



Heritage Hall Christian School  
6401 W River Road  
Muncie IN 47304

March 5, 2020

Dear Parents,

We apologize for the confusion about changes in the Parent-Student Manual. While attempting to call your attention to the most significant changes, we overlooked a few details. Here is what we *should* have said:

**2.3 Attendance** (2020-2021 Parent-Student Manual, page 3)

*Copied from the Indiana Department of Education website, [doe.in.gov/attendance](http://doe.in.gov/attendance)*

Under IC 20-33-2-14, the “governing body of each school corporation shall have a policy outlining the conditions for excused and unexcused absences. The policy must include the grounds for excused absences required by Sections 15 through 17.5 of this chapter or another law. **Any absence that results in a person not attending at least one hundred eighty (180) days in a school year must be in accordance with the governing body’s policy to qualify as an excused absence.**”

Recently IC 20-20-8-8 was amended to define **habitual truancy to include students absent ten (10) days or more from school within a school year without being excused** or without being absent under a parental request filed with the school. **Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason.** *Ten percent of 180 days is 18.*

The new HHCS policy states “A student may miss no more than 18 days per year (9-12) or in a specific class period to be eligible for class credit. Students in K5-8 may miss no more than 18 days total.”

We call your attention to the second bullet point in the Manual regarding benchmarks for attendance. We are required to report our attendance rate at the end of each year. Attendance is one of the factors in determining a school’s “grade” rating by the Indiana Dept. of Education (DOE).

Subsequent bullets deal with the parents’ obligation to report and provide documentation for absences. When we ask *why* a student was absent or late, we are simply verifying whether the absence is excused, pre-arranged, unapproved, or unexcused. Protocol for pre-arranged absences should be as follows: 1) Obtain pre-approval from the Administration, 2) Notify all teachers regarding assignments and make-up work, 3) Notify the office.

The Manual lists the four (4) kinds of absences. On page 4 the Manual also lists obligatory events that are not counted as absences. This is also in accordance with DOE policy.

*continue on next page*

## **5.0 Dress Code**

### 5.6 Specific Dress for K5-6

**Boys AND girls may wear denim jeans or khaki-fabric pants in black, navy or tan.** *We listened to the elementary parents' concerns about girls on the playground, in PE, and their active play and made this change.*

**Girls' skirts/dresses must reach to the knee when sitting.** *This is a change to preserve modesty especially with straight skirts.*

### 5.7 Specific Dress for 7-12

**Girls' tops are to be solid colors or prints.** T-shirts should only promote HHCS activities. *As explained on the previous "Highlights of Changes" we are no longer permitting T-shirts with pictures, vacation destinations, participation in activities with other organizations, cartoon or comic characters, etc. HHCS spirit wear, play cast shirts, Fun Run, athletic warm-ups are permitted on designated days.*

While this policy specifically applies to 7-12 girls discretion should be used for all students, both girls and boys, regarding appropriate messages, characters, emojis, or references on T-shirts.

Again, we apologize for not stating these policies more clearly last week. We encourage you to read the Manual rather than simply relying on the Highlights.

We value our partnership with you as we together strive to provide the best education for your children.

Serving together for His glory,

HHCS Administrative Team