

Welcome to
Heritage Hall Christian School
Home of the Patriots



Parent-Student Manual

Updated Spring 2020

This handbook has been prepared to provide a guide for consistency in following policies and procedures. Please read the handbook carefully with your student. Changes and updates are in red (electronic edition only).

Additions, corrections, adjustments may be made as needed. Major changes will be communicated to parents as they occur.

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Heritage Hall exists for the purpose of providing a thoroughly Christ-centered, Bible believing educational program that will prepare students academically, physically, spiritually, and socially for service to God and country.

Our mission is to assist Christian parents in the training of their children to conform to the image of the Lord Jesus Christ.

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1.0 INTRODUCTION

1.1 Statement Faith

- We believe the Bible to be the inspired and only infallible Word of God. (II Peter 1:21 Psalms 12:6-7)
- We believe that there is one God eternally existing in three persons: Father, Son and Holy Spirit. (I John 5:7)
- We believe in the deity of our 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 right hand of the Father, and His personal return in power and glory. (John 1:1, Matthew 1:18, II Corinthians 5:21, John 2, Colossians 1:20, Acts 1:9 Romans 8:34 Acts 1:11)
- We believe in the resurrection of the saved and lost. Those that are saved unto resurrection of life and those that are lost unto the resurrection of damnation. (Revelation 2:6 Revelation 20:11-12)
- We believe in the ministry of the local church as God's established instrument for carrying out the Great Commission. (Matthew 28:18-20)
- We believe that men are justified by faith alone and are counted righteous before God only through the merit of our Lord Jesus Christ. (Romans 5:1)

Because of the above statement of faith, it is important that:

- each student have a testimony of faith in Jesus Christ as personal Savior,
 - each student attend regularly a Bible-believing church.
- Each student and parent will be asked about their personal testimony and church attendance during their interview with an administrator. The Application for grades 7-12 also asks for this information.

1.2 Philosophy of Education

Heritage Hall Christian School believes:

- that Christian education starts and ends with the God of the Bible and of creation. God created man in His own image, and man bears the stamp of God.
- that man rebelled against God, and now all men are born sinners. Man cannot remedy his own sinfulness; his own efforts always 'come short of the glory of God.' (Romans 3:23)
- that God provided a way of salvation for every man through the death, burial, and resurrection of His Son, Jesus Christ. A person receives forgiveness of sin and eternal life upon believing that Jesus died as his substitute, thereby paying the 'wage' that God requires for sin. (Romans 6:23)
- that, upon salvation, man becomes a part of the body of Christ, the church. At the moment of salvation, Christian education begins. Ideally, this education is a cooperative effort of the home, the church, and the school.
- that the purpose of Christian education is to instruct the believer so that he grows in grace and moves toward the goal of Christ-likeness.
- that the Christian school should be founded on the fact that all truth is of God and that the word of God is the main source of the knowledge of God. The Bible is the school's authority for faith and practice.
- that the Christian schoolteacher must be saved, spiritually minded, and making every effort to be Christ-like in daily conduct. The Christian teacher is in a position of authority but must also have the spirit of a servant.
- that a student must be saved to have a true capacity for Christian education.
- that Christian education must encompass the five levels of learning: exposure, activation, comprehension, conviction, and application. Learning has not truly taken place until truth is put into practice and change occurs.
- that Christian education must involve the total man. Luke 2:52 states that Jesus '...increased in wisdom and stature, and in favor with God and man.'" A student must be educated physically, socially, and spiritually as well as academically.
- that God created every person as an individual with unique qualities. The teacher must be sensitive to differences in maturity and ability among students.
- that the setting of Christian education should be structured and protective. The learning environment must be ordered; discipline must be purposeful and obedience must be primary. The goal is to train the student to shun evil and embrace good. Christian education prepares the student to be in this world but not of it. (John 17:15)

1.3 Goals

- To lead every student enrolled to a saving knowledge of Jesus Christ.
- To teach every student enrolled an understanding of God, the priority that should be accorded His word, and the responsibility that every person has to Him as Creator and Redeemer.
- To develop within each child a level of basic skills and achievement that will support successful functioning as a citizen of the kingdom of God and of this nation.
- To provide both curricular and instructional systems that will enable any student to achieve at levels that will prepare him to enter the next level of education chosen.
- To enable each student enrolled to develop both natural and spiritual gifts and talents with the understanding that the highest goal of mankind is to use these gifts and talents to worship and glorify God.
- To leave a student enrolled with a strong sense of right and wrong, to make him aware of the spiritual blessings that come from doing right, and to warn of the many wrongs that now characterize our culture and the negative consequences to be borne by those who choose those wrongs.

1.4 Vision

Heritage Hall Christian School will equip every student to fervently impact the world for Christ.

1.5 Core Values

- Biblical Truth
- Excellence
- Relationships
- Servanthood
- Integrity

These are the uncompromising values we embrace, principles that drive the daily behavior and decision making of every employee, administrator, and student. **RELATIONSHIPS** based on Biblical principles are important for building church and community. **SERVANTHOOD** emphasizes the way we should relate to one another. **INTEGRITY** must be evidenced in all educational, business, and relational aspects of the school's operation utilizing God's resources to strive for **EXCELLENCE** while ensuring that all student learning, activities, and school experiences are centered in **BIBLICAL TRUTH**.

2.0 ADMISSION & ATTENDANCE

2.1 Admission

- Heritage Hall is a Christian school open to all students regardless of denomination, race or ethnic origin.
- Heritage Hall reserves the right to refuse admission, or to expel, any student who adopts a lifestyle inconsistent with the teaching of Scripture.

2.2 Transfer of Credit

- A student transferring into the high school (9-12) will receive credit for a subject if:
 - The student earned a composite score at or above the 35th percentile on a national achievement test taken in the past year.
 - The student earned a grade of at least C- in each subject considered for transfer.
 - If all criteria are not met, credit will be given only when the student demonstrates skill and knowledge sufficient to receive credit for the course.

2.3 Attendance

- Heritage Hall Christian School is committed to fostering the spiritual and academic growth of its student body. Classroom attendance is an integral factor in a student's ability to learn and provides valuable opportunities that can only be fully utilized in the classroom. Students who are absent are unable to derive the benefits from classroom discussion and the interactions among teachers and fellow students that enhance the educational process. The primary goal of the HHCS attendance policy is to encourage maximum student attendance that will allow students to attain the educational benefits of school and the fulfillment of spiritual, academic, and career goals. A student and parent must accept responsibility for the student's attendance. The business of school can be considered a person's first job in life. The habits developed and started in school may transfer to the rest of the student's academic and professional life.
- Additionally, Indiana Public Law 221 and federal legislation, No Child Left Behind, have set a 95% benchmark for a school's minimum attendance rate. Attendance rate is one of the factors that is considered when schools are placed in performance categories and compared to other schools. In short, HHCS can perform well in academic terms but be placed in a lower achievement category due to insufficient attendance and graduation rate. Indiana attendance law mandates that every student enrolled must be in attendance unless he/she is ill or there is a death in the immediate family.
- Attendance at HHCS is a privilege, not a right.
- Written documentation from a parent/legal guardian is required for all absences, late arrivals or early departures for all students. A student must present a written note signed by the parent/legal guardian stating the reason for the absence, tardiness or early departure. Verbal notification alone is not acceptable.
- Determination of excused or unexcused absences rests with the Administration. Notes from a doctor's office are acceptable. Student drivers must have written permission; all other students must be signed in or out by the parent/legal guardian.
- A student returning to school following an extended absence (more than 3 days) must present a note signed by the doctor confirming the illness and giving clearance to return to school.
- Parents are responsible to call the office by 8:30 AM and to send a note stating the reason for a student's absence or tardiness. Homework should be requested at this time.

There are four (4) kinds of absences:

1. Excused - Those caused by illness, medical and dental appointments, or deaths in the immediate family. A written excuse from the parent explaining the specific reason for the absence must accompany the student upon his/her return to school.
2. Pre-Arranged - Absences which are arranged beforehand, and therefore, are considered excused. These absences are limited to the following:
 - a. Vacations with parent/guardian(s). Maximum of 10 consecutive school days per year.
 - b. Youth retreats with home/church groups (maximum of five school days per year).
 - c. College visits for students in grades 10-12 (maximum of five school days per year).
 - d. Church/school related conferences where the student accompanies his/her parents.For parents requesting pre-arranged absences, a request for such must be submitted at least three school days before the first day of the requested absence. If more than the allowed days will be missed (see above), the extra days will be considered an unapproved absence unless prior exception is received from the administrator.
No exams or standardized testing may be missed. Pre-arranged absences will apply toward the total allowable absences for a semester.
3. Unapproved - Parents are aware of the students whereabouts and notify the office, but the absence is for reasons other than those mentioned above. A written excuse from the parent must accompany the student upon his/her return to school. **The note must give the specific reason for the absence.** (Any note received without a specific reason will be considered unexcused.)
4. Unexcused - Absences without a written note from parent/guardian. Unexcused absences will result in a one-point reduction per class for each unexcused absence at the end of a grading period.

NOTE: All absences are considered unexcused unless and until written notice by the parent or guardian accompanies the student when he/she returns to school after an absence and until verified by the administration as excused. All absences count against perfect attendance. Excuse notes should be returned

to the school office on the first day the student returns to school after an absence. Excuse notes will not be accepted more than one week after the student's return to school

- Extended absence due to illness should be reported on the first day of absence. Subsequent daily calls are not required. A doctor's note is required upon return after an absence of 3 days or more.
- The school will cooperate with parents when students are on family trips, but students are responsible for making up work missed.
- A student may miss no more than **18 days per year** (grades 9-12) overall or in a specific class period to be eligible for class credit. Students in K5-8 may miss no more than **18 days total**.
- Work missed during an unexcused absence or tardy may be made up for partial credit.
- Attendance is marked as follows in K5 full-day through grade 12:
 1. Late arrival from 7:45 to 9:30 AM is marked as a tardy.
 2. Arrival after 9:30 AM is marked as a half-day absent.
 3. Departure at or before 1:40 PM is marked as a half-day absent.
 4. Absence during the day equivalent to 1 ½ hours will be marked as a half-day absent.
- Perfect Attendance awards are based on no more than ½ day absent and no more than 3 excused tardies for the year.
- Students are NOT marked absent when working the polls on election day, serving as a page in the State Legislature, seniors visiting a college as a prospective student, or participating in a school-sanctioned off-campus event (e.g., recognition breakfast or lunch, Youth Salute photo session, scholarship award event).
- Weather related absences, tardies, or unforeseeable emergencies will be marked as excused absences/tardies.
- Ten (10) unexcused absences per year is considered "habitual truancy" by the State of Indiana per Indiana Code 20-20-8-8. Students with such a record will be reported to the Dept. of Education (DOE) and Bureau of Motor Vehicles (BMV) and these students will not be issued a learner's permit, operator's permit, or operator's license until the age of 18 per Indiana Code 20-8.1-3-17.2

2.4 Student Illness and Communicable Diseases

- In order to limit the spread of disease, students may not return to school until they have been fever-free and vomit-free, without the aid of medication, for a minimum of twenty-four hours. A fever is defined as 100°F or greater.
- If found to have a contagious illness, a student is required to be on an antibiotic or other physician-prescribed therapy for a minimum of twenty-four hours prior to returning to school. Examples of such illnesses include, but are not limited to, conjunctivitis (pink eye), chicken pox, scabies, and impetigo.
- Open, seeping sores and/or blisters (such as chicken pox and hand, foot, and mouth disease) must be healed over or completely covered before the student may return to school.
- A doctor's note is required if the student has any restricted activities (PE or recess). *See 8.5 Medications for policy regarding students needing medicine during the day.*
- **Lice:** Any student found with nits will be sent home as soon as possible. Students returning to school must report to the office where office personnel will conduct a lice exam before the student will be readmitted.

2.5 Absentee Homework

- Grades 1-2: Homework is included on the weekly assignment sheet.
- Grades 3-6: Homework is recorded in the assignment log.
- Grades 1-12: Homework and assignments will be posted on Sycamore.
- Class secretaries (7-12) will collect handouts and in-class assignments for all absentees.
- Parents or siblings are responsible to get books from lockers.
- Absentees are responsible to make up all work, including quizzes and tests, in a timely manner.

2.6 Chronic Tardiness

- Because chronic tardiness disrupts class, promotes a careless attitude and disregard for deadlines and responsibility, and inhibits the learning process, any student who arrives late is marked tardy, regardless of the reason.
- Tardy secondary (7-12) students are given a demerit.
- All tardies are considered unexcused except delays caused by weather, trains, car trouble, or medical appointments. Demerits are not given for excused tardies.
- Students should bring a note when returning from a medical appointment.
- When students sign in, a specific reason should be given for tardiness.
- A student with an unexcused tardy to school will receive a zero for all work missed.

2.7 Required Activities

Absence from required activities must be excused in advance by a note from the parent stating the reason for the absence. Attendance at the following programs is required for the grades indicated:

- PK3, PK4, K5: Christmas Program
- K5: Kindergarten Graduation
- Elementary (1-6): Christmas and Awards programs

Mandatory events for ALL 7-12 students: To be excused from a mandatory event, a student must bring a written note from parents in advance stating the reason for the absence. No demerits will be given if excused.

Unexcused absence will result in 25 demerits.

- Country Fair (1st Semester)
- SH Fine Arts Program (2nd Semester – FABAs Participants Only)
- High School Play (2nd Semester – Cast & Crew Only)
- Awards Program (2nd Semester)
- Commencement (2nd Semester)

To be excused from a mandatory band/choir event, a student must bring a written note from parents in advance stating the reason for the absence. However, the grade penalty may not be waived. Unexcused absence may result in grades being lowered up to 2 letter grades.

- Mandatory events for BAND & CHOIR members, both Junior & Senior High:
- Christmas program (7-12)
- SH Fine Arts program (7-12)
- MS Showcase (5-8 participants)
- IACS Bible, Fine Arts & Academic Meets (SH March, MS April; participants)

2.8 Closed Campus

- Heritage Hall operates a "closed campus."
- Attendance at the school is required for the full school day regardless of free periods.
- All students at all levels must include the time and reason when signing in late in the morning, signing out to leave during the day, and signing in when returning from a mid-day absence.
- Secondary students may not leave school during the day without permission from home and school. In order to leave the student must bring a note from a parent stating reason and giving permission to leave and must check with administration before leaving. Students will be given demerits for failure to sign out or to follow procedure.
- Secondary students who drive must park in the assigned area and may not drive their cars during the school day. (Teacher Aides assigned to the elementary building must ride the shuttle bus.)
- Secondary students will lose their privilege to drive if found to be driving recklessly or inappropriately.
- Closed campus policy also means that students are not to leave the premises for lunch. This includes ordering pizza and having it delivered to school. (See further guidelines in **8.5 Lunch**).

2.9 Visitors to the Campus

When school is in session:

- Visits should be pre-arranged with administration in advance for parents wishing to sit in on classes or students wishing to attend classes for any portion of a day.
- Student visitors (including former students) must obtain permission from the administration or office to attend classes.
- All visitors must report to the office upon arrival to obtain a Visitor's Pass and to sign in.
- All visitors should return to the office at the end of their visit to sign out and return the Pass.

3.0 ACADEMIC POLICIES

3.1 Weekly Papers: PK3, PK4, K5, 1-6

- All papers are sent home regularly to keep parents informed. By requiring a signature, the teacher knows that a parent has looked at the papers and is aware of the student's progress or deficiency.
- Grades are posted on the web-based Sycamore program and may be accessed by parents at any time.

3.2 D & F Tests: (7-12)

- Parents will be notified so there are no surprises at the end of the grading period.

3.3 Mid-Term Evaluation

- Students' grades are evaluated each grading period at 4 ½ weeks. Parents should check Sycamore to monitor their students' progress. Parents will be notified if their student has a D or F grade average at mid-term.

3.4 Report Cards

- Report cards are sent home with students after the end of each grading period.
- Enclosed with all elementary report cards is a signature slip that is to be returned in the envelope within 5 days confirming that a parent has reviewed the report card.
- Parent-Teacher Conference days are included in the calendar following the first grading period. However, parents may schedule a conference any time they feel one is needed by contacting the teacher or leaving a message with the office.
- Elementary students cannot attend after school STEM classes with a grade of C or below.
- A parent conference, by phone or in person, is required with the teacher of any class in which the student has earned a grade of D or F. The teacher will contact parents.
- All 7-12 students who receive a D or F on their report card are required to attend a help study session at least one time a week to receive help with homework, tests, or organization skills. This session may be with a teacher during or after school, in the after-school supervision room, or with an outside tutor hired by the parents.
- Student athletes will not be penalized for attending after school help sessions. The help session teacher should communicate with the coach concerning help sessions.

3.5 Remediation

Remediation in the form of summer school or tutoring is **required**

- for students in grades 1 and 2 or 9-11 who score at or below the 35th percentile on the IOWA Achievement Test in reading or math.
- students in grades 3-8 who do not pass ILEARN or IREAD-3.
- students who fail the ECA for Algebra I or English 10.
- students who have failed English, reading or math classes.
- Successful completion of Summer School or tutoring is required for promotion to the next grade level.
- A student must continue to retake the ECA until passed to meet graduation requirements.

- Students who do not pass IREAD-3 must retake the test up to 2 times if necessary, must continue to receive instruction in Grade 3 reading, must be reported as a third grader, and must fully participate in the IREAD-3 assessment.
- Summer School is **recommended** for students in grades 1-6 whose achievement test scores are between the 36th and 50th percentile, and/or who have a grade average of D in English, reading or math.

3.6 Grading Scale

Percentage Grace	Letter Grade	Standard GPA Scale	Honors GPA Scale
100-94	A	4.0	5.0
93-90	A-	3.7	4.625
89-88	B+	3.3	4.125
87-82	B	3.0	3.750
81-80	B-	2.7	3.375
79-78	C+	2.3	2.875
77-72	C	2.0	2.5
71-70	C-	1.7	2.125
69-68	D+	1.3	1.625
67-62	D	1.0	1.25
61-60	D-	.7	.0875
59-0	F	0	0

3.7 Academic Competency

Grade Point Average The secondary school uses the point system shown at left for determining grade point average (GPA). Honors classes are designed to equip students for college admission and/or academic scholarships. Honors classes require completion of a project that reflects understanding of the course content. Honors class grades are weighted with a 1.25 value as shown in the table at the left.

Dual Credit Classes Students must meet the criteria set forth by Ivy Tech before being enrolled in a dual credit class. Grades are evaluated at the end of each quarter. Students must have a B average at the end of Sem2 in a prerequisite class.

Academic Honors Diploma requirements revised Sep 2017. In addition to the minimum number of credits within a discipline, a student must have ONE of the following:

- SAT scores of 480 in English (ELA) and 530 in Math
- ACT: 18 in English, 22 in Reading, 22 in Math, 23 in Science OR
- 6 dual credits

Honors classes are not used to determine an Honors Diploma.

New Graduation Pathways are effective with the class of 2023. Graduation exams will be discontinued and students in the class of 2023 and beyond will be required to

- 1) earn a High School Diploma,
- 2) learn and demonstrate employability skills (Project-based, Service-based or Work-based learning experiences, AND
- 3) demonstrate postsecondary-ready competencies (Academic or Technical Honors OR ACT/SAT college-ready benchmarks.

Algebra I taken in 8th grade does count toward the high school credit and math requirement. Grades will be shown on the Freshman transcript.

To determine eligibility for a Dual Credit class, students may be required to take an Accuplacer test. This will be done at school in May, during the summer or early in August. Freshmen who have not yet taken the PSAT test will need a qualifying score for Dual Credit Algebra II.

A student must have a grade of “C” or above to advance from Spanish I to Spanish II, Spanish II to Spanish III, and Algebra II to Pre-Calculus.

3.8 Diplomas

Heritage Hall currently awards four (4) diplomas which meet or exceed State of Indiana requirements.

- General
- Core 40
- Core 40 with Academic Honors (AHD)
- College Prep

The College Prep Diploma is a Heritage Hall designation based on the difficulty of our courses and classes required by Heritage Hall but not necessarily by the State of Indiana. Students who meet the course requirements but do not have the required test scores or enough dual credits will receive a College Prep Diploma.

INDIANA CORE40

English/ Language Arts	8 credits
	Including a balance of literature, composition and speech.
Mathematics	6 credits (in grades 9-12)
	2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <small>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math course or quantitative reasoning course each year in high school</small>
Science	6 credits
	2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	6 credits
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	5 credits
	World Languages Fine Arts Career and Technical Education
Physical Education	2 credits
Health and Wellness	1 credit
Electives*	6 credits <small>(College and Career Pathway courses recommended)</small>

40 Total State Credits Required

Schools may have additional local graduation requirements that apply to all students

* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a College and Career Pathway (selecting electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities.

**Scores updated September, 2017

CORE40 with Academic Honors*(minimum 47 credits)*

For the **Core 40 with Academic Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits
(6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following:
 - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
 - B. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
 - C. Earn two of the following:
 1. A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
 2. 2 credits in AP courses and corresponding AP exams,
 3. 2 credits in IB standard level courses and corresponding IB exams.
 - D. Earn a composite score of 1250 or higher on the SAT and a minimum of 560 on math and 590 on the evidence based reading and writing section.**
 - E. Earn an ACT composite score of 26 or higher and complete written section
 - F. Earn 4 credits in IB courses and take corresponding IB exams.

CORE40 with Technical Honors*(minimum 47 credits)*

For the **Core 40 with Technical Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
 1. Pathway designated industry-based certification or credential, or
 2. Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits
- Earn a grade of “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following,
 - A. Any one of the options (A - F) of the Core 40 with Academic Honors
 - B. Earn the following scores or higher on WorkKeys: Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information - Level 5.
 - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
 - D. Earn the following minimum score(s) on Compass: Algebra 66, Writing 70, Reading 80.

3.9 HONORS and DUAL CREDIT Pre-Requisites and Course Requirements

To enroll in an honors or dual credit class a student must meet ONE of the requirements listed for that class; i.e., either the PSAT, ACT, SAT or Accuplacer. Within one of those tests, however, a student must have a qualifying score for each of the subject areas listed. If there is no prerequisite class, the Accuplacer is required. Once a student has taken the Accuplacer and met the qualifying score requirement, the test does not need to be repeated in subsequent years for other courses.

Dual credit and honors courses require a minimum grade average of B (3.0) in the prerequisite class. Honors classes require a culminating honors project. Indiana DOE says a school may designate a course as “Honors” when the course content is significantly more rigorous than the state approved course. Honors-level courses must be standards-based, have defined criteria for student admission to the course as well as clear expectations of student outcomes, and include a culminating honors project that reflects understanding of the honors course content. The course description should reflect the ‘honors’ nature of the course and course titles should include an “H” or the word “Honors” in the title.

Honors classes do not automatically constitute a dual credit.

Dual Credit classes do not automatically generate the honors “GPA bump.”

Students must register for honors and dual credit separately on their schedules.

Students must meet all the pre-requisite requirements for dual credit or honors classes.

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COURSE	IVT	CRN#	PRE-REQ CLASS w/ B ave (82%)	PSAT	ACT	SAT	ACCUPLACER	PROJECT
English 12 H or DU	ENGL111	52075		RDG 46 WRIT 46	ENG 17 RDG 18	RDG 460 WRIT 460	80 SENT	Project/ Paper
Algebra II H or DU	MATH 136	52076	Alg I	MTH 52	MTH 24	MTH 520	74 ELM	**
Trig/Analyt Geom H or DU	Math 137	52077	Alg I, Alg II, Geom	MTH 52	MTH 24	MTH 520	74 ELM and 86 CLM	**
Calculus H or DU	Math 211	52078	Math 131 & 132 Alg/Trig OR Math 133 & 134 Alg w/analytic geom. OR Math 136 & 137 Trig w/analytic geom				86 CLM	**
Human Anat H or DU	APHY 101		Life Science ENGL 093, 083/095 MATH 023/080	RDG 46 MTH 52 WRIT 46	ENG 17 RDG 18 MTH 24	RDG 460 MTH 460 WRIT 460	76 RDG 80 SENT 40 ELALG or 60 ARITH	Science Fair
Biology H or DU		52073	Life Science	RDG 46 MTH 52 WRIT 46	ENG 17 RDG 18 MTH 24	RDG 460 MTH 460 WRIT 460	76 RDG 80 SENT 40 ELALG or 60 ARITH	Science Fair
Chemistry H or DU		52074		RDG 46 MTH 52 WRIT 46	ENG 17 RDG 18 MTH 24	RDG 460 MTH 520 WRIT 460	76 RDG 80 SENT 74 ELALG; 1 CLM	Science Fair
English 11 H				RDG 46 WRIT 46	ENG 17 RDG 18	RDG 460 WRIT 460	76 RDG 80 SENT	Project/ Paper
U.S. History H				RDG 46 WRIT 46	ENG 17 RDG 18	RDG 460 WRIT 460	80 SENT	Project/ Paper
Govt H				ENG 46 RDG 46	ENG 18 RDG 18	RDG 460 MTH 460	76 RDG 80 SENT	Project/ Paper
Econ H			English 111	ENG 46 RDG 46 MTH 46	ENG 17 RDG 18 MTH 18	RDG 460 WRIT 460	76 RDG 80 SENT 40 ELALG or 60 ARITH	Project/ Paper

Physics H			Math 121 Geom/Trig or Math 131 Alg/Trig or Math 134 Trig or Math 137 Trig w/Analytic Geom	RDG 46 MTH 52 WRIT 46	ENG 17 RDG 18 MTH 24	RDG 460 MTH 520 WRIT 460	76 RDG 80 SENT 74 ELALG/ 1 CLM	Science Fair
Speech H				RDG 46 WRIT 46	ENG 17 RDG 18	WRIT 460	80 SENT	HS Play or FABA
COURSE	IVT	CRN#	PRE-REQ CLASS w/ B ave (82%)	PSAT	ACT	SAT	ACCUPLACER	PROJECT
Spanish III H			Spanish I, Spanish II FL Course Placement 50	RDG 46 WRIT 46	ENG 17 RDG 18	RDG 460 WRIT 460	76 RDG 80 SENT	Additional Rosetta Stone assignments

Concert Band H (9-12 only)

Project: includes practice outside of class, IACS competition

Sounds of Heritage Honors

Project: includes required ministry performances, IACS competition

Communication Media Honors

Project: includes writing, editing, social media and website management

Yearbook Honors

Project: includes data management, photography, page layout, meeting deadlines, work outside class

3.10 College Entrance Exams

- The ASVAB (Armed Services Vocational Aptitude Battery) is an excellent skills assessment and interest inventory that can assist all students in their career planning needs and is given to all students in ninth grade. The ASVAB scores provide one measure of a student’s skills and abilities. The personality profile helps students identify their interests and clarify what is important to them.
- The PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test) is given at school in October to all students in grades 10 and 11. Students not only gain experience by taking this preliminary college entrance exam but may qualify for score-based scholarships.
- All colleges and many scholarships require SAT (Scholastic Aptitude Test) or ACT (American College Testing) scores for consideration of admission or awards. Students are encouraged to take at least one of the tests before the end of their junior year. Students must register online for the SAT or ACT. There is a registration fee. Income eligible families may qualify for a Fee Waiver which is available in the high school office. The SAT is offered locally 7 times during the academic year. The ACT is offered locally 6 times during the academic year. The CEEB code for Heritage Hall Christian School is 152481. SAT and ACT scores are also considered in awarding an Academic Honors Diploma.

3.11 Twenty-First Century Scholars

This scholarship program is available to income-eligible students in Indiana. Students must register as 21st Century Scholars by June 30 following their 8th grade year. Student agree to maintain their grades, remain drug-free, and graduate and must attend an accredited college or university in Indiana to receive a full tuition scholarship. Students must complete the 12-Step Scholar Track before graduation.

Registration may be completed at <http://scholars.in.gov>

Additional information is available at <http://www.learnmoreindiana.org/students/6-8-students>

4.0 ATHLETIC POLICIES

The following sports are currently offered at Heritage Hall:

Fall: Boys' Soccer, Girls' Volleyball

Winter: Boys' and Girls' Basketball

Spring: Intramural boys' basketball (grades 3-6), Intramural girls' volleyball (grades 4-6)

4.1 Eligibility

HHCS has set standards for all players in order to maintain a high level of academics. Therefore, only academically eligible students may participate in interscholastic athletics and cheerleading. The standard is a "C-" average in core classes (Bible, English, History, Science, Math) with no "F's" in any class. The failing grade is regarding the class average, not an individual quiz or test grade. Academic eligibility is based on mid-quarter and quarter grades.

1. If a student fails a 4th quarter class, the student will be allowed to fully participate in the next season's sports program. However, should the student have below a "C-" average in one of their core classes (Bible, English, History, Science, Math) or a "F" in any class, they will no longer be able to practice or play until the next evaluation.
2. If a student fails a 2nd quarter class, the student will be allowed to fully participate in the 3rd quarter's sports program. However, should the student have below a "C-" average in one of their core classes (Bible, English, History, Science, Math) or a "F" in any class, they will no longer be able to practice or play until the next evaluation.
3. Once a student becomes academically ineligible due to grades, they may not participate in games until they become academically eligible. They will continue to remain ineligible for one week at a time until they become eligible. Students who are academically ineligible may practice with the team but cannot travel to away games with the team, play in a game, or participate in any way (this includes dressing out for home games). In order for a student to become eligible to play in games, they must bring the grade up to eligible status in the class that caused them to become academically ineligible as well as maintaining eligibility level grades in the rest of their classes.

4.2 Absence

- An absence from a class due to a game will be handled like any other absence from a class. It will be the student's responsibility to find out what was missed and make the appropriate arrangements to make up the work. Should a student return home late at night from a game, they are not excused from projects, quizzes, or tests that were previously assigned and given the next day.
- Students are responsible for scheduling with their teachers a time to make up tests, quizzes, or other graded work missed because of traveling to away games.
- Students who are absent any portion of a game day must have permission from the administration to participate in the game that night.

4.3 Girls Varsity Basketball and Cheerleading

Any girl in grades 7-12 may be on both the varsity basketball team and a cheerleading squad with permission from both coaches.

4.4 Cheerleading

Varsity Squad is open to girls in grades 9-12 unless there is no Junior Varsity squad. Junior Squad is open to girls in grades 7-9.

5.0 STUDENT DRESS CODE

Matthew 5:16, “Let your light so shine before men, that they may see your good works, and glorify your Father which is in heaven.”

5.1 Introduction

The Scriptures touch the issue of dress in principle only. A Christian school dress code can be dealt with on a spiritual basis only as it relates to biblical principles. The underlying principles are not usually the point of contention on the topic of dress. The disagreements are more frequently related to institutional preference that a school chooses to enforce. Two different parents that are equally committed to the Scriptures may have different dress guidelines for their children for school, church, and recreation. Every institution has to set its boundaries where it feels the mission of the organization is best accomplished. The overriding principles used by the administration must satisfy these questions: **Is it modest, activity appropriate, and gender appropriate, and does it honor the Lord?**

Heritage Hall Christian School desires that the values of the school be reflected in the dress standards of students as well as staff. Adherence to the school dress code should be shared by the home rather than becoming the sole responsibility of the school. The HHCS dress code attempts to focus on modesty, neatness, age and activity appropriateness regardless of current styles or cultural standards. Safety may also enter into the consideration of dress for a particular activity.

5.2 Uniformity

Heritage Hall does not have a required school uniform but does require that each student in preschool through 6th grade have at least one blue polo shirt with the school logo. This is required dress for all field trips (PK-6) and some program performances. Uniform polos are not required for grades 7-12.

We have a local supplier for logo shirts. Pre-paid orders are received in the spring, orders placed in the summer, and shirts distributed when school resumes in the fall. Limited quantities of shirts in all sizes are available in the office throughout the year.

Heritage Hall has a preferred customer agreement with Land’s End, but parents are not required to purchase shirts or pants from Land’s End. Pants that are similar in style and fit to the LE school uniform khakis are acceptable.

Land’s End offers sale prices and promotions including free logo application. Should parents desire to purchase school logo apparel through Land’s End, the Preferred School Number: 9000-8867-5 and the Logo Number: 0337868K will be needed.

5.3 General Guidelines for all students, all levels

- Clothing must not have emblems, images or words that promote sinful habits or worldly lifestyles.
- Pants must not drag the ground, be frayed, faded, bleached, or have holes.
- Clothing should not be overly baggy or sloppy in appearance.
- Clothing should not be too tight, form-fitting, or clinging to accentuate anatomy or reveal undergarments.
- The “pinch an inch” rule is the recommended guideline for boys’ and girls’ pants.
- Leggings are not pants and must be worn under a skirt or dress that comes to the knee.
- Shirts and tops must have sleeves. Camisoles, tank tops, sleeveless, sheer, see-through or peek-a-boo or off-shoulder tops are not permitted.
- Boys’ hair is to be neatly trimmed and off the eyebrows, ears, and collar.
- Boys are not permitted to wear necklaces, bracelets, or earrings unless medically required.
- **Shoes with socks are required. Exception: Girls may wear sandals without socks.** Shower or beach-style flip-flops are not permitted.

5.4 **Specific Dress for Preschool (PK3, PK4)**

- Boys and girls may wear T-shirts or polo shirts with jeans, shorts or sweatpants.
- Girls' dresses or skirts must reach the knee.
- Girls are encouraged to wear shorts under their dresses or skirts for modesty, especially on the playground.

5.5 **General Guidelines for K5-12**

- Nylon athletic-style pants with stripes down the sides, draw strings, Capri or crop pants, sweatpants, bib overalls, or full camouflage attire are not permitted.
- Hats are not to be worn to class.
- Tattoos and body piercings are not permitted. *Girls may have no more than 2 earrings per ear.
- Boys and girls should avoid hairstyles, hair color, jewelry or other accessories that call attention to the person or distract from classroom activity.

5.6 **Specific Dress for K5-6**

- Boys and girls may wear denim jeans or khaki-fabric pants in black, navy or tan.
- Girls' skirts/dresses must reach to the knee when sitting.
- Tops that are not tucked in must come at least 3 inches below the top of the skirt/pants. Bending at the waist or raising hands should not reveal skin.
- Students whose tops are oversized, baggy, excessively long or sloppy will be required to tuck in the top or change into something more appropriate.

5.7 **Specific Dress for 7-12**

- Denim jeans (any color) are not permitted.
- Boys and girls may wear dress pants or khaki-fabric pants in blue, black or tan.
- Hooded sweaters or sweatshirts are permitted, but hoods may not be covering the head in the building. An appropriate shirt or top must be worn under the sweatshirt for **both boys and girls**.
- Boys must wear a shirt with a collar (dress shirt or polo).
- Boys must wear a belt if the pants have belt loops.
- Boys must be clean shaven.
- Girls' tops may be no lower than 4 fingers' width from the top of the collar bone. No cleavage should be revealed, especially when leaning over.
- Slits in maxi skirts must be no higher than the middle of the knee.
- **Girls' tops are to be solid colors or prints. T-shirts should only promote HHCS activities.**

5.8 **Special Dress-Down Days**

- 7-12 School Camp: jeans, T-shirts, sweats, modest shorts to the knee
- Field days or Jog-a-Thon: jeans, T-shirts, sweats, modest shorts to the knee
- Athletic events: jeans, T-shirts
- Reward days: jeans, T-shirts
- Jr-Sr Banquet fundraiser (pay to participate): jeans, T-shirts; PK-6 may wear hats
- Spirit Days: themed costumes must meet modesty guidelines

5.9 **Required PE Uniforms 7-12**

Boys: Reversible shirt pre-ordered in the spring PLUS red shorts, white socks, athletic shoes

Girls: White T-shirt with school logo pre-ordered in the spring PLUS red shorts to the knee, white socks, athletic shoes

5.10 **Athletic Uniforms**

- All practice attire, warm-ups, and uniforms must meet general guidelines for modesty and appropriateness.
- On game days all team members (**including cheerleaders**) will wear the same attire as determined by the coach.
- **School-owned uniforms must be returned within one week of the end of the season, laundered and in good condition.**

5.11 **Concert Attire:** *Copied from the Band Handbook*

Men: Black dress slacks, White Dress Shirt, Long Dark Tie, Dark Dress Shoes, Dark socks.

Ladies: Black Floor length skirt, White Blouse or Dress Shirt (No T-shirts), Dark shoes with minimal heels. No jewelry will be permitted for the purpose of uniformity except simple stud earrings only.

5.12 **Formal Events: Honor Society Induction, Fine Arts Showcase, Awards Programs, Commencement**

Men: dark pants & sport coat (or suit), dress shirt, dark tie, dress shoes

Ladies: floor-length dress or skirt with a dressy top, dress shoes

5.13 **Dress Code Enforcement Procedure**

Preschool: Teacher observes students early in the morning, identifies any student in violation of the dress code, and contacts parents that day by text, Pass-a-Note, phone call or in the car line to avoid repeat infractions.

Grades K-6: Teacher observes students early in the morning, identifies any student in violation of the dress code, and refers any questionable attire to the principal who determines whether the infraction warrants a student warning, parent contact, or change of clothing.

Grades 7-12:

- Following morning assembly teachers conduct dress check prior to first period classes.
- All dress code violations are written up on a demerit slip which is given to the Student Life Counselor.
- Immodest dress code violations must be corrected before a student may attend class.
- A young man may be given 48 hours to get a haircut.
- A young man needing a shave must see the Student Life Counselor before going to class.
- Repeated infractions for the same attire (or failure to get a haircut or shave) will require a meeting with the parents to enlist their support in checking for dress code prior to leaving home. Repeat offenders may be considered disobedient and may face other disciplinary measures.

6.0 ARRIVAL, DISMISSAL, and EXTENDED CARE

6.1 **Morning** (before school) doors will open at 7:00 AM.

Preschool (PK3, PK4)

- Students **are to** be delivered to the east elementary entrance Door #4, north campus.
- A **preschool teacher** will assist students from the vehicle to the building **starting at 7:30**.
- Parents may **also** walk their students to the designated room. If this option is chosen, parents are requested to park by the sidewalk north of the entrance door or in the lot south of the building. Parents may not leave their car under the portico to block traffic.
- Students may play quietly until approximately 7:40 when toys are put away.
- Classroom teachers will dismiss students to their own classrooms at 7:55.

Kindergarten (K5) & Elementary (1-6)

- Students **are to** be delivered to the east elementary entrance Door #4, north campus.
- Safety Patrol will assist students from the vehicle to the building **starting at 7:30**.
- Students will report to the designated room or hallway upon arrival.
- Students will be dismissed to the hallway at 7:30 and to classrooms at 7:55.

Secondary (7-12)

- Students should be dropped off at the west high school Door #7, south campus.
- Student drivers may park in the south lot behind the high school building.

- Students may take lunches to the refrigerator located by the stairs on first floor and then report to the Fine Arts Center until the 7:40 bell.
- Students whose lockers are in the main lobby may stop at their lockers upon arrival, but should not linger before reporting to the Fine Arts Center.
- All other students may go to their lockers between 7:40-7:45.
- Students must be in assigned seats by the 7:45 bell. Those not seated are marked tardy.

6.2 After School: No Student May Be Unsupervised. School personnel are responsible account for every student until they are released to a parent.

There is a “grace period” following each dismissal time as follows:

Preschool & Kindergarten Half-Day until 11:45 AM

Half-day students are dismissed at 11:30 and will remain in the pick-up area until 11:45. Parents who cannot be at school by 11:45 should call the elementary office so arrangements can be made. There is no extended care for half-day students.

Full-day PK3, PK4, K5 and Grades 1-6 until 3:20 PM

- Students whose parents are not at school by the 3:05 dismissal will wait in the hallway.
- At 3:20 all remaining students will be signed into extended care and charged.
- Extended care includes a 30-40-minute homework time. Students should come prepared every day with pencil, paper, and books. During homework time, students may not talk or play games. If they have no homework, they should bring a book to read.

Secondary until 3:25 PM

- Students must report to the designated study room by 3:25 p.m.
- Students are not to loiter in the halls or in the parking lot.
- Students are not to wait by the door or outside to avoid the study room or charges.
- Students will be supervised at no charge until 4:00 p.m. Students remaining at 4:00 will be checked into elementary extended care and charged the daily rate of \$10.
- Students staying to attend a home game may be dismissed from the assigned area no more than 15 minutes before game time or required time to be ready (players).

6.3 Extended Care

- For security, all students must check into extended care while waiting for their parents to arrive. Students not regularly enrolled in extended care will be charged the daily rate.
- A student who is “enrolled” in extended care is one who stays every day or on a pre-arranged, predictable, scheduled basis. An annual fee is figured into the monthly payment plan.
- Only students enrolled in Heritage Hall classes may stay in extended care.
- Students in extended care must be signed out by an adult with the exception that high school student drivers may sign out siblings and children in their carpool.
- Students who have been released to a parent should remain with that parent.
- School personnel are no longer responsible for students once they have been signed out.
- To maintain safety and security after school, the playground is reserved for extended care use only.
- A RELEASE AUTHORIZATION (HH-SYI School Year Information form) must be on file for every student.
- Students will not be released to anyone whose name does not appear on the RELEASE AUTHORIZATION.
- Names may be added or deleted as changes occur. Notify the office or call the extended care number directly whenever the person picking up your child is not on your release.
- Please notify the office and extended care personnel if contact information changes.
- Students not regularly enrolled in extended care will not be charged for the service unless parents repeatedly fail to pick them up in a timely manner.

Extended Care Fees See current year Fee Schedule for specific prices.

“Enrolled” students are defined as those who stay in extended care every day. The annual fee is included in the payment plan.

- Monthly rates will not be adjusted for absence, family vacation, or change of work schedule.
- Monthly rates will not be adjusted for snow days or holidays or when students are involved in athletic or play practices.
- Daily fees will be billed regardless of hours or minutes checked in.
- Students must be picked up by 5:30. A \$10 fee (per family) will be charged for every late pickup.
- Failure to pay fees as billed may result in loss of extended care privileges.
- Extended care fees are not covered by scholarships (unless specifically approved by the Administration).

A CLASS ENROLLMENT CHANGE FORM IS REQUIRED for any changes to enrollment that affect billing and must be completed and signed by the parent in the business office. (e.g., half day/full day change, adding or dropping extended care). **Adjustments to the account will not be made until a signed form is on file.**

Extended Care Discipline

- Extended care is a privilege and conduct expected for the school day should continue throughout the time in extended care.
- Name calling and disrespect for authority will not be tolerated.
- Upon first warning, a student will lose privileges for the current activity.
- If misbehavior continues, a supervisor will be notified and will talk with the student.
- Further incidents will require a call from the supervisor to the parent to discuss behavior.
- Continued misbehavior will result in a one-day suspension from extended care.
- Failure to comply with expectations of common courtesy in extended care may result in dismissal from the program.

6.4 Plays and Athletic Practices

- Students should be picked up promptly when practice is over unless they are enrolled in extended care on a regular basis.
- Extended care charges for enrolled students will not be suspended during practices.

6.5 Other Information

- All doors remain locked during school hours.
- Security bells are located at these school entrances.
- East elementary entrance Door #4 (elementary office)
- West secondary entrance Door #7
- Admittance to the preschool/elementary is ONLY through Door #4 from 7:00 a.m. until 5:30 p.m.
- Please contact the business office and sign a Class Enrollment Change Form for any of the following:
 - Changing from a half day to a full day enrollment.
 - Changing from monthly to daily or daily to monthly billing of extended care charges.
 - Adding or dropping extended care services.
 - Completion of the Change Form will ensure that office staff updates both enrollment and billing records. The form may be completed in advance of the change if the start or stop date is known.

7.0 DISCIPLINE

Principles for Student Conduct

Rules of conduct are essential to the successful operation of the school. There are fundamental rules of conduct that must be followed:

1. Be courteous to other students and staff.
2. Follow instructions given by all staff members, administrators, student life counselors, teachers, cafeteria workers, and custodians.
3. Respect school property and share in the responsibility of keeping the school clean.
4. Restrooms should be left clean and neat for the next users.
5. Consume food and drinks in designated places and properly dispose of all trash.
6. Remain in authorized areas before and after school and during school functions.
7. Within the classroom, adhere to all rules established by individual teachers.
8. During convocations, athletic events, and extracurricular activities, be a positive representative of HHCS.

7.1 Preschool (PK3, PK4)

GOAL: To lovingly and patiently train boys and girls to behave in a way that pleases God.

METHOD: Training, with loving consistency and effective consequences.

PROCEDURE:

Visualized warning in each classroom.

Third offense in one day:

- First time: along with losing age-appropriate play time, a note will be sent to the parents explaining offenses and asking for their support in reinforcing the importance of following acceptable conduct.
- Second time: Upon losing all discipline visuals more than one day of the same week, a phone call will be made to the parent explaining behavior and asking for their support in reinforcing the importance of following acceptable conduct.
- If the problem persists Parent will be asked to pick up the child for the remainder of the day upon losing all 3 discipline visuals of the same week if the behavior is due to inability to control himself in a manner that is respectful and not harmful to those around him.

7.2 Kindergarten (K5)

GOAL: Apply God's Word and teachings to strengthen values and behaviors such as kindness, honesty, empathy and obedience with oral, visual, and consequential reinforcements. To use these same reinforcements to help the children overcome lapses in these values and behaviors.

METHOD: Training with loving consistency and effective consequences.

PROCEDURE:

Visualized warning in each classroom.

Students receive at least three verbal warnings before a card is moved. After three warnings, students will move from green to orange with no consequences. If a student moves from orange to yellow, after three warnings, the student will have laps or lose a small amount of recess (weather depending). If the student continues to ignore warnings and moves from yellow to red, a note is sent home to the parents detailing why the student moved to red

7.3 Elementary (Grades 1-6)

GOAL: To help students see they are responsible to God for their words and actions.

METHOD: Training with loving consistency and effective consequences

PROCEDURE:

- When a student disobeys a rule, the teacher corrects the student and gives him or her a first level warning. This can be referred to as "moving a card," "losing a ticket," etc.
- A second infraction will result in a second level warning and a second card moved.
- A third infraction will result in a disciplinary slip (yellow slip) issued, and a visit to the administrator's office.
- A student may have all three warnings issued immediately for major infractions such as disrespect, fighting, cursing, etc., and be sent to the administrator's office at once.

Disciplinary Slip (Yellow Slip) Procedures

- At the 1st yellow slip, the student will miss 10 minutes of the next recess period, along with whatever punishment the administrator deems suitable.
- At the 2nd yellow slip, the student will miss 20 minutes of the next recess period, along with whatever punishment the administrator deems suitable.
- At the 3rd yellow slip, the student will miss all of the next recess period. The administrator will call the parents personally to inform them of the discipline issues the student is having.
- At the 4th yellow slip, the administrator will schedule a meeting with the students' parents/guardians. The student will serve a 30 minute detention after school.
- At the 5th yellow slip, parents/guardians will be notified, and the student will serve a 1-hour detention after school, and will lose a privilege in school (Missing PE, Music, losing a special responsibility, etc.)
- At the 6th yellow slip, a meeting with parents/guardians will be scheduled, and the student will serve a 1-day out-of-school/in-school suspension. (Out-of-school or in-school suspension is up to the discretion of the administrator).
- At the 7th yellow slip, the student will serve a 2-day out-of-school suspension.
- At the 8th yellow slip, the student will serve a 3-day out-of-school suspension. Parents/Guardians will be called in to have a meeting discussion expulsion.
- All yellow slips will have two copies made. One copy will be kept in the administrator's office. One copy will be given to the student to take home for parents/guardians to sign and return to the teacher on the next day. All parent-signed slips will be kept in a student file kept in the teacher's room. Students who fail to return a signed yellow slip will immediately lose 20 minutes of the next recess period, and their parents/guardians will be contacted.
- Students who forge their parents' signatures will immediately serve a 1-day out-of-school suspension.

Detentions and Expulsions

- Detention will take place after school in the administrator's office.
- Students serving detention will not be allowed to work on assignments, read, or study. They will sit or stand in the office, and either a) sit or stand at attention or b) complete work assigned by the administrator or teacher outside of class work.
- **Students who are serving detention will be charged a full day of extended care fee for every half-hour of detention served.**
- A student may be dismissed from the elementary school if he or she earns an 8th yellow slip.
- Dismissal from school is not limited to the warning/disciplinary slip/detention process. A student may be dismissed for major infractions at the discretion of the administrators.
- **Students who are suspended from school must make up the work missed (quizzes, tests, homework), but will not receive credit for grades.**

Communication with Students

- There are three levels of warnings that will be presented visually in the classroom. Students are involved in these visuals (moving a card, star, picture, etc.)
- Teachers are encouraged to use an online program (Class Dojo or similar) to communicate warnings to students and allow the students to track their behavior. This program may be used in place of or in addition to the classroom visual.

Communication with Administrator

- Once a third warning has been given, teachers will fill out a disciplinary referral form (yellow slip), identifying all three warnings and making any necessary notes.
- Teachers will maintain an open line of communication with the principal, especially in regard to warnings, detentions, and possible student dismissal. Accurate behavior records and assessment will be necessary from the teacher in these circumstances.

Communication with Parents

- Parents will be able to monitor classroom warnings and disciplinary referral forms (yellow slips) using Class Dojo, Sycamore, or other similar software.
- When a disciplinary referral form is issued, a copy will be made for the student to take home for parents to sign. The signed copy must be returned to the teacher who will keep a record of it in a student file in the classroom.
- The teacher will be in constant communication through phone calls or texts to parents at every disciplinary referral form.
- At the first detention, the elementary administrator will schedule a meeting with the family.
- At the first suspension, the elementary administrator will schedule a meeting with the family.
- A meeting will be scheduled including the Administrator, elementary administrator, and the parents/guardians of a student facing dismissal before any child is formally dismissed.

7.4 Secondary (Grades 7-12)

PRINCIPLE: Education is the most important classroom activity.

METHOD: Normal infractions are covered by demerits.

Disruptive behavior results in removal from the classroom.

PROCEDURE:

- A student who cannot be controlled is sent to the principal's office.
- No credit for classroom work missed
- Student cannot return to class until he/she exhibits a repentant spirit, makes a commitment to change, apologizes to the teacher, and receives permission from the principal.
- First offense: Discussion and warning and a letter to parents explaining the problem.
- Second offense: Student will write an assigned essay describing what was done (actions), why it was wrong (supported by Scripture), what the correct behavior should be, plan for correcting the problem, and apology to the teacher. Paper must be signed by student, parent, principal, and teacher before the student may return to class.
- Third offense: Twenty-five (25) demerits given, one-day in-school suspension, second paper assigned, and a parent conference.
- Fourth offense: Dismissed from school.

7.5 Demerit Program

The demerit program has been developed as a preventive measure and is designed to train the student to respond correctly to the rules and procedures of Heritage Hall. It is a way of keeping parents, teachers, administrators, and the pastor informed of the progress of each student. This is not a system of punishment, but a system of measurement whereby points are assigned to infractions. When students reach certain levels of continued disobedience, action will be taken with the goal of preventing further problems. Students will be limited to 100 demerits per semester, with action taken at 25, 50, and 75 demerits before expulsion at 100 demerits.

The Administrator and Student Life Counselors will direct the demerit program. **Unacceptable behavior will be written up by teachers on demerit slips and these slips will be given to the Student Life Counselors. The Student Life Counselor will then ask the student to give any details which may explain the behavior in question. The Student Life Counselor will then determine the demerits to be issued based upon HHCS point system.**

Point System

A number value will be assigned to infractions. The maximum numerical value allows for 99 demerits per semester. This system has levels of discipline as follows:

Level 1 – 25 demerits: letter

Level 2 – 50 demerits: letter; Administrator contacts parent and student will lose all athletic and leadership privileges.

Level 3 – 100 demerits: expulsion

Offenses

Repeated classroom misconduct (talking, tardy to class, not prepared, etc.)

1 st offense	1 demerit
2 nd offense	2 demerits
3 rd offense	3 demerits
4 th offense and up	3 demerits each

Other offenses, demerits

OFFENSE	DEMERITS	OFFENSE	DEMERITS
Gum, cell phone, dress code	5,10 each thereafter	Disrespect: peers Disrespect: Authority	10-40 25-50
Disorderly conduct	5, 10 each thereafter	Fighting	10-50
Unexcused absence: class hour	5-10	Profanity	25-50
Unexcused absence from school	10-25		
Mistreatment of others & their property, horseplay, harmful practical jokes	10-20	Flippant comments (drugs, sex, violence, etc)	10-50
Lying, cheating	10-25	Physical contact	5-100 (expulsion)
Automobile misconduct	10-25 with possible loss of driving privileges	Possession of prohibited articles	25-100 (expulsion)
Direct disobedience	10-40	Stealing	25-100 (expulsion)
Skipping required activity	15-25	Tobacco products	50-100 (expulsion)
Dismissal from class	20-25	Pornography or lewd materials	50-100 (expulsion)
Defacement of school property	10-50	Immorality (heterosexual, homosexual, etc)	100 (expulsion)
Attitude (critical, complaining, mocking, ridiculing)	10-50	Alcohol or substance abuse	100 (expulsion)
Vulgarity (language or actions)	10-50	Criminal activity	100 (expulsion)

Class Cheating

1st Offense: Receive a zero on the work, parent contacted by teacher. Demerits: 10-25

2nd Offense: Office referral, receive a zero on the work, parent contacted by Principal. Demerits: 25-50

3rd Offense: Office referral, parent contacted by Administrator. Demerits: 25-50, possible expulsion

The Administration reserves the right to determine consequences for any situation not covered by these rules. When a student fails to respond properly to correction, the parents will be contacted immediately.

7.6 Merit Program

- The Merit System at Heritage Hall Christian School is for all K-5 – 12th grade students and has been designed with the hope of encouraging positive behavior and discouraging negative behavior. We do this for the following reasons.
 - Balanced rules and expectations establish the guard rails that show clear boundaries and safeguards on the road to a successful school environment. Any relationship necessitates a certain level of “rules” to cultivate and continue the relationship and our school is no different. We are seeking to create an environment that is conducive to academic, social, physical and spiritual growth.
 - The Bible teaches that there are certain evidences that the Holy Spirit is at work in the life of a believer and that His working will be exhibited in their actions and attitudes (Galatians 5:22-24). At HHCS we want to create an environment that is helpful for believers to demonstrate genuine obedience from the heart, motivated by God’s grace and not a mere outward behavior or conformity motivated by man’s guilt.
 - We also want to teach students through real life application the Biblical law of sowing and reaping. It is for their benefit that they realize that “the way of transgressors is hard” (Proverbs 13:15) and that there are positive and negative consequences for one’s behavior.

Merits are awarded as follows:

<u>Merits</u>	<u>Action/Attitude</u>
5-15	Displaying Faithfulness Faithfulness is shown by students when they are honest and do the things they are supposed to do (Matthew 25:21; I Corinthians 4:2).
5-15	Displaying Respect Respect is shown by students when they treat others the way God wants them to do (Philippians 2:3-4; I Peter 2:17).
5-15	Displaying Responsibility Responsibility is shown by students when they admit their wrongs (I Chronicles 21:8).
5-15	Displaying a Caring Spirit A caring spirit is shown by being concerned about the wellbeing of others and not just oneself. It also means thinking of those in need and doing something about it (II Corinthians 8:2-5; Galatians 6:2).
5-15	Displaying a Servant's Heart A servant's heart is shown by going above and beyond what is expected to help others and seeking ways to improve our school (John 13:12-15).

- Merits are calculated for the entire year. At the end of the year a special award, the Christian Character Award, will be given the student with the highest merit total in the following grade divisions: Lower Elementary (K5 – 2nd), Upper Elementary (3rd – 6th), Junior High (7th – 8th), and High School (9th – 12th).
- Merits can also be used to erase demerits at the discretion of the administration.

7.7 Re-Enrollment of Dismissed Students

- A student who has been dismissed from school will be considered for re-enrollment after a period of one semester (18 weeks) has passed since the student's dismissal, after the parents and the student have met with the Administrator, if the student has shown a willingness and capacity to maintain Christian standards of conduct, and only at the beginning of a semester.
- A re-admitted student will be on probation for nine weeks. If the student becomes out of harmony with the rules, policies and standards of conduct of the school, or receives fifty (50) demerits during probation, the student will be dismissed from school.
- During the 9-week probation period a student may NOT participate in Athletics, The Sounds of Heritage, 8th Grade Trip, Senior Trip, or hold a class office.

8.0 STUDENT LIFE

8.1 Activities and Parties: PK3, PK4, K5, 1-6

- Holiday parties: Thanksgiving, Christmas, Valentine’s Day, and year-end parties are held in the classroom.
- Room mothers may be asked to help in planning refreshments and recruiting other mothers to assist.
- Parents planning to bring in birthday treats should make arrangements with the teacher a few days in advance.
- Check with the teacher about students with special dietary needs.
- Parents and volunteers are requested to follow the general principles of modesty and appropriateness in dress.
- Parents are asked to make other childcare arrangements for younger siblings.

8.2 Computer/Network Policy

Principle: Love God and others

1. All HHCS network users should be guided by the principle of love for God and others as the highest motive for the use of technology (Matt. 22:37–40). A student’s conduct online and offline reflects on God, on him or herself, and on our school.
2. Communication with others should be edifying (Col. 4:6; Eph. 5:19–21, 29). Students should endeavor to build up others through encouragement toward godliness, honesty, thanksgiving and grace-filled speech.
3. Students should be responsible stewards of all HHCS technological equipment. They may not modify, repair or otherwise tamper with any HHCS device.
4. Students should not violate copyright laws, license agreements, etc., on images, software, audio files or documents.
5. Students should not place any software on the HHCS network that could harm the network or attempt to “hack” into the network. Unauthorized access of the HHCS network is strictly forbidden.
6. The HHCS network should not be used for solicitation or for sharing any content without permission.
7. Students should not access, store or disseminate any inappropriate material (Eph. 5:1–6). Inappropriate material includes, but is not limited to, any slanderous, divisive, sensual, worldly, hateful, sacrilegious or obscene content in any form.
8. Students should not post photos, quotes, etc., of any HHCS employee or student without the individual’s permission.
9. Each student should always let his conduct on the HHCS network be above reproach (Eph. 4:1–3).

Personal protection

1. Because of the corrupt nature of humanity, Christians must be watchful for evil activity (1 Pet. 5:8) and not be naïve (Prov. 27:12) about the dangers in any area of technology. HHCS assists students by providing accountability and protection on the HHCS network.
2. A student should never share any personal information online with any individual or company with which he or she is unfamiliar. Personal information includes items such as photos, addresses, phone numbers, full name, Social Security number, account names, account numbers or passwords.
3. A student should never share his or her HHCS network username and password with anyone except his parents/guardians or HHCS teachers (for use if the student forgets the password).
4. A student should immediately contact a teacher if he accidentally accesses a website or receives a message that he or she feels is inappropriate or makes him or her feel uncomfortable in any way.
5. HHCS network has an active filtering system to protect students from much of the danger on the Internet. It also catalogs the sites visited and time spent at each location. Users shall have no expectation of privacy on the HHCS network.
6. Students should not attempt to bypass or disrupt the filter in any way.

Consequences

- A student who willingly disregards the guidelines set forth in this policy will face disciplinary consequences which include, but are not limited to, a warning, restricted use of the electronic device, reimbursement of all or part of the purchase price of the school-owned equipment, and discipline points.

- Violations of copyright laws, license agreements, etc., on images, software, audio files or documents can lead to federal prosecution.

PERSONAL ELECTRONIC DEVICE: GENERAL RULES

1. Grades 9-12 are permitted to have a personal device while at school. An acceptable personal device is defined as a laptop or tablet with at least a 6-inch screen.
2. The school is not liable for damage sustained, either physical or functional (viruses) while at school.
3. A student may not lend his personal device to another student.
4. Computers are to be muted. Earbuds, headsets, etc., are not permitted.
5. Students are responsible for maintaining appropriate backgrounds and screensavers.
6. Students are not to play games, watch or download online video content (YouTube, movies, TV shows) participate in social media, instant messaging, personal email or any other communication not related to class work. Internet connection is not permitted during the school day.
7. A student who violates these guidelines will lose the privilege of bringing his/her personal device to school for the next two months.
8. Heritage Hall Christian School reserves the right to amend these policies in writing as needed to maintain integrity in accordance with emerging technologies and security risks.
9. Students in grades 11-12 will receive a Wi-Fi password which is not to be shared with any other students.
10. Device must be registered each year and the agreement signed by the student and a parent.

8.3 Copier Use (7-12)

- Students will be charged 10 cents per page for copies of class notes or printing assignments.
- Students who choose to print assignments at school are advised to keep a supply of dimes in their lockers to pay for copies. No credit for copies is extended.
- Students may email their paper to the school secretary for printing or leave their flash drive with the secretary after filling out the Student Copy Request form. Office staff may not be available to print copies on demand. Sufficient time must be given for the printing to be accomplished.
- Please note that the school secretary will assist the students in printing, not editing, assignments.
- Student aides will be instructed in the use of the copier but are not permitted to copy assignments for themselves or other students. Permission from the office is required before using the copier.
- Students are not permitted to retrieve copies from the copier. Office staff will assist them.

8.4 Lost and Found

Preschool – Grade 6: Books, bags, coats and other items left where they do not belong will be taken to the elementary office and may be claimed there. Items are displayed periodically in the entrance hallway.

Grades 7-12: Books, bags, coats and other items left where they do not belong will be picked up and placed in the Lost and Found cabinet. Students may check the cabinet before the school day begins (7:40a) or after the school day ends (3:20) by checking with the office or a Student Life Counselor. Owners may redeem items for 25 cents each. Unclaimed items will be donated.

8.5 Lunch

Menu

- The monthly menu is posted in Sycamore in the Cafeteria tab.
- The weekly lunch menu is printed on the Friday Forecast which is posted on the school website, in Sycamore Documents, and is emailed to parents.

Ordering

- Parents of students in grades PK3, PK4 & K5 are asked to make selections and return the marked menu to the teacher on Monday.
- Daily lunch count will be taken in each grade. Students should be prepared at the beginning of the day to place their order.
- Students who arrive late should inform the office when signing in if they need to order lunch.

Lunch Accounting

- The lunch program operates on a **CASH ONLY** basis.
- Families that plan to purchase school lunches regularly should deposit money in the family lunch account in advance.
- **Lunch is included in the tuition for full-day preschool and kindergarten.**
- Students in grades 1-6 should turn in money to their classroom teacher during morning attendance/lunch count.
- Students in grades 7-12 may pay in the office or in the lunch line.
- Parents who wish to limit the daily expenditures of their students may send a signed note to the office specifying the maximum amount the student may spend.
- Accounting for lunches is maintained in Sycamore. Deposits and expenditures may be viewed at any time in Sycamore/My Accounting/Cafeteria.
- Balance notices are sent through Sycamore when the balance falls below \$10. **A current parent email address is required.**
- Lunches **MAY NOT** be charged.
- A student **may** be served only a peanut butter and jelly or a bologna sandwich and milk until money has been deposited in the account.

Special Lunch Arrangements

- Any competition to the school cafeteria is not appropriate. Students may **NOT** decide to have a pitch-in lunch, and parents may **NOT** bring in food for an entire class or a group of students without prior approval from the administration.
- Parents who wish to join their children for lunch are asked to follow these guidelines:
 - Parents will need to get a Visitor's Pass from the office and enter the gym with the class for security.
 - Sit with the child at the teachers' table.
 - Students should remain with the parent and not be allowed to run around the gym. All usual lunchroom rules, with the exception of talking, should be followed.

8.6 Student Medications

- Aspirin, Tylenol, or other over-the-counter pain, headache, antacid, or upset stomach remedies will **NOT** be given to students **unless brought from home in the original bottle.**
- Students may not carry prescription drugs with them during the school day. This includes, but is not limited to, antibiotics, prescription pain medication and behavior modification drugs.
- The "Student Medication Release" must be on file and medication must be secured by office personnel.
- The burden of remembering to take the medication at the proper time rests with the student, not with school personnel.
- Secondary (7-12) students may carry non-prescription pain, headache or allergy medications on their person. A diabetic student who requires insulin shots may keep the necessary equipment locked in his/her locker. The "Student Medication Release" must be on file to inform school personnel of the student's requirements.

8.7 Student Accident and Injury

Safety is a priority for all students. Faculty and staff receive training in emergency procedures at the beginning of each school year.

Protocol

- **Accidents at school should be reported immediately to the supervising teacher or coach so injuries can be assessed and treated.**
- **Parents will be notified of falls or blunt object trauma that could result in concussion.**
- **Parents will be notified of injuries requiring medical attention.**
- **In the event of a life-threatening injury, 911 will be called and parents will be notified.**

Student Accident Insurance Claims

Injuries occurring on school property or in conjunction with a school activity (e.g., field trip or athletic event) requiring extensive follow-up treatment are eligible for Student Accident claims. However, the school Student Accident Insurance is a secondary provider. Claims should be submitted to the parents' insurance policy first.

- A Student Accident Report will be completed by the supervising teacher or staff member and kept on file in the office for future reference should a claim be needed.
- Copies of all unpaid claims must be brought to the office to be submitted for payment.

8.8 Music

A student who attends Heritage Hall Christian School must not be a participant in an organized music group that performs publicly outside the home or church context music that would be contrary to the standards and philosophy of Heritage Hall.

8.9 Telephone

- Students are permitted to use school phones in case of illness change of schedule caused by the school.
- Students should not be permitted to leave class to use the phone (except for illness).
- Secondary students should make calls at class change or lunch.

8.10 Cell Phones

- Cell phones are valuable and important communicative devices in today's world; however, use of cell phones during the instructional day seriously impedes and distracts from the learning process. We do recognize that cell phones can be a safety/security tool; however, they can be a detriment in the event of a building emergency and our protocol to manage such emergencies in a safe and effective manner.
- We believe that students should be allowed to use cell phones on campus at appropriate times; therefore, HHCS has adopted the following cell phone policy:
- Prior to the start of morning assembly, students will turn off their cell phones. Upon exiting morning assembly, the students will place their cell phones in the collection receptacle in the Youth Center closet. The closet will then be locked by a faculty/staff member of HHCS.
- Should a teacher decide that the students need their cell phone for an activity in class, the teacher will collect the phones from the Youth Center for the period needed and return them to the office once the class is over.
- Should a student desire to have his phone during lunch, he may pick it up from the Youth Center prior to going to the lunchroom. Once a student enters the lunchroom, he will not be permitted to go back to the Youth Center to pick up his phone. Students who use their phones during lunch must turn it back into the Youth Center upon their return to the school building.
- Students are to pick up their phones during dismissal time from the Youth Center.
- If a student needs to use his cell phone during the day for communication with parents, he must get permission from the administration and place the call in the presence of school personnel.
- If a student uses their phone to arrange for a pick-up due to an illness, the student is to report to the office for an assessment of their condition.
- Violation of this policy will result in 5 demerits for the first offense, 10 for the second offense.

8.11 Weapons and Violence

Knives, guns or other potentially dangerous weapons are prohibited and will not be tolerated on school premises. Threats of violence will be taken seriously and handled according to regular disciplinary procedures.

8.12 Weather Cancellations and Delays and other emergencies

- HHCS may have a 2-hour delay but will not close early. Parents should use their own judgment about driving or sending student drivers to school. We realize that conditions may be worse in the county, and many of our families have a long drive. Safety is our first concern.

- School closing will be announced **as early in the morning as possible (usually by 6:00 a.m.)** through the following media:
- TV stations: RTV6, WTHR-13, WISH-TV8. Do not be confused by *Heritage Christian, Indianapolis*.
- Radio: NASH FM 102.5 / Real Country AM 1550 (Formerly WMDH).
- School website, Sycamore, and text message sent through School Messenger. Make sure your phone settings allow SMS/MMS messaging. If you do not receive the message, please contact Mrs. Miller in the elementary office.
- Parents who have signed the permission form will also be notified through School Messenger by text, email or voicemail.
- When there is a 2-hour delay, preschool and half-day kindergarten classes will meet. However, we realize that the scheduling may be difficult to bring a student at 10:00 and pick them up again at 11:30. Please use your own judgment. Students will not be penalized if they do not attend on that day.
- On a two-hour delay secondary class periods will be adjusted so that all morning classes will meet.
- If snow starts during the school day, and you plan to pick up your students early or want your student driver to start for home early, please call the office.
- Extended care will remain open until 5:30 unless another emergency arises (power outage, leaks).
- The Administration checks weather conditions and is aware of what other school corporations are doing. Generally, HHCS will be closed if Muncie Community (city schools) is closed, or a county emergency is declared.
- County schools have to be concerned with getting buses down snowy, icy, or drifted roads. Do not assume that we will be closed just because a nearby county school is closed. Check the TV and/or your phone alert to be sure.
- We also realize that conditions are often much different in neighboring counties. Please do what you feel is safe for your family, especially your student drivers.

7:00-9:30 AM EXTENDED CARE (2-hour delay) POLICY *See also 6.3 Extended Care*

- Service is available at no extra charge to enrolled* students who are billed the monthly rate for extended care.
- Non-enrolled* families will be charged a flat \$10 fee PER STUDENT for any amount of time they use the service between 7:00 and 9:30 AM.
- If school is subsequently cancelled because of worsening weather conditions or another emergency (e.g., power outage or water pipe break), personnel will call or text the parents to pick up their students.

*“Enrolled” students are defined as those who stay in extended care every day and the annual fee is included in the payment plan. Families whose students stay one or two days a week, or maybe only occasionally, who are billed by the week are considered non-enrolled.

8.13 Emergency Preparedness

To help ensure your child's safety in case of an emergency, the school conducts the following safety drills:

- **Fire Drills**
The school conducts fire drills on an average of once a month. Once outside, teachers will take attendance to make sure all students are present.
- **Tornado Drills**
Especially during the spring season, the school will conduct tornado preparedness drills.
- Procedures are discussed and in place to ensure the safety of your child in the event of other emergencies.

9.0 SECONDARY (7-12)

9.1 Student Body and Class Officer Job Descriptions (7-12)

Requirements: A student must maintain a minimum C- average overall (70%) with no F to be eligible for student body or class officer.

Student Body Chaplain: The Student Body Chaplain must be a male of good character and be able to help the administration lead the school in spiritual matters. The Student Body Chaplain must also regularly attend church services. With direction from the Principal, the Student Body Chaplain will help with the promotion of yearly school theme and help coordinate the S.A.L.T. groups. He will also be available to lead in prayer as called upon during morning assembly.

Student Body President: The Student Body President can be either a male or female. Along with Student Body Vice-President, help plan school spirit weeks (2). Help with the planning and sale of Valentine grams. Oversee/plan rotation for morning assembly pledges.

Student Body Vice-President: The Student Body Vice-President can be either a male or female. Along with Student Body President, help plan school spirit weeks (2). Help with the planning and sale of Valentine grams.

Class President: The Class President may be male or female and will be responsible for conducting class meetings, clearing dates for class activities/parties through the administration and master calendar, secure a faculty sponsor for class activities/parties, and secure a location for class activities/parties.

Class Vice-President: The Class Vice-President may be male or female and will help coordinate arrangements for class activities/parties (food, games, decorations).

Class Secretary/Treasurer: The Class Secretary/Treasurer may be male or female. Secretaries will collect homework for all absentees and post on the bulletin board during the day. They will also collect money as required for class projects/activities. They will also communicate in writing details of class projects/activities.

Senior Class Officers will be responsible for LOST & FOUND. Officers will collect lost or misplaced items daily and put them in the cabinet. Officers will be responsible to return items to the owners and collect the 25-cent fee. All money collected will go toward the senior trip.

9.2 Orientation Camp

All students in grades 7-12 are **required** to go to Orientation Camp during the first week of school in the fall. HHCS rents the facilities at YMCA Camp Crosley on Little Tippecanoe Lake in North Webster, Indiana. Camp is a time of scriptural emphasis and school orientation. Camp strengthens student/student relationships, faculty/student relationships, and builds leadership skills.

The dress code for orientation camp is as follows: jeans, T-shirts, sweats, modest shorts to the knee are acceptable. Please note that shorts are not allowed for the evening chapel sessions.

Generally, electronic devices should be left at home. If brought, devices may be kept by the student while traveling to and from camp, must be turned in upon arrival at camp, will be individually bagged, labeled and kept in a secure place. These items will be returned to their owners prior to leaving the camp. In case of emergency, a student may use a personal phone to call home with permission.

9.3 Required Summer Reading

Reading challenging books should be an established discipline by the high school years if a student is to be adequately prepared for college. Reading a book, however, without thinking about it and trying to understand it is useless. Therefore, note-taking *while* reading is a very helpful investment toward the thorough understanding of the novel, since it demands close attention and concentration. Summer reading will help to enforce the acquiring of a most beneficial tool for life. Summer novels are indicated in the following list:

Grade 9	Grade 10	Grade 11	Grade 12
<i>Johnny Tremain (sum)</i>	<i>Uncle Tom's Cabin (sum)</i>	<i>Jane Eyre (sum)</i>	<i>To Kill a Mockingbird (sum)</i>
<i>The Old Man & the Sea</i>	<i>The Scarlet Letter</i>	<i>Sir Gawain & the Green Knight</i>	<i>Lord of the Flies</i>
<i>The Hiding Place</i>	<i>Huckleberry Finn</i>	<i>A Tale of Two Cities</i>	<i>A Man for All Seasons</i>
<i>The Count of Monte Cristo</i>	<i>The Red Badge of Courage</i>	<i>Silas Marner</i>	<i>Animal Farm</i>
<i>Frankenstein</i>	<i>Ethan Frome</i>	<i>The Return of the Native</i>	<i>The Great Gatsby</i>

High School Literature Policy

The purpose of our English department is to prepare students to read and write well so they can become good communicators. Part of this process is an extensive reading program which includes summer reading and at least one novel per grading period in class. All books have been chosen for overall value of material to introduce subjects, situations, characters, and authors, and especially to prepare our students for college.

Despite the fact that 95% of the books we teach are considered classics, some books may contain material that is objectionable because of situations, violence, or language. For example, Shakespeare's tragedies have violence, language problems, even witchcraft; but the overall value of a working knowledge of Shakespeare is considered necessary for an educated person. The Scarlet Letter is about the results of sin, specifically adultery, but it is dealt with from a Biblical context, and the lessons learned about sin, whether hidden or not, are excellent. In some books, the Lord's name is used in vain, as in The Red Badge of Courage, when the lieutenant loses his hand in battle, or in To Kill a Mockingbird, when the ten-year-old narrator goes through a "cussing" phase. We are not condoning these sins, but we do feel part of the educational process in high school is discussing these things in an atmosphere in which Biblical truth can be applied.

Our purpose at Heritage Hall is to prepare our students academically, physically, socially, and spiritually for service to God and country. Part of this preparation sometimes includes literature with objectionable material. However, we acknowledge the right of every parent to have his student exempted from reading a book the parent feels would harm the student's spiritual growth. Therefore, if a parent objects to a book on the reading list because of objectionable material, an alternate book may be chosen from a list provided by HHCS. The required books are listed above so every parent will know what their student is reading in English class.

9.4 Eighth Grade Trip

The Heritage Hall Christian School Eighth Grade Trip to Chicago provides a unique blend of opportunity and responsibility. The character traits of faithfulness and integrity are built through this year-long effort of selling treats at lunch, selling concessions, or working a breakfast. All funds belong to the class, not to individual participants.

In order to be eligible for the Eighth Grade Trip, the eighth grader must participate in fundraising activities and must maintain a good conduct record. Discipline records will be reviewed. If a student has a pattern of disobedience or disregard for authority, he or she may be denied the privilege of going on the trip. **The eighth grader** must also exhibit a willingness to obey the guidelines of the trip.

Trip may include the Museum of Science and Industry, Medieval Times, Pacific Garden Mission, Navy Pier, Architectural boat tour on Chicago River, Willis Tower, Six Flags Great America

The following conduct code is set so the leaders of the trip can maintain safety, courtesy and a God-honoring behavior standard.

TRIP GUIDELINES

1. No phone calls without permission, including cell phones.
2. No radios, headsets, iPads or iPods
3. No questionable reading materials.
4. No boys in girls' rooms or girls in boys' rooms at any time for any reason.
5. \$1 fine if late to any announced meeting time.
6. There is a pool and gym at the motel; however, there is limited time at the motel for these activities. You may want to bring proper clothing for these activities if time allows. All swimming must have an adult present with no mixed swimming.
7. Please be modestly dressed outside your motel room.
8. Watch your money. Be on guard for pickpockets and thieves.
9. Never go off by yourself or go away from the group without permission from the leaders.

DRESS CODE

1. Wednesday and Thursday (tours, Mission): school dress
2. Friday (amusement park): camp dress (no shorts, no sweatpants, no holes in jeans)
3. Dress Warmly

COST

Money raised through projects will cover the cost of all admission fees, transportation, lodging, two breakfasts, and lunch at Giordano's Pizza.

CASH NEEDED

Meals: 3 meals at approximately \$7.50 each and **sack lunch** (Wednesday)

Optional: money for **souvenirs** and **snacks**

CHAPERONES Faculty, parents

9.5 Senior Trip

Fundraising and planning for the senior trip begin during the junior year. The assigned sponsors will meet with parents and the Administration to discuss trip options and projects.

The Heritage Hall Christian School Senior Trip program is a unique blend of responsibilities and opportunities. The students have an opportunity to be involved in the fundraising program that has been designed to help meet the financial needs of the trip. The parents have an opportunity to both assist their children in meeting their goals and to get better acquainted with the parents of other seniors. With these opportunities also come responsibilities.

The following Student Conduct Standards are set so the trip leaders can maintain necessary safety, courtesy, and moral standards that honor the Lord. These policies are addressed before the trip begins so students, parents, sponsors and the Heritage Hall Administration understand the expected student conduct.

SAFETY STANDARDS

1. Curfew each evening will be set by the HHCS sponsors and will be observed by all students. Once the group is in the hotel or rental home for the night, no student will leave without an accompanying sponsor. Failure to comply will result in the student being sent home early at their own expense plus a consequent additional penalty to be determined by the Heritage Hall administration.
2. Students must stay with the group at all times. At times students will be allowed to separate in an area in groups of three or more; however, they are restricted to a prescribed area only. They may not make trips to other areas without the permission of the HHCS sponsor. Failure to comply with this standard will result in a consequent penalty to be determined by the Heritage Hall administration.

COURTESY STANDARDS

Students are expected to be courteous of others' time by being on time for all announced meetings, both in and out of the hotel/rental home. Each time a student is late (devotions, time of departure from hotel/rental home, check-in during free time, etc.), that student will pay a \$25 penalty to the HHCS sponsors that day for each tardy. If a pattern of tardiness develops, that student will remain in the company of the group leader for 24 hours whenever outside the hotel/rental home.

BEHAVIOR STANDARDS

1. Any Heritage Hall student who drinks alcoholic beverages during the senior trip will be sent home early at his/her own expense and expelled from school.
2. Students are not to be in the hotel room/rental home bedroom occupied by a member of the opposite sex at any time, except when a student room has been designated as the meeting place for group devotions. Failure to comply with this standard will subject the student to one or more of the following penalties.
 - a) to return home early at his own expense,
 - b) to forfeit the privilege of giving a testimony at commencement, and
 - c) to write a 400-word paper.

If any sexual immorality is involved, the student will not participate in graduation exercises, or the student may be expelled from Heritage Hall.

NOTE TO STUDENTS AND PARENTS

Regardless of the negative nature of these standards, we do expect the students to have a wonderful, memorable and enjoyable senior trip. Because of the nature of the senior trip and the worldly culture in some of the cities, students cannot be protected from all offensive material. The Heritage Hall leaders will do all that they practically can to present the students with an educational tour that conforms to Biblical standards.

11.0 SCHOOL HISTORY

10.1 Founding and Leadership

In the fall of 1967, Heritage Hall Christian School began as a non-denominational school, focusing on offering a quality education. The school enjoyed a high level of parent and volunteer involvement in the early years as parents filled staff positions by driving buses, working in the cafeteria and office, performing janitorial and maintenance duties, and coaching athletic teams.

Leadership

Numerous Administrators served Heritage Hall in the early years:

David Bowel and Cecil Smith, 1967-1968

Michael Cagley, 1968-1972

James McConnell, 1972-1973

William Evans, 1973-1974

Marley Evans, 1974-1975

Jon and Sue Oren, 1975-1982. Jon, a local businessman and member of Grace Baptist Church, oversaw business operations, hiring of personnel, and handling of disciplinary actions. Sue, who had previously taught first grade at the school prior to its relocation, supervised teachers, developed curriculum and laid the groundwork for the high school.

Dennis Ice, 1982-2015. During his 33-year tenure, Dennis pursued accreditation through the American Association of Christian Schools which was achieved in 2012. For over twenty-five years he simultaneously served as Executive Director of the Indiana Association of Christian Schools.

David Stein, 2015-present

The school has benefitted from a continuity of leadership, with Collins Glenn serving as Pastor of Grace Baptist Church from 1967-2012 and President of Heritage Hall from 1972-2012. Pastor Rory Bond assumed the dual roles of Senior Pastor and President in February 2012.

HHCS also has had a few people fill the role of Elementary Supervisor/Principal since creating those positions in 1977. They include: Marlene Hunt – Elementary Supervisor (1977-87), Wanda Mitchell – Elementary Principal (1987-2013), Aaron Whisler (a 1996 HHCS graduate) – Elementary Principal (2013-15), Kelly Beeson (a 1988 HHCS graduate) – Elementary Principal (2015-18), Bethany O'Rourke – Elementary Supervisor (2018-19), Dr. Christian Wei Jr. – Elementary Principal (2019-present), Dennis Scott – Secondary Principal (1990-91), Neil Habegger – Secondary Principal (1991-2016) and Les Wallace – Secondary Principal (2019-present).

Several have filled the role of Preschool, Kindergarten, and/or Extended Care Directors. These include: Joan Stroup (Preschool & Kindergarten, 1977-1979) Patricia Caupp (Preschool & Kindergarten 1979-1990), Wanda Mitchell (Preschool & Kindergarten, 1990-2013) and Amy Bond (Preschool & Extended Care, 2013-present).

10.2 Facilities

In 1971, a ten-acre tract of land was purchased just north of Grace Baptist Church with plans to build a new school building there. Those plans never materialized. In 1972 the church built a new education wing onto the existing auditorium building (12 classrooms, library, kitchen/eating area). The original auditorium building was transformed into the preschool building. During the seventies and eighties as the school grew and the three-story classroom building became inadequate, portable units were added. The church built a third auditorium with a classroom wing in 1979, and the portable units were removed in 1984. A capital campaign in 1995 allowed

remodeling of the second auditorium into the Fine Arts Center, which is home to plays, concerts, chapel services, morning assembly, and many other special events.

In November 2008 a two-million-dollar arson fire destroyed the original church auditorium where the preschool was located also causing extensive smoke damage to the Fine Arts Center and the classroom building. As part of the rebuilding and renovation, the preschool was moved to the elementary building on the north campus and the space converted to a youth center.

10.3 Enrollment

HHCS began the first year with over 100 students. The school came under the umbrella of Grace Baptist Church in the fall of 1972. Three- and four-year-old preschool classes were added. A freshman class was added in 1976, with one high school grade added each successive year culminating in the first graduating class in 1980. The school saw a steady increase in enrollment through the next three decades enrolling 406 students for the 1997-98 year.

Over 535 students have graduated from HHCS. Among them are teachers, lawyers, nurses, doctors, missionaries, businessmen and women, emergency personnel and first responders, pastors, military chaplains, and parents.

10.4 Development and Technology

HHCS has been an active member in the Indiana Association of Christian Schools for many years, benefitting from the support and opportunities for competition in the areas of academics, fine arts, and athletics.

In 2012 Heritage Hall was fully accredited by the American Association of Christian Schools (a tool recognized by the State of Indiana). In 2017 the preschool earned certification as a Registered, Non-Licensed Child Care ministry. As a result, students who meet other requirements are eligible to receive School Choice Scholarships, Scholarships for Education Choice, and Child Care Development Funding for preschool.

A total of eight (8) courses are currently approved by IVY Tech Community College for dual credit through Heritage Hall. Our goal is to encourage students to earn college credits while in high school. Dual credits are considered in the awarding of an Academic Honors Diploma.

Heritage Hall has diligently sought to keep abreast of current technology within budgetary constraints. Students in grades 1-8 have access to iPads, Star 360 assessment tests in reading and math, Accelerated Reading online tests. Teachers use interactive whiteboards in their classrooms daily. Students in grades 9-12 may register an electronic device to take class notes and access e-textbooks.