



Board of Education Policies

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

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

The Heartland Christian School is owned, operated, and governed by Heartland Family Ministries: First Baptist Church of Belton.

School policies are established in accordance with the By- Laws of Heartland Family Ministries: First Baptist Church of Belton, Missouri, as amended Spring 1998.

Board of Education Policies shall be published in four categories as follows:

Board of Education Policies	1.000-0 Series
Financial Policies	2.000-0 Series
Personnel Policies	3.000-0 Series
Student Policies	4.000-0 Series

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HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

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HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICIES

POLICY NO: 1.001.1

Heartland Christian School shall develop, approve, and publish Board of Education Policies to provide direction for the orderly conduct of the business of the school.

Each Board of Education Policy shall be written in a standard format. The policy effective date shall be the date the policy was presented to the Board of Education for approval which will allow easy reference for validation purposes, should the authenticity of any policy be questioned. Upon approval, the original shall be signed and dated by the Board of Education Secretary or Superintendent for filing purposes.

A Board of Education Committee will be formed to make recommendations to the Church Member Body regarding the writing, revision, or deletion of Board of Education Policies. This Committee will be the liaison between the church body and School to help with decision making.

A file containing the originals of all current Board of Education Policies will be maintained in the Superintendent's office. Board of Education members will be able to electronically access current Board of Education Policies through the website. A hard copy policy will also be accessible through the church office. Each Board of Education Member and the Superintendent will be allowed to maintain a file containing copies of all current Board of Education Policies. No other copies of the policies are allowed.

Policies will be directive for the operation and administration of the school. They shall be the authority for the development of detailed department policies, guidelines, handbooks, etc. as needed. Board of Education Policies shall be published in four categories as follows:

Board of Education Policies	1.000-0 Series
Financial Policies	2.000-0 Series
Personnel Policies	3.000-0 Series
Student Policies	4.000-0 Series

Policies shall be numbered in sequence in each category through 999. The period (.) number shall be period one (.1) for the original policy and shall increase one number at each revision. All revised and/or deleted policies shall be removed and filed. Revised policies shall include the date of the revision.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

The Board of Education shall conduct an annual review of all policies. The Board of Education may assign this responsibility to a policy committee or Superintendent, which will forward recommendations to the Board of Education for approval, revision, amendment, or deletion as appropriate.

A recommendation for consideration of a new or existing policy may be presented to the Board of Education at any regular meeting. Action on the recommendation will normally be scheduled for a later meeting. Any policy approval, revision, amendment, or deletion will require a majority vote of the Board of Education unless further restricted by the By- Laws.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022
AMENDED: June 1, 2022
SUBJECT: PURPOSE
POLICY NO: 1.002.1

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 Christian School'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 a 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.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

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.

Expected Student Outcomes

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.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

- 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 work force 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.

**HEARTLAND CHRISTIAN SCHOOL
BOARD OF EDUCATION POLICY**

DATE: June 1, 2022
AMENDED: June 1, 2022
SUBJECT: PHILOSOPHY
POLICY NO: 1.003.1

Articles of Incorporation can be found in the Finance Office. Please see the Business Office for further information.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: BOARD OF EDUCATION AUTHORITY

POLICY NO: 1.004.1

The authority of the Board of Education rests within the Board of Education only when in regular or special called business meetings. Individual Board of Education members do not have the authority to act upon school business unless directed to do so by the Church. The Board of Education Committee has authority to propose items before the Board of Education in a business meeting.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: EXECUTIVE SESSIONS OF THE BOARD OF EDUCATION

POLICY NO: 1.005.1

The Board of Education Committee shall go into executive session whenever matters before the Board of Education Committee are not appropriate for public discussion. These would include:

1. Certain legal matters;
2. Personnel evaluations, and
3. Other matters as determined by the Board of Education

The minutes of the executive session shall be confidential and will be maintained in a confidential file available only to the Superintendent and members of the Deacon Body for future reference if needed. Decisions and/or action taken by the Board of Education Committee during the executive sessions may be disclosed but may not include any discussion or record of votes taken on any topic of discussion.

No official business shall be transacted in the executive session. The time spent in the executive session shall be used to discuss sensitive matters at hand. Attendance in the executive session shall include Board of Education committee members, the Superintendent, and any other persons who are specifically asked to attend this session. When the executive session is for the purpose of evaluating the Superintendent, the Superintendent may be asked not to attend.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: REMOVAL OF BOARD OF EDUCATION MEMBERS

POLICY NO: 1.006.1

Board of Education members can only be removed by $\frac{2}{3}$ vote of the Board of Education, per the Church By-Laws.

Board of Education Committee members can be removed by $\frac{2}{3}$ vote by the Church.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: BOARD OF EDUCATION-ADMINISTRATION RELATIONS

POLICY NO: 1.007.1

Heartland Christian School will be a direct reflection of the leadership given the school. The Board of Education and the Superintendent must understand the unique role of the other and establish a close working relationship that will result in success for each.

Selection of the Superintendent is one of the most important decisions the Board of Education will make.

While the Board of Education must provide the Superintendent with the freedom to direct the operation of the school within the guidelines provided, the Superintendent must earnestly cultivate his relationship with the Board of Education. Every effort must be made to establish a relationship of trust and confidence with each Board of Education member. The entire ministry of the school will depend upon the strength of the relationship.

Unrealistic or misunderstood expectations must be avoided at all cost. The Board of Education and the Superintendent must freely express their expectations of each other. A strong and effective relationship can only result as long as a free and open exchange of expectations exists between the Board of Education members and the Superintendent.

It is inappropriate for the Board of Education to “manage” the Superintendent’s time or to articulate how he should carry out his many responsibilities. However, it is appropriate for the Board of Education to communicate its priorities and assess the manner in which the Superintendent is addressing these priorities. Adequate policies must be developed to provide overall direction for the school. A regular evaluation of the Superintendent is not only appropriate, but also necessary for the continued development of the program.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: SIGNING LEGAL DOCUMENTS

POLICY NO: 1.008.1

The Heartland Christian School Director of Business Operations and Superintendent are hereby authorized to sign legal documents on behalf of the Board of Education.

The Superintendent of Heartland Christian School is authorized to sign any and all other documents that ensure the effective operation of the school, as directed by and subject to the approval of the Board of Education.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: DISSOLUTION POLICY

POLICY NO: 1.009.2

Revised 01.14.2023

Articles of Incorporation can be found in the Finance Office. Please see the Business Office for further information.

The official school records policy is discussed in Policy 4.004.1. In the event of school closure, ownership of the student records will transfer to Heartland Family Ministries: First Baptist Church of Belton and be maintained as described in the policy above.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: BOARD APPOINTMENTS

POLICY NO: 1.010.1

Board of Education members will consist of all active church members. Each member must participate in a New Member's class to receive training to be a board member. A Board of Education Committee consists of individuals who are appointed by the Board. (Church Body). This Committee will be the liaison between the church body and School to help with decision making.

Board members will receive annual training on the board policies.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: TUITION

POLICY NO: 2.001.1

Tuition and fees are reviewed by the Superintendent and Director of Business Operations annually.

Tuition payments will be made to Heartland Christian School. It is expected that payments will be made in a timely manner in accordance with the payment schedule selected. The option for payments of tuition and fees by automatic payment service helps prevent late payments. All families are encouraged to use this service or an advance payment method.

Heartland Christian School will suspend any student whose account falls two (2) months behind until the account is settled or satisfactory arrangements have been made. Student records including grade cards, transcripts and diplomas may be withheld if there is an outstanding balance owed to Heartland Christian School for tuition or other fees.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: TUITION DISCOUNT POLICY

POLICY NO: 2.002.1

MULTI-STUDENT DISCOUNT

Discount for multiple students in the same family may be available as approved by Board of Education.

HEARTLAND CHRISTIAN SCHOOL STAFF DISCOUNT

As determined by the Board of Education, per child for full-time and part-time staff.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: TUITION ASSISTANCE POLICY

POLICY NO: 2.003.1

Our program is a need-based program. Any family of an enrolled Heartland Christian School student is welcome to apply for assistance. Many factors are considered in determining awarded amounts. This includes income, expenses, debt, account history, and financial hardships. Non- financial criteria considered includes a student's academic, attendance, and discipline records.

The program is coordinated through the school's Superintendent and Director of Business Operations. The tuition assistance program is managed through the FACTS program, a tool to help schools across the country help evaluate family financial need, allowing schools to award aid with confidence.

Families are required to apply each year for assistance. Any account balances owed by the applicant, must be current in order for the Tuition Assistance application to be considered.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: REFUND OF FEES

POLICY NO: 2.004.1

Enrollment Fees

Fees that are paid for students who are not accepted shall be refunded.

Fees may be refunded, at the discretion of the Superintendent, if the student is not able to begin the school year due to unforeseen circumstances.

Tuition

A student who withdraws by or before the middle of the month shall be refunded one-half (1/2) of the current month's tuition. If the student withdraws after the middle of the month, there is no tuition refunded for that current month. If tuition has been prepaid for additional months, it will be refunded.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022
AMENDED: June 1, 2022
SUBJECT: BUDGET
POLICY NO: 2.005.1

The budget of Heartland Christian School shall be the accounting of both developmental and operational monies. Accounting of all funds shall be made at each regular meeting of the Board of Education.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022
AMENDED: June 1, 2022
SUBJECT: FUNDRAISING POLICY
POLICY NO: 2.006.1

Gift income and monies raised from fundraising activities are an integral part of the resources available to a Heartland Christian School. All fundraising activities should be an avenue to make known the needs of the schools and an opportunity for those who are able to contribute toward those needs. To ensure that all fundraising activities are conducted in the proper environment and manner, the following will apply:

1. All major fundraising activities must be approved through the Superintendent with the advisement of the Board of Education.
2. All fundraising activities for parent organizations must be approved by the Superintendent. All fundraising activities for student organizations must be approved by the Activities/ Athletics Director with the advisement of the Superintendent.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: NON-DISCRIMINATION POLICY

POLICY NO: 3.001.1

The corporation absolutely does not tolerate discrimination against applicants, employees, or students, who otherwise meet the employment or admission requirements of Heartland Christian School on the basis of race, color, national or ethnic origin or any other characteristic protected under applicable federal or state law.

The school admits students, who otherwise meet the admission requirements of Heartland Christian School, of any such characteristics to all the rights, privileges, programs, and activities generally accorded or made available to students at Heartland Christian School and the school does not discriminate on the basis of such characteristics in administering its policies, scholarship programs (if any), or athletic and other school-administered programs.

The corporation will also not tolerate discrimination with respect to the hiring or employment of faculty and staff, who otherwise meet the employment requirements of Heartland Christian School on the basis of any such characteristic.

A statement of our nondiscrimination policy will be published in communication materials, including those dealing with admissions.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: FACULTY/STAFF EMPLOYMENT

POLICY NO: 3.002.1

Candidates for full-time or regular part-time employment in any area of Heartland Christian School shall complete the appropriate written application for the position.

Applications for the position of Superintendent of Heartland Christian School shall be referred directly to the Board of Education.

The Superintendent and designee will conduct all other faculty interviews. Applicants considered for employment will be referred for further consideration by the Board of Education if deemed necessary.

The Superintendent will take final action on dismissal of all employees. All employees shall meet the spiritual qualifications for Heartland Christian School employment and remain in agreement with the Statement of Faith and Philosophy of Education and may be required to reaffirm this fact annually and in writing.

All full-time staff and faculty are required to send their children to Heartland Christian School or another approved Christian school or home school. Exceptions could include special needs students or students in their senior year.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: SPIRITUAL QUALIFICATIONS

POLICY NO: 3.003.2

Revised 01.14.2023

All employees shall:

1. Be born-again Christians; having accepted Jesus Christ as personal Lord and Savior (Romans 10:9-10)
2. Demonstrate a conviction that God is calling them to become involved in Kingdom education (I Cor. 7:21-24);
3. Demonstrate consistent outward evidence of an inward Christian character (I Tim 4:12);
4. Maintain a regular and contributing involvement in a church having a doctrine which is in agreement with the school's Statement of Faith and is scripturally sound in its teaching (Heb. 10:24-25);
5. Be convinced of the importance of prayer and a daily time of meditation in the Word of God and be actively pursuing a relationship with God (Ps. 42:1-2);
6. Demonstrate spiritual maturity and have a teachable spirit and a clear conscience before God and man (Titus 2:2-8); and
7. Have a workable knowledge of the Word of God, knowing how to be fed spiritually (I Tim 4:7).

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: QUALIFICATION FOR PROFESSIONAL STAFF

POLICY NO: 3.004.1

All professional staff shall have:

1. A dedication to serving the Lord through Kingdom education; and
2. A minimum of a Bachelor of Arts or a Bachelor of Science degree from a recognized college or university as well as ACSI and State certificates;
3. In the exception that a teacher with a degree and/or certification is not available for a position, the Superintendent reserves the right to employ faculty and staff who will effectively meet the responsibilities of the classroom, both spiritually and academically.

**HEARTLAND CHRISTIAN SCHOOL
BOARD OF EDUCATION POLICY**

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: VOLUNTEERS

POLICY NO: 3.005.1

All volunteers will be required to have a background check at the Superintendent's discretion.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: EMPLOYEE LEAVE OF ABSENCE

POLICY NO: 3.006.2

Revised 01.14.2023

EMPLOYEE LEAVE WITH PAY

The following leaves are granted with pay to full- time salaried employees. Part time salaried employees with half-time contracts or greater will be granted leave benefits proportionate to their contract to a full- time contract. Hourly employees are compensated for hours worked only.

A. Paid Time Off (PTO)

1. Full time employees are entitled to ten (10) PTO days per school year, which can accrue up to thirty (30) days. Heartland will reward teachers with tenure by giving them one day for every five years they remain at Heartland. The limit of extra tenured days will be four. Any additional days in excess of thirty (30) days will be paid at the end of the contract period at the substitute rate, which is adjusted from time to time, but is currently \$75 per day.
2. Personal leave may not be used during the first or last week of school or on the day before or after a break in school attendance without prior approval. If a staff member goes into arrears on their allotted leave days, the staff member's last contracted paycheck will be reduced by those hours taken in excess.
3. Absences may be charged against sick leave for the following reasons:
 - i. Illness, temporary disability, or permanent disability of the employee. The Superintendent reserves the right to require a physician's certification attesting to the illness or disability of the employee if the absence is for more than 2 consecutive days.
 - ii. Illness or injury to a member of the immediate family. Immediate family is defined as spouse, child, father, mother, sister, brother, grandparents or grandchildren.
 - iii. Illness, injury, or death of other relatives not covered under bereavement leave with permission granted by the Principal.

B. Extended PTO Leave

1. Extended sick leave, not to exceed one week per completed year of service, to begin when accumulated personal leave is depleted, may be granted by the Board of Education.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

C. Bereavement Leave

1. Bereavement leave of up to three (3) days shall be granted without loss of pay or PTO leave when death occurs in the immediate family of the employee or the employee's spouse, or any person residing in the employee's household.
2. Additional time, not to exceed two days, shall be granted without loss of PTO, at the discretion of the Principal when it is necessary to travel in connection with the death of a relative.

D. Jury Duty

1. A full time or part time salaried employee summoned to jury duty shall be granted a leave of absence while fulfilling the jury duty assignment.
2. The leave shall be with pay and the employee shall be required to reimburse the school the daily jury fee excluding any travel or other expenses actually paid, not to exceed the employee's pro-rated daily salary.
3. The employee shall be required to notify the Principal immediately upon receipt of jury duty assignment.

EMPLOYEE LEAVE WITHOUT PAY

The following leaves without pay may be granted full time salaried employees.

E. Military Service Leave

1. A full-time employee is entitled to special consideration for up to a one year leave of absence, without pay, by making written application to the Principal stating the reason said leave of absence is requested. Requests will be considered on the following grounds:
 - i. When not accompanied by the pursuit of other gainful employment;
 - ii. Military service is called because of national emergency and for one (1) year thereafter and Reserve training sessions.

F. Family Medical Leave Act (FMLA)

1. COVERED EMPLOYERS: Public or private elementary or secondary school, regardless of the number of employees it employs.
2. ELIGIBLE EMPLOYEES – only eligible employees are entitled to take FMLA leave. An eligible employee is one who:
 - i. Works for a covered employer;

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

- ii. Has worked for the employer for a least 12 months;
 - iii. Has at least 1,250 hours of service for the employer during the twelve- month period immediately preceding the leave*; and
 - a) The 12 months of employment do not have to be consecutive. If the employee has a break in service that lasted seven years or more, the time worked prior to the break will not count unless the break is due to service covered by the Uniformed Services Employment and Reemployment Rights Act (USERRA), or there is a written agreement.
3. LEAVE ENTITLEMENT – Eligible employees may take up to 12 work weeks of leave in a 12-month period for one or more of the following reasons:
- i. The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster card;
 - ii. To care for a spouse, son, daughter, or parent who has a serious health condition;
 - iii. For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or
 - iv. For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.
 - a. May extend leave to 26 workweeks to care for a covered service member.

Under some circumstances, employees may take FMLA leave on an intermittent or reduced schedule basis.

4. NOTICE

- i. Employees must comply with their employer's usual and customary requirements for requesting leave and provide enough information for their employer to reasonable determine whether the FMLA may apply to the leave request.
- ii. Employees generally must request leave 30 days in advance when the need for leave is foreseeable. When the need for leave is foreseeable less than 30 days in advance or is unforeseeable, employees must provide notice as soon as possible and practicable under the

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

circumstances.

- iii. When an employee seeks leave for a FMLA-qualifying reason for the first time, the employee need not expressly assert FMLA rights or even mention FMLA. If an employee later requests additional leave for the same qualifying condition, the employee must specifically reference either the qualifying reason for the leave or the need for FMLA leave.

5. JOB RESTORATION AND HEALTH BENEFITS

- i. Upon return from FMLA leave, an employee must be restored to his or her original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. Employers are also required to continue group health insurance coverage for an employee on FMLA leave under the same terms and conditions as if the employee had not taken leave.

6. ENFORCEMENT

- i. It is unlawful for any employer to interfere with, restrain, or deny the exercise of or the attempt to exercise any right provided by the FMLA. It is also unlawful for an employer to discharge or discriminate against any individual for opposing any practice, or because of involvement in any proceeding, related to FMLA.

For additional information, visit Wage and Hour Division Website:
<http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4-USWAGE (1- 866-487-9243).

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: SUBSTITUTE TEACHERS

POLICY NO: 3.007.1

The administration of Heartland Christian School shall be responsible for obtaining qualified substitutes when the classroom teacher is absent.

The administration shall maintain a list of qualified substitutes. To qualify as a substitute, a candidate must:

1. Apply for the position of substitute.
2. Meet the spiritual and professional qualifications.
3. Be interviewed and accepted by the Principal as a substitute teacher.

A long-term substitute will be required to prepare unit lesson plans, evaluate student progress, and administer an effective discipline plan.

Compensation will be for either one-half day or for a full day. A half day is anything up to one-half the daily hours. Anything over one-half the normal hours will be compensated as a full day. Compensation for all substitute teachers will be reviewed and set by the Superintendent annually.

Substitute teachers are temporary employees and are not eligible for employee benefits but must have a background check.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1,2022

AMENDED: June 1, 2022

SUBJECT: EMPLOYEE EVALUATIONS

POLICY NO: 3.008.1

An annual evaluation shall be completed for each employee of Heartland Christian School. The evaluation instrument shall be developed from the requirements specified in the employee's job description.

Evaluations for teachers shall be conducted by the supervising Principal. Non-teaching employees shall be evaluated by their immediate supervisor.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: SEXUAL HARASSMENT

POLICY NO: 3.009.1

The Board of Education is committed to maintaining an environment for its students and employees that is free from sexual harassment. Furthermore, the Board of Education strongly believes that 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 that the Superintendent feels merits the board's attention will be brought to the Head Deacon of the church immediately.

A. 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:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's academic status or progress, or employment.
2. Submission to or rejection of such conduct by an individual is the basis for educational or employment decisions affecting that individual.
3. Such conduct creates an intimidating, hostile, or offensive educational or work environment.
4. 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.

B. EXAMPLES OF SEXUAL HARASSMENT

1. Unwelcome Sexual Advances

Whether the advance is "unwelcome" is determined on a case-by-case basis. "Unwelcome" does not mean involuntary and is unwelcome whenever the person subject to the conduct considers it unwelcome. Unwelcome advances may include, but are not limited to, the following:

- i. Any invitation (even subtle) intended to result in a sexual liaison;
- ii. Invitations to dinner or social events, when refusal results in the

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loss of a promotion or in other adverse employment action;

- iii. Propositioning an employee or student.

2. Unwelcome Verbal Conduct of a Sexual Nature

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

- i. Sexually provocative or explicit speech;
- ii. Publicly expressed sexual fantasies;
- iii. Jokes of a sexual or crude nature;
- iv. 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);
- v. Demeaning comments;
- vi. threats for not agreeing to submit to sexual advances;
- vii. Writing sexually explicit memos.
- viii. Inappropriate exchange of images or messages via cell phones or other devices.

3. Unwelcome Physical Conduct of a Sexual Nature

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

- i. Grabbing or twisting an individual's arm;
- ii. Any unwarranted touching or leaning over, cornering, or pinching;
- iii. Sexually offensive pranks;
- iv. Drawing sexually explicit cartoons, other drawings, or graffiti;
- v. Gestures indicating sexual behavior;
- vi. Suggestive winks or unwanted sexual looks;
- vii. Kissing

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4. Students

In addition to the foregoing examples, students may experience harassment that is unique to their situation, some of which may not be immediately recognized as sexual harassment, but which may support a potential claim against the school and/or its employees if not remedied. Such harassment may include, but is not limited to the following:

- i. Unwanted sexual behavior, such as touching, oral comments, sexual name calling, spreading sexual rumors, jokes, pictures, leers, overly personal conversation, cornering or blocking a student's movement, pulling at clothes, students "making out" on the school premises;
- ii. 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;
- iii. 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 that the student is "abnormal" for enrolling in the class.
- iv. Purposefully limiting or denying students access to educational resources because of their gender;
- v. Teasing a student about the student's enrollment in a predominantly or historically single gender class.

C. NATURE OF SEXUAL HARASSMENT

1. Sexual harassment is not limited to conduct by males toward females.
2. Sexual harassment may occur between any or all of the following;
 - i. Student to student
 - ii. Staff to student
 - iii. Student to staff
 - iv. Staff to staff
 - v. Male to male
 - vi. Female to female
 - vii. Male to female
 - viii. Female to male

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

D. INVESTIGATION OF SEXUAL HARASSMENT COMPLAINTS

1. Complaints Involving Employees

- i. If an employee believes that he or she is being sexually harassed, the employee is encouraged to bring the concern to the attention of the employee's supervisor.
- ii. If the employee feels that such contact with the supervisor would be inappropriate, if the supervisor does not resolve the situation, or if the employee simply feels more comfortable speaking with someone other than the supervisor, the employee should contact the Principal.
- iii. If the employee's supervisor is not of the same sex as the employee, or the employee for any other reason would prefer to report the employee's concern the Principal of the school, the employee may do so. However, it is essential that the report be made to someone with the authority and obligation to act upon the concern.
- iv. Any teacher, counselor, or Principal who receives a report, orally or in writing, from any employee regarding sexual harassment of that employee by another employee, nonemployee doing business with the school, or student must notify the school Principal within twenty-four (24) hours or within a reasonable time thereafter.
- v. Oral complaints of sexual harassment will be put in writing by the complainant or by the person who receives the complaint and should be signed by the complainant. However, the complainant's refusal to sign a complaint does not relieve the school of the obligation to investigate the complaint.
- vi. An employee who believes that he or she has been subjected to sexual harassment shall not be required to confront the alleged harasser prior to making the report.
- vii. Following receipt of the report, School personnel will promptly and fully investigate the complaint and will notify the employee and the alleged harasser of the results of the investigation. Investigations will be conducted with full recognition of the rights of all parties involved. The investigation shall commence within forty-eight (48) hours, weekends or holidays excepted.
- viii. The School will maintain the confidentiality of the complaint and the details of the investigation to the fullest extent possible.
- ix. The investigator will put his or her findings in writing and will forward a copy to the Principal within one week after concluding the investigation, or within a reasonable extension

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of time thereafter, for good cause shown.

- x. 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.) If the offender is not an employee of the School, the School will take appropriate action within the scope of its authority to eliminate and redress the harassment. If the offender is a student, disciplinary action will be taken in accordance with the school's discipline policy.
- xi. 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. There will be no retaliation against, or adverse treatment of, any employee who uses this procedure to resolve a concern when such complaint has been brought in the good faith belief that the complainant has been subjected to sexual harassment.
- xii. The responsible supervisor shall follow up regularly with the complaining employee to ensure that the harassment has stopped and that no retaliation has occurred.

2. Complaints Involving Students

- i. If a student believes he or she is being sexually harassed, the student should bring the concern to the attention of the building Principal.
- ii. If the student feels that 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.
- iii. 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 that the report be made to someone with the authority and obligation to act upon the concern.
- iv. Any teacher, counselor, or Principal who receives a report, orally or in writing, from any student regarding sexual harassment of that student or another student by a student or adult in the educational setting must forward that 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.

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- v. Any teacher, counselor, or Principal who receives a report, orally or in writing, from any student regarding sexual harassment of that student or another student by a student or adult in the educational setting must forward that 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.
- vi. 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.
- vii. A student who believes that he or she has been subjected to sexual harassment shall not be required to confront the alleged harasser prior to making the report.
- viii. 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.
- ix. Upon receipt of the report, the Principal will appoint an investigator to investigate the complaint, which investigation shall commence within forty-eight (48) hours (weekends and holidays excepted) after such appointment.
- x. The School will maintain the confidentiality of the complaint and the details of the investigation to the fullest extent possible.
- xi. The investigator will put his or 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.
- xii. 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 expulsion from school).
- xiii. 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.
- xiv. There will be no retaliation against or adverse treatment of any student who uses this procedure to resolve a concern when such complaint has

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been brought in the good faith belief that the complaint has been subjected to sexual harassment.

- xv. The responsible Principal shall follow up regularly with the complaining student to ensure that the harassment has stopped and that no retaliation has occurred.
- xvi. 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.

E. Harassment by Parents, Suppliers or Other Outsiders

Possible remedial action shall be promptly taken when the harassment occurs by a parent, supplier or other outsider, and can include, but is not necessarily limited to, a written warning to the outsider or the outsider's employer, prohibiting the outsider from returning to the school's premises, or refusal to continue doing business with the harasser or the harasser's employer.

F. ENFORCEMENT

1. Employees

Each supervisor, teacher, and Principal is responsible for maintaining an educational and work environment free from sexual harassment. In accordance with that responsibility, each site manager, or his or her designee, shall take appropriate actions to enforce the school's sexual harassment policy, including but not limited to the following:

- i. The supervisor/Principal shall provide an in-service regarding sexual harassment to all staff by the end of the first full calendar week of each school year;
- ii. The supervisor/Principal shall provide a copy of the policy to all new employees of the school prior to the commencement of the employee's duties;
- iii. The supervisor/Principal shall further instruct employees regarding the procedures for reporting sexual harassment in the educational setting on an as needed basis;
- iv. The supervisor/Principal shall take prompt action to investigate all complaints of sexual harassment.
- v. The supervisor/Principal shall take appropriate disciplinary action, as necessary.

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2. Students

Each building Principal is responsible for maintaining an educational and work environment free from sexual harassment. In accordance with that 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:

- i. All vulgar or sexually offensive graffiti shall be removed from the premises;
- ii. The building 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;
- iii. All teachers, counselors, and Principals shall instruct students on the procedures for reporting sexual harassment within the educational setting on an as needed basis;
- iv. The building Principal, or his designee, shall take prompt action to investigate all complaints of sexual harassment.
- v. The building Principal, or his designee, shall take appropriate disciplinary action as necessary.

G. DISCIPLINE/CONSEQUENCES

1. Complaints Involving Employees

- i. Any employee accused of sexual harassment may be placed on administrative leave;
- ii. 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.
- iii. Any employee who permits or engages in the sexual harassment of a student will be subject to disciplinary action, up to and including dismissal.
- iv. Any employee who receives a complaint of sexual harassment from a student and who does not act promptly to forward that complaint to the Principal or the Principal shall be disciplined appropriately.
- v. Any employee who retaliates, or engages in conduct that could be interpreted as retaliation, against any person who has made a

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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.

- vi. 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 that the school has control over the non-employee and his or her employer.
- vii. Any employee who brings false charge of sexual harassment shall receive appropriate discipline. The term “false charge” means a charge brought in bad faith, that is without the good faith belief that one has been subjected to sexual harassment. The term “false charge” does not include a charge that was brought in good faith, but which the school was unable to substantiate.

B. Complaints Involving Students

- i. 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.
- ii. Any student who engages in the sexual harassment while on school property or while participating in school activities off campus will be subject to disciplinary action, up to and including expulsion.
- iii. Any employee who permits or engages in the sexual harassment of a student will be subject to disciplinary action, up to and including dismissal.
- iv. Any student who brings a false charge or sexual harassment shall receive appropriate discipline. The term “false charge” means charges brought in bad faith, that is, without the good faith belief that one has been subjected to sexual harassment. The term “false charge” does not include a charge that was brought in good faith, but which the school was unable to substantiate.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: BACKGROUND CHECK POLICY

POLICY NO: 3.010.1

Heartland Christian School will conduct background checks on all staff, volunteers, substitute teachers, and others as determined by the Superintendent.

The employment background check may provide information related to prior employment, professional licenses, personal or professional references, certificates of education, professional certifications, driving record, and/or criminal background.

As deemed appropriate by Heartland Christian School, further background checks may be conducted. The employment or assignment of any employee or volunteer may be subject to the satisfactory findings of one or more completed background checks.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022
AMENDED: June 1, 2022
SUBJECT: CHILD ABUSE
POLICY NO: 3.011.1

Heartland Christian School is committed to the prevention of child abuse and to assisting those who are affected by incidents of child abuse. Heartland Christian School is also committed to complying with legal requirements for reporting child abuse.

A. Education

1. Principals, teachers, volunteers, and all other personnel will be educated in the law, reporting procedures and what signs to look for in the detection of child abuse.

B. Incident Investigation and Reporting

Because of the serious nature of incidents of alleged or suspected child abuse for the victim, the family of the victim, the accused and Heartland Christian School and its employees, the investigation and reporting of such incidents must be conducted in a manner which gives proper protection to all involved. The investigation must be carried out in a way which: 1) will best lead to determining the facts, 2) will fulfill the statutory obligation to report incidents of probable child abuse, and 3) will assist legal counsel in the preparation for the defense of potential litigation which may arise from the incident.

C. Statutory legal obligation to report child abuse

Sections 210.110 through 210.165 of the Revised Statutes of Missouri contain the law regarding Child Abuse and Neglect in Missouri. The following is a summary of the reporting requirements and applicable definitions.

Definitions:

“Child” means any person less than 18 years of age.

“Abuse” means any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for the care, custody and control of the child, which includes any person “exercising supervision” over a child for any part of a 24-hour day.

“Neglect” means failure by anyone responsible for the care, custody and control of a child to provide the proper or necessary support, education as required by law, nutrition or medical, surgical or other care necessary for the child’s

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well-being. This also includes any person “exercising supervision” over a child for any part of a 24- hour day.

D. Who must report:

Every person with responsibility for the care of children is required to make a report. Generally, this covers anyone dealing with the care or supervision of children. Specifically, it covers every teacher, Principal, other school official, nurse, after/before care worker, volunteer, and substitutes.

E. What requires a report:

A person is required to report when he/she has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect.

F. To whom must the report be made:

A staff member, such as a teacher, must report to the school counselor when such staff member learns of abuse or neglect in his/her staff or professional position. The school counselor, or designated person in charge, then becomes responsible for further internal reporting to the Principal with a report ultimately being required to be made to the Missouri Division of Family Services if indicated by the circumstances. A person who makes a report of suspected child abuse or neglect to the school counselor has fulfilled his or her obligation to report. Reports to the Missouri Division of Social Services may be made by calling the Child Abuse and Neglect Hotline at 1-800-392-3738.

G. When must report be made:

The report must be made to the Division of Social Services by the person legally responsible for making the report immediately upon receiving a report of child abuse, or other information regarding child abuse or neglect which gives him/her reasonable cause to suspect that a child has been or may be subjected to abuse. While the statute gives no time limit in its provisions, stating only that the report must be made immediately, the obligation to report does not arise until there is reasonable cause to suspect abuse or neglect. When reasonable cause to suspect abuse has been established, the report must be made immediately.

H. Failure to Report:

Failure to report suspected child abuse or neglect to the Division of Social Services by a person required to do so, immediately upon establishing that there is reasonable cause to suspect child abuse or neglect, is a class A misdemeanor.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

I. Procedure for Reporting

Heartland Christian School staff, school employees, volunteers, substitutes who have reason to believe that a child is being abused (based on the above definition) are mandated to report that information to the Designated School Reporter. If the Designated School Reporter is not available before the close of day, the report should be made to the Principal/Superintendent.

1. If the accused is an employee/substitute/volunteer of Heartland Christian School, the Principal/Superintendent becomes the Designated School Reporter and will act on the best interest of the child's safety.
2. In deciding whether or not to report an incident or situation of suspected abuse to the school counselor, it is not required that the reporter have proof that abuse had occurred.
3. In reporting to the school counselor, use the child abuse reporting form and include what was said by the child or what was observed leading to the suspicion of child abuse, including the context of that information. There should be no attempt by the school employee to question the child, as the role of investigation lies with the Department of Family Services. The child should be protected from repeated disclosures.
4. Given the sensitive nature of child abuse referrals, the initial reporter should expect only minimal feedback following the report or regarding the outcome of the report.

J. Responsibility of the Designated School Reporter

1. Once a report has been made by the initial reporter, the designated school reporter will notify the Principal/Superintendent prior to making a report of suspected abuse to the Division of Social Services. The Principal/Superintendent will be informed of the report but not the specific details of the report.
2. The Designated School Reporter will make a telephone referral to the Child Abuse and Neglect Hotline at 1-800-392-373. The telephone referral will be followed by a written referral within 24 hours. The Designated School Reporter may consult with a Division of Social Services worker (816-858-3740) prior to the hotline call as long as the report is called in before the end of the normal work day.
3. The Designated School Reporter will not inform parents of any report of suspected child abuse, however, when making a referral or hotline call, how the parents become informed will be discussed and the best course of action agreed upon with that agency.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

K. Responsibilities of the School after Referring Cases of Suspected Child Abuse

1. Following any report of suspected child abuse, the Designated School Reporter and counselor will assume a role of student support and advocacy as required. Principals will cooperate with DSS throughout any investigation and release relevant student records and staff reports as necessary.
2. Following investigation, the Designated School Reporter or counselor, will participate in DSS case conferences on behalf of the child as requested.
3. All information related to suspected child abuse cases shall be treated confidentially.
4. On an annual basis, the Designated School Reporter will submit the total number of child abuse and neglect referrals made to DSS to the Principal for record-keeping.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: ELECTRONIC DEVICE/INTERNET ACCEPTABLE USE

POLICY NO: 3.012.1

With the educational opportunity of both the computer and the Internet comes responsibility. Part of our responsibility in preparing students for the future is to teach them to use wisely the tools they will utilize as adults. It is important that you and your child read and discuss the following policies regarding the use of the electronic device and Internet in our classrooms. It is imperative that procedures for online access are followed. Inappropriate use will result in the loss of online and basic electronic device privileges.

Heartland Christian School's online enrollment process includes parental acknowledgement of electronic devices 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 in the document and below. For families with more than one child, each child must have a separate form on file. Parental acknowledgement of the policy during enrollment affirms the understanding and consent to the policy.

A. Summary of Electronic Device and Internet Use at Heartland Christian School

1. It is a privilege, not a right, to use electronic device and Internet at Heartland Christian School.
2. Inappropriate use will result in cancellation of usage.
3. Internet and electronic device access is for educational purposes, and Heartland Christian School has taken available precautions in forewarning and educating all interested parties of the controversial material that is accessible on the Internet.
4. It is impossible for the school and its employees to restrict access to all controversial materials. Parents agree to not hold Heartland Christian School or its employees responsible for materials acquired by students on the network in violation of the Electronic Device and Internet Acceptable Use Policy.

B. Unacceptable Uses

1. Using copyrighted materials in reports without permission.
2. Publicizing your home address, phone number, or other personal information.

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3. Copying and distributing commercial software in violation of copyright law.
4. Using profanity or obscenity.
5. Creating a computer virus and placing it on the school computer or Internet.
6. Sending anonymous messages of any kind.
7. Altering or forwarding personal communication without the author's prior consent.
8. Ordering services or merchandise from other agencies that have Internet access. Heartland Christian School shall not be held responsible for any transactions or be liable for any cost or damages arising out of the actions of students or merchants.
9. Using the Internet for sending and receiving personal messages, via e-mail, chat rooms, or social networking sites.
10. Using the Internet to send and or receive inflammatory messages.
11. Using the Internet for financial gain, for commercial activity, or for any illegal activity.
12. Using the Internet to access a file that contains pornography, inflammatory material, inappropriate material, or any material not specifically related to the instructional lesson, objective, or assignment.
13. Downloading or installing programs without the permission of the IT coordinator.

In addition, students will abide by any other rules instituted by staff members in individual class settings regarding the use of technology.

ALL USERS SHOULD BE AWARE THAT THE INAPPROPRIATE USE OF INTERNET INFORMATION RESOURCES CAN BE A VIOLATION OF LOCAL, STATE, AND FEDERAL LAWS.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: COMMUNICABLE DISEASES POLICY

POLICY NO: 4.001.1

A student with a communicable disease may not attend school while the disease is in the contagious stage. A student may be requested to have written consent from either a physician or the Health Department to return to school.

**HEARTLAND CHRISTIAN SCHOOL
BOARD OF EDUCATION POLICY**

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: CRISIS POLICY

POLICY NO: 4.002.2

Emergency Procedures: All emergency procedures are outlined in the Crisis handbook.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: ATTENDANCE POLICY

POLICY NO: 4.003.1

Regular school attendance is required by law and is necessary for good scholarship. A student's success is directly related to his/her attendance in school.

In addition, effective communication between the school and the parents in regards to a student's attendance is vital. Parents are encouraged to schedule their child's necessary appointments outside of regular school hours. Any student arriving late or leaving early must be signed in/out through the school office by a parent, guardian or responsible adult designated by the parent.

All absences must be reported to the office by the parent, legal guardian, or host family. Absences reported to teachers or staff in lieu of the school office will not be accepted. We discourage parents from taking their student out of school for vacation, celebrations, shopping, business appointments, etc.

Attendance procedures, including those concerning tardiness, are listed in the Parent/Student handbook.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: STUDENT RECORDS POLICY

POLICY NO: 4.004.1

The school shall keep records, which will provide for the registration and attendance of students and maintain an up-to-date permanent cumulative record of individual students. Student records shall be maintained in a confidential, secure, and fireproof file cabinet.

Cumulative Record File (CR File) – To be kept in the main office.

This file shall contain application, parent enrollment data (for current student), appropriate references, immunizations and other health records, standardized test scores, academic grades and transcripts, information from previous school(s) if applicable, IEP or 504 documents, and pertinent discipline data.

Information contained in the student files shall be accessible only to appropriate school staff having a need to know, parents, and students (age 18 and older). Student records including grade cards, transcripts and diplomas may be withheld if there is an outstanding balance owed to Heartland Christian School for tuition or other fees.

In the event of school closure, ownership of the student records will transfer to Heartland Family Ministries: First Baptist Church of Belton and be maintained as described in the policy above.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: ADMISSION POLICY

POLICY NO: 4.005.1

The following standards have been established for entrance into Heartland Christian School:

- A. Parents and students agree that the Heartland Christian School Handbook is a description and official register of Heartland Christian School and should be considered part of the agreement between parents, students, and the School. The handbook outlines Heartland Christian School's Statement of Missions and Faith and parents are required to acknowledge and sign as part of the online enrollment process.
- B. Parents must be in agreement with the basic objectives of Heartland Christian School and be willing to actively support the school.
- C. The student must have a sincere desire for a Christian education and must be willing to submit to the standards and regulations of the school.
- D. The student's record of behavior at home and must indicate an understanding of parental authority and reflect good citizenship. The student must agree to abide by the standards and guidelines during school and at all school sponsored activities.
- E. The student must be of suitable age for the grade assigned. Children entering pre-school must be three (3) or four (4) years of age for Preschool/KinderPrep, five (5) for kindergarten and six (6) for first graders on or before August 1, of the school year.
- F. Pre-enrollment testing determines the suitability for enrollment and placement in the school. An assessment is required for all prospective kindergarten students. Students in other grade levels may be tested as appropriate.
- G. An initial interview with both parents (single parents excepted) will be required as a part of the acceptance procedure for any student applying for admission. A Heartland Christian School Principal or his/her designated representative shall conduct the interview.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: IMMUNIZATION POLICY

POLICY NO: 4.006.1

Heartland Christian School will follow the Missouri State Law regarding immunizations. The law reads: "Students cannot attend school unless they are properly immunized and can provide satisfactory evidence of immunizations or unless they are exempted."

Verification that immunization requirements have been met will be a part of the enrollment procedure for each student.

People who refuse immunizations must sign a state exemption form provided by the office.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: PART TIME STUDENT POLICY

POLICY NO: 4.007.1

High school students taking five classes will be considered full time students.
Students with fewer than five classes are part time students.

Part time students may be eligible for all activities available to students enrolled full time. Students should consult the Principal for specific eligibility questions.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: DRESS CODE AND GROOMING POLICY

POLICY NO: 4.008.1

The Heartland Christian School Dress Code policy is outlined in the Parent/Student Handbook.

Romans 12:2 "And do not be conformed to this world, but be transformed by the renewing of your mind that you may prove what is good and acceptable and perfect will of God."

In response to God's command to not be conformed to this world and as representatives of Jesus Christ, we believe that our dress should reflect our Christian walk and character. Encouraging each student to dress appropriately, the Heartland Christian School policy exemplifies cleanliness, neatness and modesty before the Lord. We are setting a standard in dress that will first and foremost glorify God and secondly, honor and respect each other. The dress code is designed to instill a sense of belonging and pride in our school, promote sound academic performance, minimize distractions, and reduce competition in the matter of personal dress, as well as being convenient for parents.

As our philosophy includes partnering with parents, it is the parents' responsibility to ensure that their students are in complete compliance with the school's dress code policy. The administration and teachers of Heartland Christian School have the responsibility of maintaining a well-managed classroom, creating a quality learning environment, and enforcing the standards of the school, which includes the dress code policy as listed in the current Parent/Student handbook.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: STUDENT DRIVER POLICY

POLICY NO: 4.009.1

Students must have written permission from their parent(s) to drive a motor vehicle (including motorcycles) on campus. During the enrollment process parents must provide student driver authorization by providing the motor vehicle make and model, license plate number and driver's license information.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: SPECIAL NEEDS STUDENT POLICY

POLICY NO: 4.010.1

Heartland Christian School will make every reasonable effort to accommodate students with special needs. Parents should provide the student's Individual Education Program (IEP) –if any- with the enrollment application. Appropriate faculty will review the request and make every reasonable effort to attempt to secure the necessary resources needed to accommodate the student.

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: STUDENT TRANSFER POLICY

POLICY NO: 4.011.1

Students Transferring to Heartland Christian School:

1. Grades K-12: student records received from their previous school/accredited home school program will normally be accepted as verification of grade level/course completion. Documentation of courses completed shall be evaluated to determine grade placement for home school students applying for entrance to school.
2. The school reserves the right to test a student at any grade level in order to properly place or verify the placement of a student within the academic structure of the school.
3. Students in high school will receive credit for home school classes with a grade of Passing with no effect on GPA, if appropriate, or a letter grade if records report letter grades.
4. Students must be ENROLLED IN Heartland Christian School for at least two years to be eligible for academic awards. (HIGH SCHOOL ONLY)

HEARTLAND CHRISTIAN SCHOOL BOARD OF EDUCATION POLICY

DATE: June 1, 2022

AMENDED: June 1, 2022

SUBJECT: INTERNATIONAL STUDENT PROGRAM

POLICY NO: 4.012.1

The International Student and Host Family Handbook can be found online. The international program will:

1. Support itself financially
2. Require all international program students to meet the minimum admissions requirements and must bring an official transcript in original language and if possible, an English translation and criteria for translating foreign grades to the American system.
3. Require all international program students to speak and write proficient English at grade level 5. The minimum TOEFL score required is 55 and the minimum IELTS score is 5.5.

The Board of Education sets the following maximum number of International Program students accepted into the program as follows:

- No international program students in K – 4th grade.