



Heartland Christian School

2019-2020 Handbook

Heartland Christian School

A Ministry of Heartland Family Ministries
David L. Baker, Pastor/Superintendent

810 S. Cedar Street
Belton, Missouri 64012
(816) 331-1000
www.hfministries.org

Claire Baker, Principal
Roger Curvey, Business Administrator

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

Heartland Christian School admits students of any race, color, 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, national and ethnic origin in administration of its educational policies, admissions policies, and scholarship programs, and athletic and other school-administered programs.

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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 integrated into a Christian world view, 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 ministry 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. As we stress high academic and spiritual standards, we are preparing our students to be directive force in tomorrow's society. Thus, 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.

GENERAL INFORMATION

Facilities Heartland Christian School, as a ministry of First Baptist Church 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 insure 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 jogging track.

School Hours The school day runs from 8:15 A.M. to 3:15 P.M. Doors are open at 8:00 A.M. for students to enter the building and prepare for the school day. No student should be on campus outside of these times unless he or she is participating in a school-organized activity, such as a sports practice, detention, or play rehearsal. We so 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 P.M. before escorting him or her to after-care. They will remain there until you arrive and you will be charged for the use of this service.

Drop-Off Information Older students who drive themselves may park in the north parking lot in the furthest row of spaces. If you drop off your children, please enter the south parking lot at the Cambridge Street entrance and park. Have your child unload his or her things while parked and then have them follow the marked paths to the building. The lot has been marked so as to provide the safest and most efficient means of dropping off your child.

School Lunch Each student must bring a sack lunch each day. One day per week, typically each Thursday, hot lunch will be provided for a reasonable fee. The lunch is prepared and served by the senior class and is commonly referred to as "Senior Lunch." There are several microwaves in the lunch room that are made available to the upper grades students on a daily basis and to the lower grades students on a schedule that will be announced by their teachers. If a student forgets a lunch, a lunch may be brought to the school office or the school will provide peanut butter and crackers. No exceptions. Outside food should not be delivered routinely.

Extended Day Program Please contact the school office regarding the availability and cost of before and after school care.

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, on RenWeb, and on our Facebook page: Heartland Christian School.

School Business Office Hours All school business should be conducted during the regular business hours of 8:00 A.M. to 4:00 P.M.

Parent-Teacher Association (PTA) The PTA is an integral part of our total school program and upon enrollment for classes, each parent or guardian receives membership in the organization. Through the PTA, parents are encouraged to assist in room parties, field trips, and other activities. Most importantly, the PTA provides the primary avenue for parents to fulfill their fund-raising obligation to the school. Several regularly scheduled required meetings are held each year and include the following:

1. Back to School Night
2. Annual Christmas Program
3. Academic Awards Night

At each of these events, parents will receive important information from the PTA and from the school administrator. In addition, two of these events are times that we gather to celebrate the achievements and hard work of the students in our school. Because these events are so critical and provide the only opportunities that the administration has to communicate with families en masse, any family without a parent in attendance will be charged the non-attendance fee listed on page six of the handbook.

Lost and Found Items Students should check in bins, (K-6th 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.

Church and Chapel Attendance Heartland Christian School will never attempt to proselytize from sister churches on behalf of the First Baptist Church of Belton. We do, however, 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. In the upper grades, chapel attendance is a part of each student's grade in Bible. Parents are always welcome to attend Chapel.

ADMISSIONS POLICY

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

K4 is open to students who have turned four (4) by August 1, 2019. Kindergarten is offered to children who are five (5) years of age by August 1, 2019. Kindergarten and first grade students entering Heartland Christian School for the first time must have a birth certificate for the school office.

Because a high standard of conduct is expected of each student, a careful analysis of each application is made. 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 must be completely filled out and accepted by the school.
3. Placement testing must be completed and evaluated, if necessary.
4. The enrollment fee must be paid in full.
5. Financial arrangements must be made with the business office.
6. A copy of the student's birth certificate for kindergarten students and first graders 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 and moral issues.

FAILURE TO MEET ANY ONE OF THESE REQUIREMENTS MEANS YOUR CHILD IS NOT ENROLLED.

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. Families that are operating under such an order can expect the school to strictly adhere to the provisions applicable to us.

TUITION AND FEES

General Information All tuition and fees for the contracted school year are deemed obligated by June 20, 2019. Families enrolling after May 15, 2019, 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 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.)

Full payment Families that make a timely full payment of the tuition will receive a discount of five (5) 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 (4) 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 2019. All payments must be completed by May 2020.

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 or within 30 days of first attendance.

Application Fee (non-refundable) A one-time application fee is for families making first-time enrollment to the school. This fee must accompany the enrollment papers.

Enrollment Fee (non-refundable) For new families, the enrollment fee is due within one week of acceptance but 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.

Book Usage Fee (non-refundable) The book usage fee pays for expendable books such as workbooks and test books, a rental fee on reusable textbooks, teacher's books, and classroom curriculum aids. Students will be charged a replacement fee for lost books or books that show unusual wear or damage.

Activity Fee (pro rata) The activity fee enables students to go to all Heartland Christian School home games free of charge except for conference tournament games. The fee provides each student a hard-backed yearbook. In addition, this fee helps to defray cost for students' accident insurance, ACSI membership, library usage, field trips, and other special classroom activities.

Technology Fee (non-refundable) This fee is used to support the cost of providing classroom, faculty, and administrative offices computer equipment, software, and maintenance.

Graduation Fee (non-refundable) this fee is for all graduating seniors. The fee is for caps, gowns, diplomas, transcripts, and other graduation expenses.

All other fees (non-refundable) Most other fees are charged in the month the activity is to begin. Fees for music/sports trips and academic/fine arts meets will usually be handled separately from the normal monthly statements.

Adjustment 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, 2018	10%
By 15 th class day	20%
By 30 th class day	30%
By 45 th class day	40%
By 60 th class day	50%
By 75 th class day	60%
After 75 th 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 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.

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

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.

Fund Raising Activities Tuition and fees cover a significant part of the total cost of education. The remaining funds must be secured through gifts and fund raising activities. Every family is expected to participate in these efforts to raise funds. The Business Office will review the level of participation after each of the major fund raising events. If the Business Office, after consultation with the parent, determines that there is a significant lack of participation, a surcharge will be added to the account. The surcharge will be a pro rata share of total funds raised by the students for that particular event. Lack of participation and support of the fund raising activities will be cause for refusing enrollment for the next school year. Families may pay a fee (which is determined by the Business Office) at the beginning of the year to satisfy the participation requirement for the student-led fund raisers. The fee amount is \$400 per fund raiser for the 2018-2019 school year.

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 2019-2020 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/each additional student
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Enrollment Fee - New and returning families

1 st Phase:	February 1-28	\$185.00/family
2 nd Phase:	March 1-31	\$260.00/family
3 rd Phase:	April 1 and after	\$335.00/family

Book Usage Fee

K4	\$85.00/student
K5	\$150.00/student
1 st - 12 th	\$300.00/student

Activity Fee

K4, K5	\$150.00/student
1 st -8 th	\$250.00/student
9 th - 12 th	\$300.00/student

Technology Fee

K4-12th	\$75.00/student
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Tuition	K4,K5 Full day	1 st - 6 th	7 th - 8 th	9 th - 12 th
First(oldest) Child	\$5,861.00	\$6,594.00	\$6,682.00	\$6,770.00
Second Child	4,631.00	5,209.00	5,279.00	5,348.00
Third Child	3,458.00	3,891.00	3,942.00	3,994.00
Fourth Child	2,286.00	2,572.00	2,606.00	2,640.00

Please contact the school office regarding the availability and cost of before and after school care.

Other Fees

Orchestra	70.00/semester
Instrument (School Owned) Usage Fee	150.00/year
Choir	55.00/semester
Science Lab Fee (Senior High)	85.00/semester
Athletic Teams Varsity	150.00/sport
Junior Varsity & Junior High	95.00/sport
Elementary Sports	to be determined
Non-attendance at PTA Meetings	55.00/occurrence
Elective Classes	to be determined
Graduation (12 th Grade)	200.00

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.

Dress code is to be followed at all school sponsored events.

Type	Style	Not Allowed
Pants, Jeans, & Capris	Solid colors only	No leggings No yoga pants No sweatpants No sagging No holes
Tops	Short or long sleeves Blouses, shirts, polos, tees, turtlenecks, or sweaters ² Solid colors or prints are acceptable. Logos up to 2" in diameter only. ¹ Modest necklines and appropriate undergarments must be worn. ³ Heartland logo shirts are acceptable, on Fridays.	No tank tops No cut out sleeves No Pictures/Text on tops No sheer fabrics
Shorts or Skort	ELEMENTARY ONLY ¹³ Uniform style only. Must be no more than 2" above knee	No athletic shorts No denim shorts No shorts in 7th grade and up
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 kneecap (when standing up straight).	
Shoes	Shoes must be clean and neat.	No flip-flops No sports slides
Socks	Required for boys at all times	
Belts	Required for boys, if clothing has belt loops, including jeans	No non-traditional belts ⁸
Outwear	Only wind-breakers or light jackets allowed in classrooms. Heartland hoodies are allowed or other pullovers with logos no larger than 4". ¹	No coats in classroom ¹¹

Guidelines for Dress Code

1. No logo, insignia, emblems or name brand larger than 2" in diameter on tops and 4" in diameter on hoodies, with the exception of Heartland School authorized emblem.
2. Clothing should fit well and NOT be too tight, too revealing, or form fitting. All clothing items are to be hemmed and neat.
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 of 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.
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.
10. Girls are permitted to wear fashionable hair extensions (feathers/silks/bling-strings) as long as they are not a distraction. A student should not have more than five and they must not be much longer than the length of the students' natural hair.
11. Outdoor wear should be kept in lockers or on coat racks during school, as applicable.
12. Exchanging of clothes is NOT allowed. Students are not allowed to change clothes in the restrooms during school hours of 8:00 AM-3:15PM.
13. **NO SHORTS OR SKORTS IN HIGH SCHOOL.**
14. Teachers reserve the right to require that students remove jewelry, coats, sweaters, or other articles of clothing.

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 repeated dress code violations will receive a 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 give
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 under other circumstances if, within the discretion of the administration, such documentation is deemed necessary

Upon returning to school after contracting the follow diseases, the school is required to demand a signed doctor's release: streptococcus infection, scarlet fever, impetigo, infectious hepatitis, meningitis, and tuberculosis.

Illness at School When a child becomes ill at school, he should tell his teacher to receive permission to report to the office. If it is necessary for him to go home, the office will contact the parent and the child will be released from school when his parents arrives at the school office to pick him up. Children with temperatures above normal 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 only. Parents are responsible for any additional care needed. In more serious situations, we will contact the parents, or if necessary EMT services.

Change in Emergency Information We ask that you provide us with information on where you, or 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.

It is also the parent's responsibility to inform us of:

1. A change of address or phone number
2. A change in place of employment.
3. A change in the child's health.

Missouri School Immunization Requirements 2019-2020

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 2019-2020

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 ¹	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap ²										1	1	1	1	1
PCV (Pneumococcal)	4+													
MCV(Meningococcal) ³										1	1	1	1	2
IPV (Polio) ⁴	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Hepatitis B ⁶	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Hib	3+													
MMR ⁵	1	2	2	2	2	2	2	2	2	2	2	2	2	2
Varicella ⁷	1	2	2	2	2	2	2	2	2	2	2	1	1	1

- Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday.
Maximum needed: six doses.
- 8-12 Grades: Tdap, which contains pertussis vaccine, is required.
- Grade 8-10: 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.
- Kindergarten-9 Grade: 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. 10-12 Grades: Last dose on or after the fourth birthday. Any combination of four doses of IPV and OPV constitutes a complete series. **Maximum needed:** four doses.
- First dose must be given on or after twelve months of age.
- 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.
- First dose must be given on or after twelve months of age.
Kindergarten-9 Grade: 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.
10-12 Grades: As satisfactory evidence of disease, a parent/guardian or MD or DO 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.

DISCIPLINE POLICY

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, 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 or 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 the 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 view, parents have the following responsibilities:
 - a. to accept primary responsibility for the discipline of their children.
 - b. to cooperate with and support school personnel in the discipline of their children.
 - c. to make every effort to avoid undermining the authority of any and all school personnel by:
 1. discussing concerns about discipline with administrators and relevant teachers *only*,
 2. trusting that teachers and administrators are acting with the best interests of the student and school.
 3. discussing with their students the nature of the offense and the discipline and helping 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, 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.

Unacceptable Behavior Unacceptable behaviors differ in severity and, thus, should receive different disciplinary responses. Behavioral offenses have been categorized into two levels of severity - Less Serious and More Serious. The examples listed in each category are examples and not meant to be inclusive. Offenses that are not listed will be dealt with the discretion of the teacher/administrator in line with these examples.

Less Serious Offenses - May result in office referral, detention after school, possibly probation.

- Unexcused lateness to school
- Excessive class tardies
- 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 snow balls, rocks, or any projectiles
- Eating or drinking refreshments in classroom or hallways
- Not having the student agenda at all times

Usage of a cell phone at school during school hours, without permission

More Serious Offenses - May result in probation, suspension, or expulsion.

- 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 of violence
Mistreatment of other students
Extortion
Arson, false alarms or bombs threats
Public display of affection - fondling, inappropriate touching
Committing a serious breach of conduct inside or outside of school which has an adverse effect on the testimony of the school.
Habitual committing of less serious offenses.

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 in 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. Obviously, 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.

Disciplinary Response Disciplinary response will normally follow this progression:

a. Less Serious Offenses

1. The teacher or administrator who observes the misbehavior will send an office referral form to the principal. Each teacher and administrator retains the authority and discretion to issue a detention rather than an office referral. The principal may or may not choose to meet with the student, dependent upon the severity and frequency of the misbehavior.
2. Generally, after three referrals, the principal will meet with the student and a detention will be automatically assigned. If a student habitually receives referrals for the same or similar infractions, the administrator may choose to assign a detention for each such referral: A referral is assumed to place a student on notice that a certain type of behavior is unacceptable and any continued behavior of the same or similar type will be presumed to be willful disobedience.
3. The accrual of multiple detentions will elevate further disciplinary problems to the level of "More Serious Offenses."

b. More Serious Offenses

1. **Probation:** See Probation Policy beginning on page 15 of this handbook
2. **In School Suspension:** A student given in-school suspension will be responsible for completing his or her assignments in solitude. They will be supervised throughout the day by school staff. A \$65 per day charge will be assessed.
3. **Suspension:** Suspension is action taken by the administrator that will exclude a student from school for a set period. During this time, a suspended student will receive no credit for assignments that they have missed. Depending on the circumstances, the principal may waive this aspect of the penalty. **Suspended students may not participate in or attend after school events.**

4. **Expulsion:** The administration will exercise this option in cases of severe or repeated infractions of the disciplinary requirements of the school. **Expelled students may not attend after school events, including sporting events.** Permission to attend individual events under special circumstances may be granted at the discretion of the principal. This policy remains in effect for the remainder of the school year in which the expulsion occurred and may be extended at the discretion of the administration.

Detention

1. Detention is held 3:30-4:15P.M. every Wednesday. An assigned detention cannot be changed without the principal's permission. The parent or guardian of the student must contact the school office in order to change the assigned time. In general, only medical and real family emergencies will warrant such a change. **The availability of a ride is not an acceptable reason to change a detention time.**
2. If a student is late or misses a detention, that student will have to immediately reschedule the missed detention and scheduled another detention as a penalty. A student must sign up for a detention at the office on the same day (before 3:30P.M.) assigned by the teacher or face possible suspension or added detentions.
3. Administrators reserve the right to assign a student a two hour Saturday morning detention for excessive detentions, office referrals, or in particularly warranted circumstances. All students assigned to Saturday detention will report to school by 8:00AM. There will be a \$40 charge per student for each two-hour session of Saturday detention. The fee will be assessed even if a student fails to report to Saturday school. They will have a time of supervised, silent study. Students are to bring to school work with them. Students who have unexcused absences from Saturday detention will have time doubled and be assigned to the next week. More than one occurrence will result in further disciplinary action.
4. Parents are expected to support teachers and administrators in these disciplinary efforts. A spirit of non-cooperation may result in families being asked to leave the school. Our handbook will be followed in this regard and all matters related to discipline as well as this publication of the corrective policies and other policies listed in this document. The detailed day-to-day guidelines are not usually found in a school handbook. Our hope is that this will enable parents to have more information on our procedures that we may have full support and cooperation of our entire school family.

End-of-Semester Evaluations At the end of each semester, teachers will meet with the respective administrators to discuss all students wishing to remain enrolled at Heartland Christian School. Generally, the students to be discussed will be those with repeated or severe disciplinary infractions. The faculty will then vote to advise the administrator on the recommended course of action with each student. Administrators will consider the faculty recommendation in making a determination of whether a student will be invited to re-enroll or be removed, depending upon the whether such vote is taken after the first or second semester.

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. accrual 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 behavior probation

B. Reasons for Academic Probation

1. insufficient academic progress
2. habitual failure to complete assignments
3. consistent under-performance 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
 - g. 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. Dependent 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 or 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 student for one year from the date of expulsion. The administration reserves the right to consider special circumstances.

ACADEMIC POLICIES

Academic Standards It is the purpose of this school to provide a sound academic education, integrating Biblical truths with the subjects taught.

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, the Terra Nova 3 Test is given.

Phonics and comprehension form the basis of the reading program. The techniques and the methods of phonics will enable the child to have a better understanding of words and word attack skills.

Reading, language arts, mathematics, and Bible are emphasized. Social studies, penmanship, science, music, art, and physical education are also studied.

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

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
Social Studies	3 units
Mathematics	4 units
Science	4 units
Fine Arts	1 unit
Practical Arts	1 unit
Physical Education	1 unit
Health Education	½ unit
Personal Finance	½ unit
Electives	<u>8 units</u>
Total	27 units

The student may request waiver of some requirements by faculty vote, only if the student has transferred to Heartland as a Junior or Senior, and 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	<u>7 units</u>
Total	24 units

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

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

1. Placements test scores must be “on level” or above for entrance in good standing. Those that score between “on level” and six (6) months below level may be placed on academic probation depending on the student’s grades from the previous year. Those scoring more than six (6) 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 probably 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.

Enrolled Students Students attending Heartland Christian School must maintain at least a “C-” average (1.66) for continued enrollment. Those that 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 (1) “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 zeroes in 4 week period: contact by administration
- 4-6 zeroes in 4 week period: Wednesday detention
- 7+ zeroes in 4 week period: Saturday detention

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 F. No progress reports are sent during fourth quarter.

Report Cards and Conferences Report cards are mailed home to parents quarterly. Parents/teacher conference are scheduled regularly at the end of the first 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.

Honor Roll

Elementary A Student Honor Roll is kept for students in grades 4-6. 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 the quarter.

High School For a student to qualify for the Honor Roll in grades 7-12, 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

HEARTLAND CHRISTIAN SCHOOL ACADEMIC DISHONESTY POLICY

1. What is Academic Dishonesty?

- a. copying: 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: 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 need not come from a person—it can include using a “cheat sheet” on a test or quiz.
- c. plagiarism: 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: 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: 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.

2. 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 or 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 or 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 aren't given to you without a reason. There is some skill or information that your teacher wants you to learn from in it, or skills and information that your teacher wants to be able to verify that you have obtained.

3. 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 suspension¹ 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.

4. Helpful Tips

- a. Refuse to cheat with those who ask you to do so. If you know that an assignment was to be completed independently, do not get together with friends to finish it together. You can't split an assignment with a friend unless the teacher specifically gives you permission to do so.
- b. Don't 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.

¹ 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.

STUDENT POLICIES

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 ultimate 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 or 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 may lose credit for the class or be required to make up missed time at special tutoring classes at an additional fee.** Attendance will be carefully monitored by the principal. Perfect attendance for the year requires that a student miss no more than one half day total.

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

1. misses 30 minutes or more of a 53 minute class period;
2. Is "sick in the office" and misses 30 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.

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 or 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 meeting the statutory requirements for home schooling, or a combination of such school the full term of the school.

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 8th tardy a warning letter will be sent to the parent.

Secondary: All 7-12th Grade students will be issued a Heartland Student Agenda which contains a tardy card page. This card will indicate the number of tardies a student has accumulated for all classes. When a student is late to class, the teacher will ask the student for the *agenda*. Students are required to have their agendas with them at all times. The teacher will initial the card on the corresponding number of the tardy that has just occurred. When a student has received 8 accumulative tardies in all classes, the student will be referred to the office and warned. Upon the 10th accumulated tardy, the student will be referred to the principal, and be assigned an after-school detention. Discipline actions for tardiness in all grades will proceed as follows.

10 th Tardy	After School Detention
15 th Tardy	Assigned to Saturday Detention
20 th Tardy	Saturday Detention & One Day Suspension
25 th Tardy	Saturday Detention & One Day Suspension
30 th & Up	Saturday Detention & One Day Suspension

Students Leaving the School Premises All requests to leave the building while school is in session must be cleared through a school administrator. 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.

Campus Visitors All visitors to the school should report directly to the office. 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 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 them 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.

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 that 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 that 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 of expulsion.

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

Elementary School Policy

Recess

(Kindergarten - Sixth Grade) Children need fresh air and exercise and are normally expected to go outside with their class. If your doctor recommends that your child stays 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.

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 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.

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 at school, AND the possession of such WILL result in disciplinary action.**

Student Parking Students must park their cars in the far north lane in the north parking lot during the school day. Students are not to leave campus, drive their cars, or return to their cars during the school day without permission from the office.

Student Council The student council affords students with 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 by a teacher or other staff member, whether the phone is on or off or even being used, it will be immediately confiscated and it will be held until the principal releases it directly to me.
Exceptions:
 1. Phone will be on top of desk turned over during class.
 2. Phone will only be used in classes where teacher is requiring use of device.
4. Before being returned, a 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. In 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 students.

TECHNOLOGY ACCEPTABLE USE POLICY 2017 - 2018

Heartland Christian School (HCS) offers students and staff access to a computer network for access to the Internet. Along with benefits of accessing internet resources, some materials do not exemplify our Christian distinctives. 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 the 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 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. 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.

STUDENT ACTIVITIES AND SPORTS

General As a part of our well-rounded program, Heartland Christian School 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 extra-curricular 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 Student eligibility in any inter-scholastic competition is governed by the by-laws of the Missouri High School Activities Association. The only one of these eligibility requirements that Heartland Christian School makes more stringent is the academics requirements for eligibility, and is therefore the only detailed requirement listed in this Handbook.

In order to participate in extra-curricular activities, including sports, a student must:

1. Maintain a GPA of 1.66,
2. Earn no more than 2 grades lower than "C-,"
3. Have no failing grades.

These requirements are imposed with regard to semester grades. Students are ineligible for the entire semester following a semester in which their grades do not meet the above minimum standards. A teacher may impose requirements upon the student that are designed to bring his or her grade up in that teacher's class. Any such waiver and ancillary agreements will be made in writing.

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, 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 do not dress with modesty 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 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.

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 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 right of others, for private and public property, for 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 school work?
 - ◆ 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:

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

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 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.

YOUR CONTRACT WITH THE SCHOOL CONTAINS A BINDING ARBITRATION PROVISION WHICH MAY BE ENFORCED BY THE PARTIES.