantial help from another student, parent, or tutor. There is a very fine line between getting help with a subject, and having someone else do your homework. This help does not need to come from a person—it can include using a “cheat sheet” on a test or quiz.
- c. **Plagiarism:** This is copying someone else’s written work or ideas and turning it in as your own. Here are some variations that are *all considered cheating*:
  1. **Direct copying:** This is essentially “cutting and pasting” passages from a source; simply footnoting this is NOT acceptable.
  2. **Direct copying from various sources, footnoting each source:** This is putting a sentence or paragraph together by putting together sentences or phrases from different sources, even if each source is cited.
  3. **Paraphrasing/rephrasing:** This is putting an author’s ideas into your own words; even if you go to the effort to “put it in your own words,” you are still borrowing the idea, sentence structure, and probably paragraph organization. You cannot simply change some words or sentences and claim that the work is your own.

### 1. What Happens When You Cheat?

- a. **You have lied.** You have put your name on an assignment, thereby representing that the work contained in the assignment is your own. If you have engaged in any of the above forms of cheating, you have lied to your teacher by misrepresenting what is turned in.
- b. **You have stolen.** Even if someone allows you to copy his/her homework or an assignment, or has voluntarily given you too much help, you have taken something that does not belong to you—namely, his/her work. You have also stolen a grade that you do not deserve and have not earned.
- c. **You have failed to learn the material.** Homework, tests, and other assignments are not given to you without a reason. There is some skill or information that your teacher either wants you to learn from it or wants to be able to verify that you have obtained.

### 2. Consequences for Academic Dishonesty

- a. Teachers have absolutely no discretion in this area. If they suspect a student of cheating or catch a student cheating, the teacher must refer the student to the office.
- b. You will receive a “0” on the assignment and receive one day of suspension<sup>3</sup> for the first offense. This is absolute, even if it is your first time to be in trouble.
- c. If you cheat a second time, you will receive a “0” on the assignment and three days of suspension.
- d. If you cheat a third time, you run the risk of losing academic credit. If you prove yourself to be a cheater, there is no way to trust that the grades you have earned have been honestly earned.
- e. Academic dishonesty can and will lead to expulsion.

### 3. Helpful Tips

- a. You should refuse to cheat with those who ask you to do so. If you know that an assignment is to be completed independently, do not get together with friends to finish it together. You cannot split an assignment with a friend unless the teacher specifically gives you permission to do so.
- b. Do not let others copy your homework. The above consequences apply to *everyone* involved, not just the person doing the copying. If you let someone else copy your work, you face the same consequences.
- c. Tell your teacher *immediately* if you are asked to cheat or think that someone has been copying off your test, quiz, or other assignment. This protects you in that your teacher knows that you did not willingly participate. We will not let anyone know that you shared this information with us.

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<sup>3</sup> While suspended, none of the work completed in class or due that day will be counted. You will receive a “0” on all of it in every class, even tests and final exams.

## DISCIPLINE POLICY

Our behavior expectation is defined in a school-wide behavior management program called “SHINE.”

*S- Show respect*

*H-Honor God*

*I-Integrate safety*

*N-Noble Actions,*

*E-Excellence Encouraged*

**General:** Heartland Christian School is dedicated to providing an environment that is safe, welcoming, and conducive to learning. Further, the teachers and administrators of the school have a responsibility to provide a well-rounded instructional experience that not only includes academics, but also teaches students to conduct themselves properly in a variety of settings. In furtherance of these goals, the school has adopted a discipline policy that is designed to maintain an orderly classroom where students can learn and develop respect for fellow students and authority. The administration reserves the right to alter this policy if doing so would better serve the school community. It should be noted that *Heartland Christian School does not utilize corporal punishment.*

**Purpose:** The purpose of Heartland Christian School Discipline Policy is:

1. To provide students and parents with a clear description of the types of behavior that are unacceptable in the school.
2. To provide students and parents with clear parameters for the types of behavior that are acceptable in the school.
3. To provide a predictable series of consequences that will be invoked in the event that a student behaves inappropriately.
4. To reassure students and parents that must face discipline that all disciplinary actions are taken constructively, with great forethought, and with love.
5. To reassure students and parents that all students are treated fairly, without regard to arbitrary or extraneous considerations.

**Philosophy:** The teachers and administrators of the school desire to see their disciplinary efforts succeed. Not only are such efforts designed to provide an optimal learning environment, they are designed to be constructive and restorative. As a result, all disciplinary action is taken in accordance with Biblical principles with the ultimate goal being correction and instruction.

**Policy Limits:** The policies set forth in this Handbook are applicable to all students while on school property, on school-sponsored trips, or in other circumstances directly associated with or supervised by the school. However, the unique nature of a school such as Heartland Christian School requires that we extend the reach of our discipline policy beyond the scope of that of a typical public school. Our mission is specifically educational, but unapologetically religious. As such, the administrators of the school have the responsibility to guard the reputation of the school in the community. Therefore, when a student is involved in behavior that threatens to undermine the reputation of the school or threatens to introduce unwelcome influences into the student body, he/she will be subject to discipline under this policy irrespective of the time or place of such behavior.

**Responsibilities:**

1. Parents are ultimately responsible for the training and correction of their children. By enrolling your student at Heartland Christian School, you recognize that you have conferred a measure of responsibility upon the teachers and administrators of the school. In order to effectively implement this policy, parents must stand united with the teachers and administrators. With this in mind, parents have the following responsibilities:
  - a. Accept primary responsibility for the discipline of their children.
  - b. Make every effort to avoid undermining the authority of any and all school personnel by:
    1. Discuss concerns about discipline with administrators and relevant teachers *only*.
    2. Trust that teachers and administrators are acting with the best interests of the student and school.



3. Discuss with their children the nature of the offense and the discipline and help them to understand why their behavior is unacceptable.
2. While individual teachers are given wide latitude in the management of their own classrooms, the principal will provide guidance and oversight to ensure that uniform standards of discipline are set throughout the school. Please, feel free to discuss concerns about discipline with the principal, but avoid involving other parents, students, or teachers.
3. Students are responsible to fully understand what type of behavior is acceptable and what type of behavior is unacceptable. When confronted with a disciplinary infraction, students are to respond with respect and humility. Disrespect to any administrator, teacher, or staff member is completely unacceptable and will result in further discipline.

### **Administrative Action:**

- a. This Discipline Policy shall be published and reviewed with students, teachers, and administrators at the beginning of each school year. Copies shall be available to parents and students upon request.
- b. The type and severity of the disciplinary response shall be related to the seriousness of the offense and the student's previous discipline record.
- c. The reason for the discipline shall be clearly explained to the student.
- d. Sufficient record keeping must be maintained so that unusual or repetitive disciplinary problems can be identified and productive parent/teacher/administrator discussion can ensue. (The record will contain, as a minimum, the name of the offense, the disciplinary action taken, the name of the person administering the discipline, and verification that parent notification has been made).
- e. Parents who seek re-admission of a student to the school shall request such by letter to the School Administration should they feel that new evidence or a changed attitude, sustained over a period of time, warrants such consideration. It is the school's policy not to re-admit a previously expelled student except under unusual or mitigating circumstances.

### **Types of Discipline:**

**Loss of Recess Time:** This would be applied to elementary students who have minor infractions of the rules.

**Detention:** Detentions will be served on Wednesday's after school. Staff will each serve on a rotation for the detentions. Students will be given a written assignment at that detention. If a student fails to complete that assignment in the time allotted they will receive 50% off their next test in a subject area. If a student completes the assignment, but did not follow all the directions a student will have 25% off on their next test.

**In-School Suspension:** This would be applied to any student who has multiple infractions or a major infraction of the rules. Suspension may be half-day or full-day depending upon the discretion of the administration. Suspension will be served in the presence of a staff member. Students will complete their normal work for that day in addition to extra work assigned by the administration.

**Out-of-School Suspension:** This would be applied to any student who has multiple infractions or a major infraction of the rules. Suspension would last one or more days. Students will complete their normal work for those days in addition to extra work assigned by the administration. Suspension will be served off-campus preferably supervised by a parent.

**Reverse Suspension:** A reverse suspension requires the parent/guardian of a student to attend class and activities with that student. This type of discipline is most effective for students who have failed to respond to other interventions for their behavior. This type of discipline is a powerful alternative to out-of-school suspension because students can continue to be a part of classroom instruction and activities. Furthermore, a reverse suspension can be a bridge between home and school, giving way to positive communication between parents and school staff. Administration has full discretion in determining when a reverse suspension would be beneficial for a student.

**Temporary Dismissal:** A student is expelled for the remainder of the school year, but upon conditions being met that are established by the administrator, may be allowed to enroll for the next school year on a

conditional enrollment status.

**Expulsion-** Students who have shown a regular pattern of infractions that cannot be corrected by Heartland's disciplinary process may be expelled. Additionally, families who refuse to work in partnership with Heartland Christian School policies may be asked to withdraw.

**Examples of Minor Infractions:**

- Unexcused lateness to school
- Tardiness
- Failure to complete assignments
- Failure to keep a scheduled appointment
- Causing a disturbance in class or study hall
- Unnecessary talking in class or study hall
- Meddling with other people's property
- Disobedience of specific rules
- Horseplay between classes
- Public display of affection: Hand holding, etc.
- Throwing snowballs, rocks, or any projectiles
- Eating or drinking refreshments in classroom or hallways
- Usage of a cell phone at school during school hours, without permission

**Examples of Major Infractions:**

- Failure to accept responsibility for academic work
- Frequent critical or derogatory remarks
- Disrespect, insolence shown towards those in authority
- Acts of rebellion against school norms
- Cutting class or school
- Leaving campus without permission
- Cheating
- Lying
- Stealing
- Swearing: using obscenities
- Defiance: willful disobedience of those in authority
- Abuse or willful destruction of school property
- Sexual Immorality
- Drinking, smoking, or possession of tobacco or alcoholic beverage
- Possession, sale, or use of illicit drugs
- Fighting
- Possession, sale, or use of weapon(s) of violence
- Mistreatment of other students
- Extortion
- Arson, false alarms, or bombs threats
- Public display of affection: kissing, holding hands, inappropriate touching
- Committing a serious breach of conduct inside or outside of school which has an adverse effect on the testimony of the school
- Use of cell phone in bathroom or locker room.
- Habitually committing less serious offenses

## **Classroom Procedures for Minor Infractions:**

### **K-5**

1<sup>st</sup> Infraction- Loss of 5 minutes of recess

2<sup>nd</sup> Infraction- Loss of 10 minutes of recess

3<sup>rd</sup> Infraction- Loss of 15 minutes of recess

4<sup>th</sup> Infraction-Loss of entire recess, office notified, parents called

### **6-12**

1<sup>st</sup> Infraction- Warning

2<sup>nd</sup> Infraction- Detention, parents notified

3<sup>rd</sup> Infraction- Office visit, parents called immediately

**Three Detentions or 10 Minor infractions in 1 quarter will result in an automatic in-school suspension. These infractions will only be accumulated in class.**

## **Classroom Procedures for Major Infractions**

### **K-12**

Staff or Faculty will notify the office to come and escort the student to the office.

Parents will be notified.

Administration will decide what discipline would be appropriate for the infraction.

**Teachers will record all disciplinary actions on Family Portal. Parents will be able to access the discipline record. For any questions, please contact the office. Heartland seeks to partner with families to lead students to reflect a behavior pleasing to God and respectful of others.**

**Social Media:** The school's reputation in the community is significantly impacted by the behavior of students when away from campus. As such, we expect that our students will conduct themselves appropriately when away from school. A part of this is a student's presence on social media. It is our expectation that students will refrain from posting any material, statements, or other content on any social media outlet that does not reflect the standards of behavior that are outlined in this handbook. Students will be subject to discipline by school officials for violations of this expectation, and the failure of students or parents to cooperate with this policy will be grounds for dismissal.

**Drug Policy:** Heartland Christian School has an obligation to parents and students to provide the safest environment for students in our school. As a result, any student who possesses, purchases, sells, or uses drugs will be immediately expelled from the school. Drugs alter the behavior and decision-making abilities of those who use them, so evidence of drug use away from school property and functions will be grounds for expulsion, as well. If a student is found to be in possession of drugs, we have no choice but to contact the local authorities. This paragraph will serve as parental notice that we reserve the right to demand a drug test for any student at any time at parental expense and without specific parental notification. Refusal to take a drug test or attempts to delay its administration will result in expulsion. Further, we reserve the right to search a student's car, locker, bags, or other private property if it is deemed necessary for any reason. Parents may be required to be present, to participate, or to search a student's person.

# Probation Policy

**General:** The administration may decide to place a student on probation in order to avoid a more severe resolution to serious problems. Probation is not designed to be punitive in nature, but is designed to be constructive. It is our hope that any student placed on probation will be able to correct the problems that caused the administration to place him or her in the program, but if the student's progress is unsatisfactory, he or she may be asked to leave the school. Students at Heartland Christian School may be placed in probation on two types of probation.

**Types of Probation:** Students with unsatisfactory behavior may be placed on behavioral probation. Students with academic deficiencies may be placed on academic probation. Parents and guardians should take note that "academic deficiencies" **does not** refer to legitimate, professionally diagnosed, learning disabilities. The following outlines our probation program:

## A. **Reasons for Behavioral Probation**

1. Accumulation of four detentions in a semester
2. Continued, deliberate disobedience
3. Rebellious and negative attitude
4. Serious breach of conduct inside or outside of the school
5. Failure of parents to cooperate with the policies of the school
6. Other circumstances which, in the judgment of the administration, warrant behavioral probation

## B. **Reasons for Academic Probation**

1. Insufficient academic progress
2. Habitual failure to complete assignments
3. Consistent underperformance as compared to the student's measured abilities
4. Other circumstances which, in the judgment of the administration, warrant academic probation

## C. **Invocation of Probation**

1. At the time that the administrator determines that probation is necessary, the parents will be contacted by the administration.
2. A student improvement agreement will be drafted that outlines the following:
  - a. The nature of the problem(s) that have led to probation,
  - b. The expectation of the school incumbent upon the student, including regular meetings with the student's probation counselor (who will be a member of the faculty),
  - c. The expectations of the school incumbent upon the parents or guardians,
  - d. The means by which improvement will be attained,
  - e. The standard by which improvement will be measured,
  - f. The consequences if the circumstances do not improve, and any additional information or terms deemed necessary by the administrator.
3. A review date will be set that will tentatively serve as the ending date for the probationary period. This will be recorded in the improvement agreement as well as the student's/family's official notice of probation.
4. Depending upon the type and severity of the academic or behavior problem being addressed, the school may require that the parent or guardian of the student seek professional evaluation and/or treatment of behavioral, academic, psychological, or learning problems. In such a situation, the school reserves the right to require the parent or guardian of such a student to provide whatever release is required to allow school officials to discuss the student's problem with the professional evaluator, practitioner, counselor, etc.

#### D. **End of the Probation Period**

1. Shortly before the end of the probation period, the administrator will meet with the student's probation counselor and other teachers to gather information on the student's progress.
2. At the end of the probationary period, the administrator will again contact the parents or guardians of the student to evaluate the progress of the student.
3. Depending upon the progress of the student, the administrator may decide to:
  - a. Fully release the student from probation,
  - b. Renew the probation period under the same or altered improvement agreement,
  - c. Recommend voluntary withdrawal from the school,
  - d. Expel the student from the school,
  - e. Employ any other remedies available.

#### E. **Other Important Information Regarding Probation**

1. Placement on probation may be, at the discretion of the faculty or administration, a term of re-enrollment.
2. While on either academic or behavioral probation, the student will, at the discretion of the administrator, be subject to more severe disciplinary action. Specific terms of this may or may not be included in the improvement agreement.
3. In order to be successful, probation requires the participation and cooperation of the school, the student, and the student's parents or guardians. While it is unfortunate, we sometimes are forced to remove a student from the school because of lack of cooperation on the part of his/her parents or guardians. As a result, it is imperative that you, as the parent or guardian, make a deliberate point to communicate regularly with your student's probation counselor and strictly follow the terms of the improvement agreement.
4. Always keep in mind that probation is a disciplinary/academic option that is designed to **help** a student.

**Suspensions:** If a student is placed on suspension more than twice in a semester, the administration may recommend that the student be withdrawn from school.

**Readmission:** Parents who seek readmission of a student to the school shall request such by letter to the school should they feel that new evidence or a changed attitude, sustained over a period of time, warrants such consideration. It is the school's policy not to readmit previously expelled students for one year from the date of expulsion. The administration reserves the right to consider special circumstances.

**Student Attitude:** A critical or uncooperative attitude in a child will often display itself in disrespect, insolence, failure to do homework, or other unacceptable behaviors. This type of attitude is destructive to the environment we seek to provide. Any student who fails to correct such an attitude within a reasonable time will be asked to sever his relationship with the school.

**Parental Attitude:** The Bible clearly teaches that parents are ultimately responsible for the training of their children (Deu. 6:7; Prov. 22:6; Eph. 6:14; Heb. 12:9). The school, teachers, and administrators view their roles as an extension, rather than a replacement, of parental authority. As a result, parents and the school must be willing to stand united, and students should never feel as if they may play one against the other. The school cannot effectively discipline or otherwise minister to students whose parents are uncooperative. The school can only work with a child as long as his/her parents cooperate in good faith.

**Attendance:** Full, daily, uninterrupted attendance is of immeasurable influence in the total development of the child. Regular, punctual attendance is expected. When dental or doctor appointments are necessary, they should be made for times other than school hours whenever possible. **Students missing more than ten days per semester in any class for any reason will lose credit for the class and be required to repeat classes at an additional fee.** Attendance will be carefully monitored by the administration.

In the upper grades, absences will be recorded per class period. A student will be considered absent from class if he/she:

1. Misses 20 minutes or more of a 43-minute class period, or
2. Is “sick in the office” and misses 20 minutes or more of any one class.

If your student is absent for three or more consecutive school days for illness, you may be required to provide a doctor’s note in order for those absences to be excused. Extended absences for reasons other than illness must be pre-arranged with the principal. School sponsored activities and trips are not absences. These absences will be excused only if they are pre-arranged with the principal. Students in the Junior and Senior classes are allowed three college campus visits, but these visits must be pre-arranged with the principal and a signed form from the college must be returned to the office.

Perfect attendance for the year requires that a student miss no more than one half day total, unless their absence has been excused. Any student in Grades 7-12 who has perfect attendance (no absences in any class period) in one semester, may have the option of waiving one final exam in the class of his/her choice at the discretion of the administration and teacher. The student must initiate the request for this exemption.

### **Missouri Law and School Attendance**

**What does the compulsory attendance statute require in respect to children’s enrollment and attendance at school?** All parents or guardians having custody or control of a child between the ages of seven and sixteen, must ensure that the child is enrolled in and regularly attends some public, private, parochial school, or home school, or a combination of schools for the full term of the school year

**Who is responsible for ensuring that all children within compulsory attendance ages attend one or a combination of schools as required by the statute?** According to Section 167.031, RSMo, every parent, guardian or other person having charge, control, or custody of a child between the ages of seven and sixteen is responsible for ensuring that the child complies with the compulsory attendance law. In addition, more comprehensive records may be required for part-time public school students to help ensure that they are in compliance with the compulsory attendance law. Section 167.111, RSMo, requires the Commissioner of Education, superintendent of schools boards, and every school attendance and probation officer to enforce the compulsory attendance laws.

### **Tardiness:**

**Elementary:** Students must be seated in assigned classrooms fully prepared for class when the tardy bell rings. If a child arrives late to school, he/she must report to the office for a “late” slip before going to class. If he/she is detained by a teacher or in the school office, he/she should ask for a “late” slip from the person who detained him/her before going to class. Repeated tardiness will result in penalties. Upon the 8<sup>th</sup> tardy, a warning letter will be sent to the parent.

**Secondary:** When a student has received 4 accumulative tardies in all classes, the student will be referred to the office and parents notified. Upon the 10<sup>th</sup> accumulated tardy, the student will be referred to the administration, and be assigned a Lunch Detention.

For the purpose of counting perfect attendance, 5 tardies in one semester will be considered equivalent to a one-half day’s absence.

**Students Leaving the School Premises:** All requests to leave the building while school is in session must be cleared through a school administrator.<sup>4</sup> Leaving school without permission is considered truancy.

Parents coming during class time to pick up children for dental/doctor appointments or other excused absences must report to the office and **not** to the student's classroom. Teachers are instructed not to dismiss a child early unless contacted by the school office. Parents must sign their children out in the school office before leaving.

If a student misses more than half a day of class due to something that is not a pre-planned absence (such as a doctor's appointment or a college visit), they may not participate in any sports activities that day (practice or games). This includes if they are home because they are not feeling well during school hours but then feel better once the practice or game starts.

**Campus Visitors:** All visitors to the school should report directly to the office. Visitors will sign in and receive a badge that should be worn at all times. Parents are invited to visit the classroom, but we ask that you arrange for the visit in advance by contacting the school office. Any parent who desires a conference with a teacher or with the principal about the work or records of his/her child is also asked to arrange for the conference in advance. Only prospective students are allowed to visit the classroom or the school, but they must schedule their visit in advance. **NO student visitors are allowed during school hours unless pre-authorized by an administrator.**

**Student Responsibilities in Class:** At Heartland Christian School, each student is expected to:

1. Have his/her Student Agenda Book with him/her at all times.
2. Bring the necessary supplies.
3. Be an active participant in the classroom by listening well and taking part in discussions.
4. Ask questions if he/she doesn't understand the discussion or if he/she has a problem.
5. Plan his/her work and schedule time for homework each day.
6. Make sure he/she understands assignments before leaving class.
7. Use what he/she learns.
8. See how each subject applies to the others.
9. Strive to do his/her best.

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<sup>4</sup> This includes when a child is ill during school and needs to be sent home before school ends. If a child feels ill, he or she should gain permission from his/her instructor to go to the office to be assessed and assisted rather than texting a parent to come and pick him/her up. If action is necessary, the school nurse will then notify the parents.

**Concern for Property:** God has called us to be good stewards of whatever resources that He has provided. As a result, all students will treat personal, school, and church property with respect. Please, remember that all sweaters, coats, hats, thermos bottles, school supplies, etc., should be well marked with the student's name and grade. The school is not responsible for personal property left in the buildings, on the school premises, or on the school buses.

Since it is not expedient or practical to try to list every item that is unsuitable for student to bring to school or to school functions, the school reserves the right for the administration to deem what is inappropriate and to confiscate unsuitable material or items that are brought by students. **For example, cell phones, lasers, iPods, and playing cards are not allowed to be used during school hours. These items, and other disruptive items, WILL BE confiscated and turned into the school office. They may be returned when a parent or legal guardian collects the item from the school office.** We ask parents to understand that although there may be nothing wrong in owning and using items appropriately, they can be disruptive for the student who is in possession of the item, as well as to other students in the classroom, and thus are not suitable to be brought to school.

Any student who defaces or destroys school, church, or personal property will be assessed the full cost of repairs or replacement and will be subject to disciplinary action. Destruction of property in excess may be grounds for expulsion.

**Deliveries of Gifts:** Outside deliveries of flowers or gifts will be held in the office until the end of the day.



**Recess:**

(Kindergarten - Fifth Grade) Children need fresh air and exercise and are normally expected to go outside with their class. If your doctor recommends that your child should stay inside, please send a note to that effect each day that he/she needs to stay inside.

Proper clothing should be worn at recess. Children will go outdoors as often as possible for recess and they must have proper attire, especially in cold weather.

Staff will walk the students to the playground for safety purposes.

**The following playground rules are to be obeyed by all students:**

1. **Fighting is not allowed. Children are always encouraged to keep hands to themselves. No wrestling or even the appearance of "play fighting" is allowed.**
2. **During all outside activities, shoes are to be kept on at all times.**
3. **Climbing trees is not permitted.**
4. **All playground equipment is to be used properly**
5. **No throwing of snow balls, rocks, or any projectiles on school property at any time.**
6. **Children are to stop all activity when the whistle blows.**

**Secondary School Policies:**

**Missed Work and Assignments:** Any work missed during absence may be made up at the discretion of the teacher and/or principal.

**Lockers:** A locker is assigned to each student. Lockers are to be kept clean and neat at all times. Any damage that occurs to the lockers will be the responsibility of the assigned student. Inappropriate pictures or signs may not be posted on the inside of the door, but appropriate ones may be posted if mounted with masking tape. Each student must clean his/her locker at the end of each semester. The school reserves the right to inspect lockers without notice. **Students may not trade lockers unless approval by the office is made. Students may put locks on their lockers, but if they do that they will need to give the office the combination. The staff reserve the right to inspect lockers at any time. Lockers belong to the school not the student. The Lockers are a privilege not a right.**

**Move up day:** Students in 5<sup>th</sup> grade will have a move up day in the spring to learn the routine of what it is like to move to middle school. Please check the calendar in the future for that upcoming date.

**Student Use of the Telephone:** Use of the office phones will be limited. Students will not be called to the telephone except in the case of an emergency. **Parents are asked not to call in messages to students unless**

**it is urgent. Parents should also remember that students are not allowed to use cell phones during school hours, AND the possession of such WILL result in disciplinary action. (see page 31 for full explanation)**

**Student Council:** The student council affords students the opportunity to develop leadership skills. Members are representatives of the student body, one from each grade 7-12. The Council exist so that students may have a voice in the governance of their school by advising and assisting the administration. The faculty advisor will be present at all meetings to provide guidance and direction.

Classroom representatives will be chosen by their classes. Nominations must be approved by the principal. Student Council officers will be chosen from the Senior class by the faculty.

### **Student Eligibility for Activity Positions and Offices**

1. Heartland Christian School is a church-owned and operated school which operates under the by-laws of Heartland Family Ministries: First Baptist Church of Belton. Some student positions include duties of a spiritual nature, requiring that the student selected for the position be from Heartland Family Ministries: First Baptist Church of Belton, **or from a church of like faith and order**, as stated in church by-laws. The following positions are presumed to include spiritual duties: President of Student Council, Captains of Athletic Teams, and other student organizations where spiritual duties are sometimes required.
2. Other opportunities for service and leadership exist which are open to ALL students. For example: Officers (other than President) and Class Representative positions, in student council, Co-Captains on athletic Teams and Cheerleaders, and other student organizations where spiritual duties are not required.
3. The final decision on requirements for student leadership in student activities will be made by the Pastor.





## ELECTRONIC DEVICE (PHONES, I-PODS, ETC.) POLICY

The administration of Heartland Christian School has determined that certain circumstances may exist that makes the possession of a cell phone by some students a necessity. This document outlines this policy and only students with a signed copy of this acknowledgment on file may have a cell phone on school property or on school sponsored trips under the conditions outlined below. For families with more than one child, each child must have a separate form on file. By signing the document, you are affirming that you understand and consent to the following policy *and* that you have discussed these provisions with your student:

1. I have determined that it is necessary for my child to have a cell phone.
2. While on school property or on school sponsored trips, my student is not allowed to use his or her cell phone or have it where it is anywhere visible from 8:00am to 3:15pm. On school sponsored trips, school personnel will determine acceptable use and possession of cell phones on a trip-by-trip basis.
3. If a phone is seen in use by a teacher or other staff member, it will be immediately confiscated and it will be held until the office releases it directly to me, the parent or guardian. **Elementary students in grades 1-5 will not be allowed to have a phone on campus.**
4. Before being returned, my student may be required to unlock the phone so that a staff member may inspect it. My student may face further disciplinary action if inappropriate material or evidence of use during school hours is found on the phone.
5. If another student's phone is found to have evidence on it that indicates that my student has used his or her phone during the hours listed in No. 2 above, he or she will be subject to disciplinary action and will be required to turn over his phone upon request. At that time, the provisions of this policy will apply fully.
6. At the sole discretion of the principal, the privilege of being able to possess a phone on campus or while on school-sponsored trips may be revoked at any time and with no notice. Additional restrictions may be placed on my student before such privileges are reinstated, if they are reinstated at all.
7. For repeat offenders, the principal may place additional restrictions on cell phone possession for my student without notice. This may include a requirement that his or her phone be turned into the office each morning and returned each afternoon during which time the school will assume no responsibility for the phone in the event that it is lost, stolen, damaged, or otherwise compromised.
8. **If I need to contact my student, I will NOT contact him or her via cell phone during the hours listed in No. 2 above and will follow Handbook procedures with regard to this.**
9. As always, I will be supportive of decisions that are made by teachers, administrator, and staff with regard to my student.
10. **Ear buds and Smart Watches will not be allowed on campus during school hours. The same policy for phones will go in effect for Ear buds and Smart Watches.**

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Parent signature and date

## **TECHNOLOGY ACCEPTABLE USE POLICY**

Heartland Christian School (HCS) offers students and staff access to a computer network for access to the Internet. While there are benefits to accessing internet resources, some materials do not exemplify our Christian values. HCS makes use of an Internet content filter to prevent access to sites with obscene, pornographic, or harmful content. Given the nature of the Internet and the limitations of content filtering systems, it is impossible to block all inappropriate sites. Students who access inappropriate sites should immediately disclose the site to their teacher or school principal.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Students are held responsible for appropriate behavior on the school's computer network just as they are elsewhere, as detailed in the HCS Handbook. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources.

### **What are the rules?**

- Privacy - Network storage, local or hosted, areas may be treated like school lockers. Network administrators may review communications to maintain system integrity. This will insure that students are using the system responsibly.
- Vandalism - Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user locally or connected to HCS via Internet. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in cancellation of privileges and other disciplinary action.
- Inappropriate materials or language - Profane, abusive, or impolite language should not be used to communicate. Only materials which are in line with the HCS Handbook should be accessed. As a frame of reference for the students: a good rule to follow is to never view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should back out of the site and report the occurrence to their teacher immediately.
- Social Media - Students acknowledge the social media requirements as outlined in the HCS Handbook.

### **Monitoring**

All messages created, sent, or retrieved over the HCS internet are the property of the school including text and images, and may be regarded as public information. HCS reserves the right to access the contents of any messages sent over its facilities. All communications can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Violations of these guidelines may result in disciplinary action in accordance with regular school policy. The disciplinary action will take into account the type and severity of the violation, whether it causes any liability or loss to the school, and/or whether the action is a repeat violation.

## **Sexual Harassment Policy**

The Board of Education is committed to maintaining an environment for its students and employees free from sexual harassment. Furthermore, the administration strongly believes no person in the School shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity. Sexual Harassment cases the Principal feels merits the board's attention will be brought to the board president immediately.

### **I. Definition of Sexual Harassment**

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and verbal, visual, or physical conduct of a sexual nature when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's academic status or progress, or employment
- Submission to, or rejection of, such conduct by an individual is the basis for educational or employment decisions affecting that individual
- Such conduct creates an intimidating, hostile, or offensive educational or work environment
- Qualified students or employees are denied educational or employment opportunities or benefits because the opportunities or benefits are given to another student or employee who submitted to any sexual advance or requests for sexual favors

### **II. Examples of Sexual Harassment**

#### **A. Unwelcome Sexual Advances**

Whether the advance is "unwelcome" is determined on a case-by-case basis. Unwelcome advances may include, but are not limited to, the following:

- a. Any invitation (even subtle) intended to result in a sexual liaison
- b. Invitations to dinner or social events, when refusal results in the loss of a promotion or in other adverse employment action
- c. Propositioning an employee or student

#### **B. Unwelcome Verbal Conduct of a Sexual Nature**

*This may include, but is not limited to, the following:*

- a. Sexually provocative or explicit speech
- b. Publicly expressed sexual fantasies
- c. Jokes of a sexual or crude nature
- d. Derogatory comments directed to males or females as a class (language directed toward a specific employee is more likely to be viewed as sexual harassment); demeaning comments; threats for not agreeing to submit to sexual advances; writing sexually explicit memos; inappropriate exchange of images or messages via cell phones or other devices.

#### **C. Unwelcome Physical Conduct of a Sexual Nature**

*This may include, but is not limited to, the following:*

- a. Grabbing or twisting an individual's arm
- b. Any unwarranted touching
- c. Sexually offensive pranks
- d. Drawing sexually explicit cartoons, other drawings, or graffiti
- e. Gestures indicating sexual behavior
- f. Suggestive winks
- g. Kissing

#### **D. Students**

In addition to the foregoing examples, students may experience harassment unique to their situation, some of which may not be immediately recognized as sexual harassment. Such harassment may include, but is not limited to the following:

- a. Unwanted sexual behavior, such as touching, oral comments, sexual name calling, spreading sexual rumors, jokes, pictures, leering, overly personal conversation, cornering or blocking a student's movement, pulling at clothes, students "making out" on the school premises or at school activities or events, whether on campus or off
- b. A student in a predominately single-gender class who is subjected to sexual remarks by a teacher or student who regard the comments as joking and part of the usual class environment
- c. Interfering with a student's achievement in a predominantly or historically single-gender class by hiding tools or equipment, questioning the student's ability to handle the work, or suggesting the student is "abnormal" for enrolling in the class.
- d. Purposefully limiting or denying students access to educational resources because of their gender
- e. Teasing a student about the student's enrollment in a predominantly or historically single-gender class.

### **III. Nature of Sexual Harassment**

- Sexual harassment is not limited to conduct by males toward females.
- Sexual harassment may occur between any or all of the following;
- Student to student
- Staff to student
- Student to staff
- Staff to staff
- Male to male
- Female to female
- Male to female
- Female to male

### **IV. Investigation of Sexual Harassment Complaints**

#### **A. Complaints Involving Students**

- a. If a student believes he/she is being sexually harassed, the student should bring the concern to the attention of the building Principal.
- b. If the student feels such contact with the building Principal would be inappropriate, if the situation is not satisfactorily resolved by the building Principal, or if the student simply feels more comfortable speaking to someone other than the building Principal, the student may contact any teacher or Principal.
- c. If neither the student's building Principal nor any available teacher is of the same sex as the student, or the student for any other reason would prefer to report the student's concern to another teacher or Principal within the School, the student may do so. However, it is essential the report be made to someone with the authority and obligation to act upon the concern.
- d. Any teacher, counselor, or Principal who receives a report, orally or in writing, from any student regarding sexual harassment of himself/herself or another student by a student or adult in the educational setting must forward the report to the building Principal and the Principal within twenty-four (24) hours, or within a reasonable extension of time thereafter, for good cause shown.
- e. Oral complaints of sexual harassment will be put in writing by the complainant or by the person who receives the complaint. However, the complainant's refusal to sign a complaint does not relieve the School of the obligation to investigate the complaint.
- f. A student who believes he/she has been subjected to sexual harassment shall not be required to confront the alleged harasser prior to making the report.



- g. Following receipt of the report, School personnel will promptly and fully investigate the complaint and will notify the student and the alleged harasser of the results of the investigation. Investigations will be conducted with full recognition of the rights of all parties involved.
- h. Upon receipt of the report, the Principal will appoint an investigator to investigate the complaint. The investigation shall commence within forty-eight (48) hours (weekends and holidays excepted) after such appointment.
- i. The School will maintain the confidentiality of the complaint and the details of the investigation to the fullest extent possible.
- j. The investigator will put his/her findings in writing and will forward a copy to the Principal within one week after concluding the investigation, or within a reasonable extension of time thereafter, for good cause shown.
- k. If the investigation substantiates the complaint, the School will take appropriate disciplinary action against the offender(s), commensurate to the severity of the harassment (up to and including termination of employment).
- l. If the investigation is indeterminate, the matter will be designated as unresolved, and the investigation file will be maintained by the Principal in a file separate and apart from any student or personnel file.
- m. There will be no retaliation against, or adverse treatment of, any student who uses this procedure to resolve a concern when such complaint has been brought in the good faith belief the complainant has been subjected to sexual harassment.
- n. The responsible Principal shall follow up regularly with the complaining student to ensure the harassment has stopped and no retaliation has occurred.
- o. Nothing in this reporting and investigation procedure shall relieve any employee of the School from his or her obligation, under Missouri law, to report suspected child abuse and/or neglect.

## **V. Enforcement**

### Students

- a. Principal is responsible for maintaining an educational and work environment free from sexual harassment. In accordance with this responsibility, each building Principal, or his or her designee, shall take appropriate actions to enforce the School's sexual harassment policies, including but not limited to the following:
- b. All vulgar or sexually offensive graffiti shall be removed from the premises.
- c. The Principal shall provide an in-service regarding sexual harassment (including sexual harassment involving students) to all staff by the end of the first full calendar week of school.
- d. Student instruction regarding sexual harassment shall be provided annually by the end of September to all students in grades seven through twelve. Age-appropriate instruction will also be presented to pre-kindergarten through sixth grade students, as appropriate.
- e. Written copies of the policy shall be given to each student in grades seven through twelve (and in lower grades as may be appropriate). Any discussion, at any time, shall be conducted in age-appropriate manner and should assure students they need not tolerate any form of sexual harassment.
- f. All teachers and Principals shall instruct students on the procedures for reporting sexual harassment within the educational setting on an as needed basis.
- g. The Principal, or his designee, shall take prompt action to investigate all complaints of sexual harassment.
- h. The Principal, or his designee, shall take appropriate disciplinary action as necessary.

## **VI. Notifications**

### Employees/ Students

A copy of the School's sexual harassment policy shall;

- Be displayed in a prominent location at each work site
- Be provided to each current employee and to each new employee prior to commencement of his/her duties
- Appear in any School handbook, newsletter, or work site publication which sets forth the School's comprehensive rules, regulations, procedures, and standards of conduct for employees and/or students
- Be included in the notifications sent to parents/guardians at the beginning of the school year
- Be available at each Principal's office
- Be included in any orientation program conducted for new students in grades seven through twelve
- Appear in any School or building publication which sets forth the School's or the building's comprehensive rules, regulations, procedures, and standards of conduct for students

The Principal will be available to answer all questions regarding this policy or its implementation.

## **VII. Discipline/Consequences**

### **A. Complaints Involving Employees**

- a. Any employee accused of sexual harassment may be placed on administrative leave. Any employee, who engages in sexual harassment of anyone while on school property, or while in the employ of the School off school property, will be subject to disciplinary action up to and including dismissal.
- b. Any employee who permits or engages in the sexual harassment of a student will be subject to disciplinary action, up to and including dismissal.
- c. Any employee who receives a complaint of sexual harassment from a student and who does not act promptly to forward the complaint to the Principal shall be disciplined appropriately.
- d. Any employee who retaliates, or engages in conduct which could be interpreted as retaliation, against any person who has made a complaint of sexual harassment or who has participated in the investigation of a complaint of sexual harassment will be subject to discipline, up to and including dismissal.
- e. Any non-employee doing business with the School who engages in sexual harassment, or who retaliates against any person who has made a complaint of sexual harassment or who has participated in the investigation of a complaint of sexual harassment, will be subject to discipline to the extent the School has control over the non-employee and his or her employer.
- f. Any employee who brings false charge of sexual harassment shall receive appropriate discipline. The term "false charge" means a charge brought in bad faith, which is without the good faith belief one has been subjected to sexual harassment. The term "false charge" does not include a charge which was brought in good faith, but which the School was unable to substantiate.

### **B. Complaints Involving Students**

- a. Any student, who is the subject of a sexual harassment investigation, either as the perpetrator or the recipient of the alleged harassment, may be separated from the student body, if deemed appropriate by the Principal.
- b. Any student who engages in the sexual harassment while on school property or while participating in school activities, will be subject to disciplinary action, up to and including expulsion.

**Any employee who permits or engages in the sexual harassment of a student will be subject to disciplinary action, up to and including dismissal.**

## Student Activities and Sports

**General:** As a part of our well-rounded program, Heartland provides the opportunity for students to participate in extra-curricular activities. These activities include sports teams, academic teams, play productions, music competitions, and other activities. It is the experience of this school that when students are well-engaged in a variety of activities, their overall attitude and performance is enhanced. Given this observation, all students are encouraged to participate in as many extracurricular activities as time will allow. **Despite this, ALL of these programs are of secondary importance when weighed against a student's academic performance.**

**Student Eligibility:** See Athletic Handbook for the details of eligibility requirements.

**Student and Parent Attitudes:** Students along with parents who participate in extra-curricular activities are representatives of Heartland Christian School. Each is expected to conduct themselves with class and proper decorum during any and all activities. Everyone must remember that when we are guests in another school's facilities, the principal of that school is an authority to whom we must submit and any decision made by that principal or other school official will be fully supported by our school. **ONLY** the administration of Heartland Christian School is authorized to speak for the school, and as a result, we request that no parent or student contact another school to express any concern. Please, talk to the coaches, faculty sponsors, or administrators of Heartland Christian School if you have any concerns about other schools that you would like for us to address, and you will be given full and courteous consideration.

Student and parent behavior at school-related activities, whether at Heartland or elsewhere, will be subject to the rules set forth in this Handbook.

**Sports Officials:** The job of officiating high school sporting events is a difficult and often thankless job. Sometimes, officials will appear to call a game with an obvious bias. Most often, this bias is only the result of misperception. At no time will disrespect toward officials from parents, students, or other guests be tolerated. Only the coaches or the administration of Heartland Christian School may address officials and only then when concerned with the safety of our players. Inexperienced and ineffective officiating is simply a fact of interscholastic competition, and as long as it does not endanger our students, it is just one more condition under which our students must learn to play. Parents are, however, strongly encouraged to thank officials and representatives of other schools for coming to our school. No school or official should ever feel unwelcome in our facilities.

**Homecoming, Spirit Week and Annual Formal:** Leading up to the Homecoming Game, the Student Council plans Spirit Week, during which students may dress according to a theme determined by the Student Council. While the dress code is suspended during this week, students who dress immodestly or otherwise dress in a distracting way will be asked to change clothes.

During second semester, the Student Council sponsors the annual Formal. The students try to provide a balance between affordability and variety in the venues that are selected. In each of these venues, seating is limited, and priority for tickets to the formal is given to Heartland students and faculty. A student wishing to go the formal with a non-Heartland student can only do so as space allows. Further, the principal must approve all non-Heartland guests.

**Costs:** Basic program support is provided by Heartland Christian School. An additional fee may be charged for participation in extracurricular activities. Cost for trips and travel will be charged on a cost-recovery basis, and notice will be given to parents as to the amount these costs as soon as possible.

**Additional Requirements:** All coaches and activity sponsors will provide participants with additional requirements for participation in their respective activity. All students wishing to participate in these activities will be expected to abide by those requirements.

**Communication :** All weekly sports will be posted on our social media and website. Please check those avenues of communication for dismissal times and game times for each activity.

**Elementary Social Activities: Parent Teacher Fellowship will communicate many of the elementary school activities. Two activities that will be introduced by the school on the calendar is the Daddy/Daughter Dance and Mother/Son event. Please look for these activities as they will be posted on the school calendar for this school year.**

## HELPING YOUR CHILD DO BETTER IN SCHOOL

Good discipline and good study habits originate in the home. The parent is the first teacher of his or her child and should help the child develop good behavior habits and proper attitudes toward the school.

### **A parent should:**

1. Recognize that research shows regular church attendance has been proven to contribute to increased academic performance.
2. Recognize that the teacher represents the parents while the child is in school.
3. Teach your child respect for the law, authority, the rights of others, private and public property, and teachers and administrators.
4. Arrange for prompt and regular school attendance and comply with the attendance rules and procedures.
5. Work with the school in carrying out recommendations made in the best interests of the child, including discipline.
6. Encourage your child to keep accurate assignment records.
7. Talk with your child about school activities, and show an active interest in his/her report cards and progress. For example, consider the following:
  - ◆ Do you encourage your child to be enthusiastic about his/her schoolwork?
  - ◆ Does your child schedule sufficient time for home study?
  - ◆ Is there a suitable, quiet place to study at home at a regularly scheduled time? Are necessary supplies (such as paper, pencils, pen, books, dictionary, ruler, etc.) available for the child to use?
  - ◆ Do you have guidelines that are kept regarding the use of the telephone, television, and computer?
  - ◆ What do you suggest as a substitute when you are told there is no homework?

Consider the following alternatives to the use of the telephone, television, and computer:

- ▶ Reading various materials, including the Bible, magazines, newspapers, and books chosen for enjoyment.
- ▶ Reviewing class notes, arithmetic processes, or grammar usage and spelling.
- ▶ Research for science, history, book reports, other long-term projects that have been assigned.

It is also the parent's responsibility to inform us of any changes in the following:

1. Address or phone number
2. Parent's place of employment
3. The child's health
4. Any custody agreements pertaining to the school or drop-off/pick-up info



## CONFLICT RESOLUTION

**HEARTLAND FAMILY MINISTRIES AND ITS SUBSIDIARY ENTITIES (FIRST BAPTIST CHURCH OF BELTON AND HEARTLAND CHRISTIAN SCHOOL) AS WELL AS ITS EMPLOYEES AND REPRESENTATIVES SEEK TO RESOLVE ALL CONFLICTS WITH OTHERS IN A PEACEFUL AND EDIFYING MANNER THAT REFLECTS THE HIGHEST ETHICAL STANDARDS. IN THE EVENT THAT WE CANNOT AGREE ON A RESOLUTION TO A SERIOUS CONFLICT THAT MAY REQUIRE THE PARTICIPATION OF A THIRD PARTY, YOU AGREE BY ENROLLING YOUR STUDENT(S) THAT ALL SUCH CONFLICTS WILL BE SETTLED THROUGH BIBLICALLY-BASED MEDIATION AND, IF NECESSARY LEGALLY BINDING ARBITRATION IN ACCORDANCE WITH THE *RULES OF PROCEDURE FOR CHRISTIAN CONCILIATION* OF THE INSTITUTE FOR CHRISTIAN CONCILIATION, A DIVISION OF PEACEMAKER® MINISTRIES (COMPLETE TEXT OF THE RULES IS AVAILABLE AT [WWW.HISPEACE.ORG](http://WWW.HISPEACE.ORG) OR IN THE BUSINESS OFFICE). JUDGMENT UPON ARBITRATION DECISION MAY BE ENTERED IN ANY COURT OTHERWISE HAVING JURISDICTION.**

The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision. Each party agrees to bear the cost of arbitration as set forth by the Rules, or as determined by an arbitration award.

7. **YOUR CONTRACT WITH THE SCHOOL CONTAINS A BINDING ARBITRATION PROVISION WHICH MAY BE ENFORCED BY THE PARTIES.** l activity when the whistles are blown.

### **Secondary School Policies:**

**Missed Work and Assignments:** Any work missed during absence may be made up at the discretion of the teacher and/or principal.

**Lockers:** A locker is assigned to each student. Lockers are to be kept clean and neat at all times. Any damage that occurs to the lockers will be the responsibility of the assigned student. Inappropriate pictures or signs may not be posted on the inside of the door, but appropriate ones may be posted if mounted with masking tape. Each student must clean his/her locker at the end of each semester. The school reserves the right to inspect lockers without notice. **If you choose to have a lock on your locker, the office will need the combination.**

**Student Use of the Telephone:** Use of the office phones will be limited. Students will not be called to the telephone except in the case of an emergency. **Parents are asked not to call in messages to students unless it is urgent. Parents should also remember that students are not allowed to use cell phones during school hours, AND the possession of such WILL result in disciplinary action.**

**Student Council:** The student council affords students the opportunity to develop leadership skills. Members are representatives of the student body, one from each grade 7-12. The Council exist so that students may have a voice in the governance of their school by advising and assisting the administration. The faculty advisor will be present at all meetings to provide guidance and direction.

Classroom representatives will be chosen by their classes. Nominations must be approved by the principal. Student Council officers will be chosen from the Senior class by the faculty.

### **Student Eligibility for Activity Positions and Offices:**

1. Heartland Christian School is a church-owned and operated school which operates under the by-laws of Heartland Family Ministries: First Baptist Church of Belton. Some student positions include duties of a spiritual nature, requiring that the student selected for the position be from Heartland Family Ministries: First Baptist Church of Belton, **or from a church of like faith and order**, as stated in

church by-laws. The following positions are presumed to include spiritual duties: President of Student Council, Captains of Athletic Teams, and other student organizations where spiritual duties are sometimes required.

2. Other opportunities for service and leadership exist which are open to ALL students. For example: Officers (other than President) and Class Representative positions, in student council, Co-Captains on athletic Teams and Cheerleaders, and other student organizations where spiritual duties are not required.
3. The final decision on requirements for student leadership in student activities will be made by the Pastor.