



Heritage Christian School

Parent-Student Handbook



For Secondary Families: 6-12th Grade

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HERITAGE CHRISTIAN SCHOOL

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INTRODUCTION

Heritage Christian School is a school that serves people who love Jesus Christ as Lord. We believe in the death, burial and resurrection of Christ for our salvation by grace alone through faith. It is expected that students attending Heritage will learn to live a Christian life with observable Christian characteristics. Heritage Christian School is nondenominational. No distinctive doctrine of any individual church or denomination is taught; however, many theological points of view are discussed as an integral part of the educational process. The primary focus of Heritage Christian School is that all courses are taught from a Christ-centered perspective rather than a humanistic man-centered view. As such, Scripture is the final authority in all that is taught. Students are given the opportunity to accept Jesus as their personal Savior during the school year. Personal commitment to Jesus Christ is encouraged because we believe that it is a spiritual need in every student's life.

CHARTER STATUS

Heritage Christian School is an independent, nondenominational, nonpublic, Christian school directed by a Board of Education elected by the membership of the Association. The school is chartered and accredited by the State of Ohio Department of Education for kindergarten through grade twelve and is a member of the Association of Christian Schools International (ACSI). All teachers are certified by the State of Ohio.

DAILY SCHEDULE & ATTENDANCE INFORMATION

ADMISSIONS:

Heritage Christian School recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in administration of its educational policies, scholarships/loans/fee waivers/educational programs, and athletics/extracurricular activities. In addition, the school is not intended to be an alternative to a court or an administrative agency order.

The intent of Heritage Christian School is to provide the best training that can be given through classroom instruction. In keeping with this intention, the following admission guidelines have been adopted:

- Readiness is the main criteria for admission to any grade. General achievement should not be more than three months below grade placement. Any exceptions may be considered for probationary status.
- Age: Kindergarten children must be five years old by September 30. (Exceptions may be granted with proper documentation.)
- Older students who have developed contempt for the Christian way of life or who express unwillingness to be in a Christian school should not be admitted. It is desired that students in the secondary school attend by their own volition and choice.
- Court cases should be given the test of time to prove the sincerity and depth of their reformation before being admitted.
- Emotionally disturbed children, students with special needs, or those who are physically disabled should not be admitted if, in the judgment of the principal, the school lacks sufficient programs to meet the child's needs.
- Parents of enrollees must sign the Parents' Pledge of Acceptance.

DAILY SCHEDULE:

7:45 (1 st warning bell)	Grades 6-12 report to class
7:55 (2 nd warning bell)	Grades K-5 report to class
8:00 (tardy bell)	School day begins K-12
8:01-10:30	Tardy (Students are not considered tardy if their bus is late.)
10:30	Elem. students arriving after 10:30 are considered absent ½ day*
1:30	Elem. students leaving before 1:30 are considered absent ½ day*
3:00	Full-day Kindergarten pick up
3:15	Grades K-5 dismissal
3:15	Grades 6-12 dismissal

*Secondary students (6-12th grades) must be present at least four full periods to be considered present for a half day; students must be present at least seven full periods to be considered present for a full day. The lunch period does not count toward the number of periods required for attendance.

For attendance requirements for participation in athletic practices and contests, see the athletic handbook.

STUDENT ARRIVAL/DEPARTURE:

All students being dropped off must enter the building at the Greenfield Entrance. Students arriving by bus will enter the 6th Street Entrance. If parents require entry to the building, you must present a drivers’ license, or other photo ID AND sign in at the Security Booth. Upon exiting and signing out of the building your ID will be returned. Breakfast is from 7:45-8:00.

Any 6-12th grade student arriving before 7:30 a.m. must be pre-approved through the Main Office. Students arriving any time before 7:30 must report directly to the auditorium. Students are not permitted to go to their lockers before the 7:45 bell.

After 3:30, no 6-12th grade students are to be on the 2nd or 3rd floors without authorization from the Secondary Office. Any secondary student who is to supervise their elementary sibling(s) after school must have a signed After School Release form on file in the office. No secondary students are to be on school grounds after 3:45 p.m. unless actively involved in an extra-curricular activity or The After School Program due to safety and liability reasons.

Parents are to drop off or pick up students at the Greenfield entrance only. “NO PARKING” SIGNS are posted by the city of Canton on 6th Street and Harrison Avenue. This is a BUS ZONE and must not be blocked by vehicles between the hours of 7:30 a.m. and 4 p.m. weekdays. Do not use this area to drop off or pick up students.

Any cars parked or “waiting” on Greenfield must be parked diagonally facing the park OR be moving through the pick- up lane on the right side of Greenfield (sidewalk side). Parents are asked to be prompt in picking up their children and to exit promptly to free up the parking spaces. Students are not permitted to cross the street to the park or to play on the sidewalks. (During inclement weather, they will wait in the Auditorium.)

DISMISSAL DURING THE SCHOOL DAY:

When it becomes necessary for the parent to take a student out of class for doctor appointments or other reasons during the school day, release of the student must be made through the office. A written request, email or phone call from the student's parent or guardian is required. In the event that a student must be picked up without prior warning, please expect and plan for extended waiting times to release the student.

- Early dismissal notes must include the **reason for leaving**. Secondary students will be provided with a pass from the secondary office designating the appropriate dismissal time. Students are **required** to always "sign out" in the secondary office before leaving school prior to the end of the regular school day.
- The school will not release a student without a legitimate reason given. (Pre-approved reasons: PSEO classes or pre-approved jobs for Seniors)

Students will not be permitted to use school phones to arrange for early dismissals except in case of illness during the school day, school initiated schedule changes, emergencies, or extreme weather conditions. If returning to school the same day, students must sign back in using the office record book in the Principal's Office.

LATE PICK UP:

If any parent is late picking up a student (more than 15 min.) from any after school event, your account will be charged \$7.00 for every 5 minutes late.

TRANSPORTATION:

Canton City, Canton Local (Canton South area), Jackson, Louisville, North Canton, Perry, and Plain Local school districts provide free bus transportation for our students. Other school districts within a thirty-minute driving time to Heritage will reimburse parents a small portion of their expenses for student transportation. It is the responsibility of the parents to contact their school district regarding transportation and/or reimbursement including obtaining all necessary forms.

EMERGENCY CLOSING:

School closings because of severe weather, treacherous roads, and/or building problems will be announced over local television and radio stations. Closing information will also be posted on our school Facebook page, the Repository (www.cantonrep.com), and other media websites where school closings are provided by iAlert.

Also, Heritage is NOT listed as part of Canton City Schools. If the public schools are closed, and Heritage is open, the public schools WILL NOT BUS students to school, and parents will have to arrange transportation.

ATTENDANCE POLICY:

Parents are to call the school office whenever it becomes necessary for their student(s) to be absent from school. **All calls should be made by 9:00 a.m. to 330-452-8271, Option 1.** Students who have been absent are required to bring a signed written excuse the following day to the Main Office.

TARDINESS AND TRUANCY:

Tardiness is any student arrival after the tardy bell (8:00 a.m.) or student late to a class. Students are considered tardy if they are not in their assigned seat when the bell rings. Truancy is any unauthorized absence from school.

Students who arrive after the tardy bell (8:00 a.m.) **must** report to the school office before going to class. The office will classify all tardiness as either excused or un-excused. Disciplinary measures for unexcused tardiness to school for grades 6-12:

Disciplinary action will be taken as a result of an unacceptable number of unexcused tardies to school (1st period).

* Totals are cumulative for one quarter. All students will begin with a "clean slate" with each new grading period. If a student exceeds 3 tardies to school in one quarter, he or she may be subject to suspension at the discretion of the Administration.

Tardiness to class:

A student late to a class (other than 1st period) should obtain a pass from the teacher who held them over. Only those students with a pass from the HCS staff member who detained them will be counted as excused. All other tardiness will be counted as unexcused.

EXCUSED AND UNEXCUSED ABSENCES:

At Heritage Christian School, regular attendance is important. Problems in the areas of attendance and tardiness can lead to difficulties academically and also within a classroom's daily structure. Therefore, we see regular attendance as a positive factor that develops habits of punctuality, self-discipline, and responsibility. Pupils who attend class regularly generally achieve higher grades and enjoy school more. Even though a student may make up the actual work missed because of absences, he or she may never be able to replace the social, educational, spiritual, and cultural contact, which are received only through actual classroom attendance and participation.

ABSENCE LIMITS:

Absences: All excused and unexcused absences as well as suspensions will count toward the twelve absences per class, per semester that are allowed. Any absence in excess of twelve misses of a single class will require documentation by someone other than a parent or guardian (i.e., doctor, dentist, chiropractor).

Credit may be withdrawn for a course in which the student exceeds twelve days absent in one semester. Any unexcused absence that follows the twelve absences allowed will result in a zero for any assignments, quizzes, or tests taken that day. Any student that has excessive absences without a legitimate excuse may be considered truant and may have their driver's license revoked by the Bureau of Motor Vehicles in accordance with the Ohio Revised Code. **Excessive absences may jeopardize continued enrollment at Heritage Christian School.** At 7 absences and 10 absences a letter will be sent home informing parents of the potential absentee problem.

- Examples of "Excused" Absences: Illness, doctor's appointment, quarantine of home, death in family, family travel (approved in advance by administration), educational field trips/college visitation (approved in advance by administration), any absence deemed "Excused" by the Administration

- Examples of “Unexcused” Absences: Out of school suspension or expulsion, skipping of classes, any absence without written reason from parents, any absence deemed “Not necessary by the Administration”
- Planned absences are counted against the twelve days absent.
- See note in “Missed Work” regarding approval of planned absences.
- Unexcused Absence or Out-of-School Suspension: A zero will be given for all work done during the period of an unexcused absence or out-of-school suspension. This includes tests, quizzes, homework, or any other grades given during this time period.
- Three unexcused tardies to class will also result in being charged an absence from the class and possible loss of credit.

MISSED WORK:

All work must be made up for periods of planned or unplanned absence from regular classes. The amount of time allowed for make-up from an unplanned absence is generally equal to the number of days the student was absent (i.e., 2 days absent = 2 days to make up the work).

Planned absences (short trips, family vacations, college visitations, etc.) must be pre-approved at least two weeks in advance through the Principal’s Office. Students must fill out a Planned Absence Form and have it signed by each teacher before the absence is considered approved. It is the student’s responsibility to collect all work that he or she will miss while away. ALL work is due when the student returns to school. All class work must be made up for all excused and unexcused absences from regular classes; however, credit will not be given for unexcused absences.

WORK RELEASE:

Seniors may be released from school in order to work if they are scheduled for a study hall in the last period of the day. The early release provision will require the written consent of parents, verification of employment, the recommendation of the guidance coordinator, and the filing of a work permit. Plans for early release should be reviewed with the guidance coordinator at the beginning of the semester. This privilege may be revoked if grades or attendance are not maintained or if the student becomes unemployed. Exceptions to this policy will be granted only upon the approval of the principal.

CHAPEL AND ASSEMBLIES:

Weekly chapels are provided for all students. This is a special time for encouragement, worship, and praise. Students participate and are actively involved in these weekly chapel services.

ACADEMICS

GRADING SCALE:

Grades 1-12 are assigned using the following scale:

Numeric Grade Range:	Equivalent Letter Grade:	Earned Grade Points (for GPA)*
100-99	A+	4
98-95	A	4
94-92	A-	4
91-90	B+	3
89-86	B	3
85-83	B-	3
82-81	C+	2
80-77	C	2
76-74	C-	2
73-72	D+	1
71-68	D	1
67-65	D-	1
64 - 0	F	0

*High school students only.

EXAMS (SEMESTER AND FINAL EXAMS):

All teachers in grades 6-12 will give semester exams. Exams for students in grades 6-8 will count as part of the current 9-week grading period. Exams for students in grades 9-12 will not count as part of the current 9-week grade, but will constitute 20% of the student's semester average grade.

RENWEB/GRADE REPORTS:

RenWeb is the online grading tool that is used in K-12th grades for record keeping and reporting. Parents will be given online access codes at the beginning of each school year that allow them to check their student's grades online at any time.

There will be a mid-term grade check (as noted on the master calendar) each quarter at which point parents should check all current grades and address concerns as needed. Printed report cards are issued at the completion of each nine weeks. **Final report cards will be mailed to parents.**

Report cards will not be released to families until any outstanding fees, including tuition, are paid.

MIDDLE SCHOOL RETENTION:

Middle school students who fail two major classes (Reading, Math, Language, Social Studies, Science) or a major and a minor class (Bible and electives) in a school year may be retained in that grade for the following school year. To pass a class, the student must have an overall passing grade for the school year (all four quarters combined) AND pass the fourth quarter.

HIGH SCHOOL RETENTION:

High school students who fail a class that is required for graduation must retake and pass the same semester of that class before being eligible to graduate. (Each quarter counts as 40% of the semester

grade, and the semester exam counts as 20%). It is not always possible to make up a class during the next school year because of scheduling conflicts; therefore, it is important that families schedule summer school courses through the principal. Bible classes must be made up during the summer. Families are responsible for all costs associated with credit recovery, including Bible.

REPEATING A CLASS:

Any class repeated due to failing will be given credit only once. The grade received on the second attempt will be the grade reported on the transcript. Students may retake a class at Heritage if the schedule permits. Otherwise missing credits must be made up during summer school.

PARENT-TEACHER CONFERENCES:

Parent/Teacher Conferences are scheduled after the end of the first grading period. Parent-Teacher Conferences are necessary for all students for a successful school year. Parents who have a concern at any time during the year are encouraged to make an appointment with the teacher. Conferences must be scheduled in advance. Impromptu visits disrupt classroom time and negatively impact student learning.

TUTORING:

Peer tutoring is available during some periods of the school day. If a teacher determines a student is in need of tutoring, he or she may refer the student to the office for arrangements. The office will attempt to pair the student up with a capable student tutor who is available during a matching study hall time and both open and able to sacrifice his or her own study time. Matches will be made when possible, but a match might not always be found due to tight scheduling and other academic demands. Ultimately it is up to a student's family to help a student find any help necessary to meet the rigorous academic requirements at Heritage.

HONOR ROLL REQUIREMENTS:

Honor Rolls for both middle school and high school will be published at the end of each nine-week grading period. Students receiving a GPA of 3.70 - 4.0 will be on the High Honor Roll. Those students receiving a GPA of 3.30 - 3.69 will be on the Honor Roll. Students who have a grade lower than a "C" or an "incomplete" in any class will not qualify for either honor roll.

GUIDANCE SERVICES:

The guidance program at Heritage Christian School relates to the academic, spiritual, interpersonal and career-planning needs of our students. Guidance services are managed through the principal office.

College and career counseling is implemented as students are assisted with course selection and planning a four-year program of study for their high school course work. The school leadership, in cooperation with the Principal, will work with students and parents in the areas of academic, vocational, personal, and spiritual counseling.

SCHEDULE CHANGES:

Students will have two weeks at the beginning of each semester to change an elective course in their schedules. All changes must be made through the Principal's office and have written authorization from a parent. Students may not withdraw from a course after the first two weeks of the semester without

receiving a grade of “NC” (No Credit) for the semester. This will be averaged into the cumulative grade point average as an “F”.

COLLEGE CREDIT PLUS:

This option is a privilege designed for full-time **Senior** students who wish to take college courses during their senior year, without compromise to their Heritage schedule. This individualized program partners with qualifying colleges and universities to offer students credit for elective courses. The deadline for enrollment is **March 31**, following a meeting and recommendation from the Guidance Department and Principal. All paperwork must be completed prior to this date in order to be eligible. CCP enrollment dates may vary by college or university. CCP grades will be factored into the student’s GPA.

ACHIEVEMENT TESTING:

Next Generation Testing: Beginning with the 2014-2015 school year, the State of Ohio is implemented the new *Next Generation Testing* for grades 3-8. This online testing system replaces the former OAA testing required by the state of Ohio.

Ohio Graduation Test (OGT):

In the Spring of the 2014-2015 school year, sophomore students will take the Ohio Graduation Tests (OGTs). Students who do not pass one or more sections on their first attempt will retake the tests they need during the summer, fall & spring of their Junior and Senior years. The 2014-2015 school year is the last year the OGTs will be administered to sophomores.

End-of-Course Exams: *Updated 4/2013*

In place of the OGTs, the State of Ohio is adopting end-of-course examinations for high school students beginning in the 2015-2016 school year. Students will have to pass a certain number of exams before graduating; the number has not yet been determined by the Ohio Department of Education. The following statement is from the ODE:

“The state superintendent and the chancellor, in consultation with faculty in the appropriate subject areas at institutions of higher education of the university system of Ohio, will jointly select a series of end-of-course examinations in the areas of science, mathematics, English language arts, American history, and American government.

“For each subject area, the state superintendent and chancellor shall select multiple assessments that school districts, public schools, and chartered nonpublic schools may use as end-of-course examinations: Physical Science, Biology, Algebra I and II and Geometry (or integrated Mathematics 1, 2 and 3), English language arts 1, 2 and 3, American history, and American government.

“Subject to Ohio Revised Code 3301.0712 (B)(3)(b), those assessments shall include nationally recognized subject area assessments, such as advanced placement examinations, SAT subject tests, international baccalaureate examinations, and other assessments of college- and work-readiness.”

Refer to the ODE website for the most current updates: <http://www.ode.state.oh.us>

GRADUATION & COURSE REQUIREMENTS

GRADUATION REQUIREMENTS:

Twenty (20) credits are required by the State of Ohio for graduation. Additionally, one (1) credit of Bible is required for each year a student is enrolled at Heritage Christian School.

Subject Area	Course List	Graduation Requirements
Bible	Bible 9, Bible 10, Bible 11, Bible 12	4 credits
Computer	Computer I, Computer II, Computer Programming	½ credit
English	English 9, English 10, English 11, English 12	4 credits
Fine Arts	Choir, Band, Art, or Drama	1 credit
Foreign Language	Spanish I-IV	1 credit (recommend 2 for college)
Health/PE	Health, PE	1 credit
Math	Transition Algebra, Algebra I, Geometry, Algebra II, Pre-Calculus, Calculus, Business Math (required)	4 credits
Science	Physical Science, Biology, Chemistry, Physics (one course must include lab), Biology, Environmental Science, Anatomy, Physics	3 credits
Social Studies	American History, World History, American Government/Economics, Sociology	3 credits
Speech	Speech	½ credit
Electives		2 credits
TOTAL		23 credits

*Some colleges require credits beyond what is required for graduation; therefore, all college prep students are encouraged to take credits beyond the minimum requirements.

As a general rule, a student must have six credits to enter 10th grade; twelve credits to enter 11th grade; and eighteen credits to enter 12th grade. (Requirements may be different for transfer students.) Students are expected to carry a minimum of six credits per year.

Students who complete summer coursework at another institution can receive only one credit per summer toward graduation with a maximum of three summer school credits counting toward high school graduation requirements. The guidance coordinator must approve classes taken for make-up requirements

due to failure and enrichment courses that Heritage Christian School does not offer. Prerequisites may not be taken in summer school. Any exceptions must be submitted in writing to the Principal and Guidance Coordinator for approval.

HONORS DIPLOMA REQUIREMENTS:

The State Board of Education will recognize and issue an Honors Diploma to any student who accomplishes the following: graduates within his or her class, successfully completes the high school curriculum, demonstrates basic competency on the Ohio Graduation Test (OGT) or future end-of-course examinations, and completes at least 7 of the 8 criteria for honors from the following list:

Students need to fulfill 7 of the following 8 criteria:

✓		
	English	4 credits (English 9-12)
	Mathematics	4 credits including Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
	Science	4 credits including physics and chemistry
	Social Studies	4 credits
	Foreign Language	3 credits (must include no fewer than 2 units for which credit is sought; i.e. 3 credits of one language or 2 credits each of two languages)
	Fine Arts	1 credit
	GPA	Cumulative GPA of 3.5 on a 4.0 scale
	ACT/SAT Score	27 score on ACT or 1210 score on SAT

(Diploma with Honors requirements pre-suppose completion of all high school diploma requirements in the Ohio Revised Code including: ½ unit physical education, ½ unit health, ½ unit in America History, ½ unit in government)

COURSE PREREQUISITES & REQUIREMENTS:

English

- CCP acceptance is at the discretion of the college or university.

Foreign Languages

- A student must maintain a “C” average to progress into each new level. If a student does not have a “C” average, progress to the next level is left to the discretion of the teacher.
- It is recommended that students planning to continue in a foreign language in college should take that language in their senior year.

Mathematics

- In middle school, the decision for advanced placement is based on a teacher recommendation and the result of the Algebra Prognosis Test.
- Algebra I prerequisite: Completion of Math 8, a score of at least 86% on the Algebra Prognosis Test, or a “C” average in Transitional Algebra with a teacher’s recommendation.
- Algebra II prerequisite: It is recommended that students have a passing grade in geometry AND a “C” average in Algebra I in order to move into Algebra II. A make up recovery credit will be accepted if a student wishes to improve their Algebra I grade.
- Trig/Pre-calculus prerequisite: a “C” average in Algebra II and teacher approval.
- Calculus prerequisite: A “B” average in Pre-calculus and teacher approval.

Science - Science is taught from a Biblical creation model.

- A student must have a “B” in Algebra I and take Algebra II concurrently to take Chemistry.
- A student must have a “B” in Biology and the teacher’s approval to take Anatomy and Physiology.
- A student must have a “B” in Algebra II to take Physics.
- A student may be placed into a class without the above grades if that student receives a recommendation from both the science and math teachers.

Band & Choir

- Being present and participating in all scheduled concerts, whether after school or on weekends, is part of the student grade. Anyone missing an event will be required to do an alternative assessment, or a lower grade may be given.

CUMULATIVE GPA, CLASS RANK, VALEDICTORIAN & SALUTATORIAN:

A student’s class rank and cumulative GPA will be computed using all grades earned from every subject taken, including Bible grades. Class valedictorians and salutatorians are chosen based on rank in class, cumulative GPA, and standardized test scores through the third nine weeks of the 12th grade. The minimum cumulative GPA requirement for Valedictorian is 3.85. The minimum cumulative GPA requirement for Salutatorian is 3.75. The Administration will also evaluate character, integrity, and behavior (i.e. suspension, breach of Student Code of Conduct, etc.) in determining the final selection of valedictorian and salutatorian. A final cumulative GPA and class ranking is done at the end of the fourth nine weeks of the 12th grade year for final transcripts. A student must attend HCS for his or her entire Junior and Senior year to be considered for class valedictorian or salutatorian. All senior students will be ranked with their graduating class.

BEHAVIOR & DISCIPLINE

BEHAVIOR EXPECTATIONS AND DISCIPLINE PROCEDURES:

Enrollment at Heritage Christian School is a privilege; therefore, certain disciplinary measures are necessary for the welfare of each student. Teachers and staff are responsible for enforcing school and classroom regulations in a manner consistent with Christian principles.

It’s our belief that in our classrooms, no student has the right to interrupt the learning process. Proper discipline develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. The basic school rules are listed below:

- Follow directions the first time they are given.
- Keep hands, feet, and objects to yourself.
- Keep the building clean. Do not litter or abuse school property.
- Talk quietly.
- No running in the halls.
- No name-calling, teasing, or bullying.
- No cell phone use permitted during school hours without consent from a staff member.

CLASSROOM PROCEDURES (Grades 6 - 12):

Guidelines are available in the Principal's Office.

DISCIPLINARY PROCEDURES:

The first concern of discipline is to aid the student in correcting undesirable behavior. The individual teacher and the principal will handle minor offenses.

CONDUCT CODE:

In order to develop and maintain a distinctive Christian atmosphere and quality educational program, Heritage has established the following personal conduct code for all students who enroll and attend Heritage Christian School. It is required that all students in grades 5-12 sign and abide by these conduct requirements as outlined in our student conduct code.

Students that are in violation of the student conduct code may be disciplined as follows:

First offense: Suspension or expulsion

Second offense: Expulsion from the school.

The student will not be readmitted until it can be proven that he or she desires to follow all of the standards of Heritage Christian School.

As a Christian school, we do not tolerate immoral acts or the use of alcohol or illegal drugs by students. In the event of suspicious behavior, we may give a drug/alcohol test. Parents will be notified prior to testing. Suspicious behavior qualifies as:

- A change in personality, grades, or attendance
- Physical signs of intoxication (i.e., slurred speech, dilated pupils, etc.)
- Attendance at events where drugs are common
- Reports by other students or adults of a student's use
- Reports that a student is bragging of drug use
- The student smelling of drugs or drug smoke.

Students testing positive will pay for the test and administration; students testing negative will incur no cost. Refusal to be tested could result in expulsion.

DISCIPLINE POLICY (Grades 6-12): Updated 2015

Your behavior is a reflection of you. To show respect for your teacher and others in authority over you is showing respect for God. (Romans 13:7) School-wide and classroom discipline is necessary to ensure your safety and the best possible learning environment. You are, at all times, responsible for your own behavior.

Possible forms of discipline may include any of the following:

- Recess Detention
- After School Detention
- In School Suspension (ISS)
- Out of School Suspension (OSS)
- IMPACT Room (ISS and recess detention)
- Expulsion

Minor Offenses:

The following types of behaviors may result in a warning or recess detention:

- Not following directions
 - Unauthorized talking
 - Inappropriate laughing
 - Nuisance items/toys
 - Hallway violations (running, not in line, talking, etc.)
- *This is not an exhaustive list.

Medium Offenses:

The following types of behaviors may result in recess detention, after school detention, or Discipline room (ISS):

- Multiple Level 1 offenses
 - Teasing/put downs
 - Throwing objects that pose a safety hazard
 - Deceitful behavior
 - Being in undesignated areas
 - Missing homework
 - Misuse of materials
- *This is not an exhaustive list.

Major Offenses:

The following types of behaviors may result in Discipline room (ISS), OSS, or expulsion (depending upon severity and frequency):

- Multiple medium offenses
- Profanity/Obscenities/Racial slurs/inappropriate gestures
- Fighting/assault
- Refusing to work
- Derogatory notes/pictures
- Insubordination/arguing with teacher
- Plagiarism
- Forgery/falsification
- Vandalism

- Bullying/intimidation
- Stealing
- Spitting
- Pulling fire alarm/false alarms
- Possession of weapons
- Leaving school grounds
- Sexual harassment

*This is not an exhaustive list.

*A behavior contract may follow depending on the severity and frequency of offenses.

*Severe or repeated violations may result in referral to the Board of Education for expulsion.

*Authorities will be notified when laws have been violated. Students may be subject to citation or other legal consequences.

DISCIPLINARY PROBATION:

Students may be placed on Disciplinary Probation if they do not respond positively to the school's disciplinary code or following a second out-of-school suspension during the school year. Students placed on Disciplinary Probation must improve their behavior or be dismissed from the school.

A student who is placed on Disciplinary Probation at any time during the school year is disqualified from taking part in all extracurricular activities for a period of time to be determined by Administration.

DETENTIONS:

- Students must be on time for their detention.
- Students tardy to detention will serve the assigned detention and an additional detention.
- Students who miss the detention time will receive one day of in-school suspension.
- Additional failure to serve detentions will result in a 3-day suspension and parent conference.
- A student/parent/principal conference will be held to discuss consequences.
- Detentions will be held Monday, Tuesday, Wednesday and Thursday from 3:20-4:20.
- Saturday detention will be held from 8:30-12:30. One Saturday every 3rd week.
- Failure to serve may result in out-of-school suspension (1-3 days).

SUSPENSION:

If an in-school suspension is given, the student must keep up with the class assignments. Major tests may be made up following the normal make-up procedure after the student returns. Credit will be given for such tests.

If out-of-school suspension is given for a period of one or two weeks, the guidance coordinator or the principal will make up a general schedule in accordance with the regular academic schedule of classes. The student is required to abide by all school policies. Students are expected to keep up with all class assignments. Make-up work is required except in the case of a test or major project, which is at the discretion of the teacher. The principal or guidance coordinator may make periodic visits to the home during out-of-school suspension. During suspension a student will not be permitted on school property, in the school building, or admitted to any school-sponsored functions whether day or evening.

During out-of-school suspension, no credit will be given for assigned work, however, all work will be due upon return. If work is not completed, further disciplinary action will be taken.

EXPULSION:

Expulsion of a student will be for the remainder of the school year in which the violation(s) took place.

SEXUAL HARASSMENT, ABUSE, OR MISCONDUCT:

The Board of Education recognizes the rights to an environment free of sexual harassment, abuse, or misconduct. Offensive speech and conduct are wholly inappropriate at Heritage Christian School. Sexual harassment, abuse, or misconduct includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual or abusive nature. These conditions apply to both students and employees of the school.

Sexual harassment, abuse, or misconduct of a student by a student is strictly forbidden and could be grounds for expulsion. Any student exposed to sexual harassment, abuse, or misconduct by a student or school employee should report such conduct to a trusted school employee, preferably an office or administrative employee or teacher.

Dress Code

K-12 Dress Code (Updated 2016)

To replace pages 16-18 in the Secondary Handbook and pages 12-16 in the Elementary Handbook.

Uniform Shirts/Tops: (color scheme: red, black, white)

1. Polo shirts will be red, black and white with the HCS logo. Purchased from French Toast Uniform Company at Frenchtoast.com, using code QS44RRN. (No other polo shirts are acceptable)
2. Plain red, black or white dress shirts or blouses purchased at a retailer of your choice.
3. Winter wear may include the following: zip up hoodies, pull-over hoodies, v-neck sweaters, crew neck sweaters, cardigan sweaters or light fleece jackets. Acceptable colors are plain, red, black and white. A small brand logo (no larger than baseball sized) is acceptable. These items may be purchased at a retailer of your choice.
4. No stripes, shapes, words or pictures on any clothing of any kind. No rips or tears. Shirts must be long enough to cover mid-riff. Shirts may not display logos, mascots or names of other schools. Long sleeve shirts stacked under polo shirts must be in the red, white and black color scheme.
5. Shirts must be modest in fit. If the material has to stretch to fit, it's too tight, move up a size.
6. Chapel days are: Monday for Secondary and Thursday for Elementary. On chapel days' students must wear HCS polo shirts or dress shirts. No spirit wear, hoodies or sweatshirts may be worn on chapel days.
7. Spirit wear may be purchased from the principal's office and may be worn on any day except chapel days.
8. Coats and winter wear are not permitted to be worn during the school day.

Uniform pants/shorts/skirts: (Black or khaki only)

1. Families have two options for dress code bottoms:
 - a. **French Toast**, go to Frenchtoast.com and use code QS44RRN, for any pants, shorts, shirts or skirts under the Heritage dress code pages may be purchased.
 - b. **JcPenney: Elementary** may use IZOD from JcPenney, must be boot cut pants or bermuda shorts. **Secondary** may use ARIZONA from JcPenney. Girls must be Arizona, Schoolgirl Twill Boot cut pants or bermuda shorts. Boys must be Arizona Original Straight, Flex Chino pants or Bermuda shorts. **No cargo pants, jogger pants or shorts permitted at any time.**
 - c. Only bottoms purchased from these two companies will be acceptable uniform wear.
 - d. Pants/shorts and skirts must be modest and loose in fit. You should be able to easily pull some fabric away from your leg. If your pants are stretching across your legs and back side, they are too tight, move up a size. Shorts and skirts should be pop can length when kneeling. No shorts on chapel days with the exception of extreme weather days when the principal may allow shorts. Pants must be secured at the waist. No sagging or falling. No rips, tears or stains. Shorts may be worn from August through October and April through June.

Socks, Shoes and Tights/Leggings:

1. Elementary shoes must be close-toed, any tennis shoes or dress shoes or boots are acceptable. No sandals, flip-flops or high heels. Secondary may wear the shoes of their choice. Sandals must have a back strap. No flip-flops. No high-heeled, over the knee boots.
2. Socks must be red, black or white.
3. Leggings and Tights may be worn under a skirt. The skirt must be pop-can length when kneeling. Leggings and Tights must be red, black or white. Leggings are not permitted as uniform pants.

Jewelry: Piercings are limited to ears only. Only female students are permitted to wear earrings.

Tattoos: No inappropriate tattoos. If tattoos are deemed inappropriate for either content or art, students will be asked to keep them covered at all times.

Hair: Hair must be neat and clean. Sideburns are permitted but must be at the earlobe and neatly trimmed. Male students may have a neatly trimmed moustache but no other facial hair. Students must be clean shaven each day. No extreme or unnatural hair coloring or dying. (Extreme is defined as a color that does not naturally occur. It may not be your natural color, but it must be a natural color.) No extreme styles that are a distraction to the school day. No spikes, mohawks or fauxhawks. Braids, cornrow, locks and dreads must be neatly groomed and pulled back with a hair tie or rubber band. Male students must have hair out of the eyes and above the ear lobe, off of the collar. Hats are to be removed when entering the building.

Please note: No dress code list is entirely exhaustive. Dress with modesty and good discretion. If you are uncertain about any item, it is always best to bring it in to school for permission and clarification before wearing it. Ignorance is not an excuse for breaking dress code. School

administration has the authority to decide what is and is not appropriate. Guidelines may be adapted as need arises.

This modesty and good discretion rule applies at all school events, inside and outside. This includes sporting events and homecoming and prom dances. It would also include any fundraisers that students are out in the community participating with.

Friday Spirit/Jeans days: On Fridays students may wear jeans if they bring \$1. The dollar goes to the junior class fundraiser. Jeans must be clean, with no tears, frays, rips or words. They must be solid, blue or black denim. No skinny jeans permitted. No sagging or falling jeans. Jean shorts are also permitted on Fridays; they must be pop can length when kneeling. The same rules apply for “Box-top Jean Days.”

STUDENT GROUPS & EXTRACURRICULAR ACTIVITIES

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES (Grades 6-12):

Extracurricular activities are defined as activities that are not academic or in direct connection with a class for credit such as athletics, plays, clubs, student government, etc. To participate in all activities, students must be in attendance that school day for at least half of the day as stated in the Athletic Handbook. PSEO students must be in attendance in their classes at Heritage for at least half of the day to be eligible for participation.

Academic Probation Policy

A student-participant must be passing five major core classes in order to remain eligible. (Core is defined as Math, Science, Social Studies, and English Language Arts). Grades are checked at each midterm and at the close of each nine-week quarter.

The student-participant will be issued a “probation status” form that must be signed by a parent. If possible, an email will also be sent home notifying the parent(s) of their child’s status. The coach or activity supervisor will also be notified at that time of the student’s status.

Probation Process:

- 1 Once a student-participant has been placed on probation, he or she must meet with the teacher(s) of the class(es) that have led to the probation each school day for two weeks (ten school days). It is the responsibility of the student to contact the teacher(s) each day. The student will have a daily tracking form which the teacher(s) must initial each day to verify that the student is working toward raising his or her grade in the corresponding class(es).
- 2 During probation, the student-participant must sit out of all team or activity participation for one week (five school days). This includes practices, games, meeting, etc. The student is also not permitted at other after-school events during this time unless cleared by administration in advance. The focus of the student-participant for these five school days is to be focused on academics.
- 3 If progress is evident after five school days, the student-participant may resume participation in practices and games but will continue to meet with teacher(s) for an additional five days. The student will continue having the teacher(s) initial the tracking form to verify progress in the class(es) that led to the probation. After the final five days, if progress continues to be evident, the student-participant will be cleared from probation status.

Termination

If a student-participant receives two or more Fs on a report card, he or she must sit out the season and/or extra- curricular activity. If necessary, Administration reserves the right to re-evaluate this policy on an individual and circumstantial basis.

STUDENT COUNCIL:

Middle School and High School Student Council provides for student activities, serves as a training experience for both leaders and followers, develops high ideals of personal conduct, provides for various student activities, seeks to interest students in school affairs, and helps solve problems that may arise.

Officers for each group consist of a President, Vice President, Secretary, Treasurer, and Chaplain who are elected by the student body. Each class elects its own representatives. Both student councils plan and implement various activities and projects each year with the help of a faculty advisor. Members of the council are representatives from the secondary student body. See the Student Council Handbook for grade expectations and restrictions.

NATIONAL BETA CLUB (Middle School and High School): *Updated 2014*

The National Beta Club, a student-centered organization, continually develops and nurtures individuals by providing opportunities and experiences enabling them to demonstrate the traits of character, achievement, service, and leadership in a global community. Beta Club requirements for both middle school and high school are as follows:

- To enter Beta Club one must maintain a 3.30 GPA with no grades below a “C” and no incompletes for three quarters in a row.
- Maintain character qualities outlined in Beta materials.
- To maintain membership in the Beta Club, you cannot receive a grade below a “C” for three consecutive grading periods.
- Maintain teacher evaluation and recommendation requirements.
- Be a full-time student at HCS. Students may be part of the Post- Secondary Education Option.

*Middle school students who have been in Beta and maintain all requirements will transfer into high school Beta as long as all criteria is maintained.

*After losing Beta membership, the student must start the process over again to be reinstated.

POLICIES & PROCEDURES

BUS (RULES & DISCIPLINARY PROCEDURES):

On all bus systems, students will be disciplined as if they were in the classroom. Students being transported are under the authority of the driver. Cases of misbehavior will be referred to the principal for disciplinary measures. Continued misconduct may result in the loss of transportation privileges. Students are encouraged to be at the bus stop five minutes before departure. Also, students are to keep off the private property of residents while waiting for the bus and after unloading.

The rules and consequences are as follows:

- Follow the driver's directions the first time they are given.
- Keep hands, feet, and objects to yourself and inside the bus.
- Stay seated.
- Keep the noise level low. Use ear buds or headphones with electronic devices.
- No teasing, name-calling, or profanity.
- No eating or drinking on the bus.

Disciplinary Procedures:

- Offense 1: Warning (written from bus driver, phone call to parents).
 - Offense 2: Suspension for 3 days (phone call).
 - Offense 3: Suspension for 1 week (phone call).
- *Additional offenses will require additional consequences including loss of bus privileges.

CAFETERIA SERVICES:

The cafeteria provides wholesome lunches each day for those students who wish to buy their lunch. The daily cost for a hot lunch is kept as reasonable as possible. Students in 6-12th grades may purchase a tray lunch or purchase items a la carte. Snack foods, milk, and fruit drinks are provided for those students who pack their lunches as well as those who buy.

CAFETERIA RULES:

- When the lights are off, everyone is quiet.
- All food and trash is to be PLACED in the trash receptacles.
- The monitors will dismiss tables.
- Permission is needed to leave the cafeteria.
- Good manners are expected. No inappropriate behavior.

CANDY & GUM:

No gum is permitted anywhere during school hours. Candy and other food or drink is not permitted except in the cafeteria during the lunch period. Eating candy or other food outside of designated times or locations will result in disciplinary action.

COMPUTER AND NETWORK USE POLICY:

Network and Internet access is a privilege, not a right. Inappropriate use will result in the revocation of a student's computer privileges.

- 1 Students will not use the school network to access email, gaming sites, or social media websites or services (such as Facebook, Twitter, Instagram, etc.).
- 2 Website access is limited to educational purposes, as directed by a faculty member.

- 3 Student users will not download files from the Internet, nor upload files, unless supervised by a faculty member.
- 4 Students will not log in to any system using another person's user name and password.
- 5 Users will not load software, games, files, or any other media onto the school's computers.
- 6 Students will not tamper with the school's computer hardware, wiring, or network equipment. This includes altering the basic settings on a school computer, changing the settings or options of an operating system, or attempting to access networking devices or wireless access points.
- 7 Students cannot connect their personal laptops, handheld devices, smart phones, or other electronic equipment to the school's network unless approved by an administrator. When such approval is granted, school IT personnel will configure the devices for access.
- 8 Users will not create, transmit, or receive any materials of a defamatory, abusive, profane, or offensive nature.
- 9 Financial transactions of any kind are prohibited over the school network.
- 10 Students will not attempt to bypass the school's content filtering system.

DAMAGED OR LOST MATERIALS:

A charge will be assessed for materials, books, and equipment that have been damaged or lost. The following fines may be charged for 6-12th grade students:

- Book that is lost, water-soaked, or has pages torn out and/or missing—Replacement cost of the book
- Book with pages torn but still there—Cost to be determined based on damage
- Book defaced by pen, pencil, etc.—Cost to be determined based on damage
- Book that is generally mistreated, dirty, etc.—Cost to be determined based on damage
- Assignment notebook replaced - \$5.00

FIELD TRIPS:

At certain times during the year, teachers plan field trips that will enhance a particular lesson or topic being studied. Each student must take home a field trip permission slip to be signed by the parents and return it by the day of school prior to the trip, or the date determined by the teacher. Students who do not return signed permission slips will be required to remain at the school. Phone calls cannot take the place of written permission.

HALL PASS PROCEDURES:

Each student in 6-12th grade is issued a Student Planner. Planners also act as hall passes. If students need to leave class (to go to the bathroom, lockers, office, computer lab, etc.), they must get their planner signed by their teacher. If they don't have their planner with them in class, they will not be able to leave class.

LIBRARY & READING ROOM:

General information:

- At the secondary level, the library is reserved for class instruction associated with specific requests made by classroom teachers and for persons doing individual reading, study, and research.

- All books must be signed out at the checkout desk.
- Books may be checked out for one week. Fines for overdue books are five cents per school day. Fines accumulate until the book is returned, and report cards are held until fines are cleared.
- Students who lose a library book will be charged the cost of replacing the book.
- The library staff will be happy to assist in locating materials for research. Students are encouraged to ask for assistance.

The library is not to be used as an area for socializing. The following policies must be observed:

- Library passes must come from teachers. The library staff does not issue passes for students to leave class or study hall.
- Full period passes must be given by the teachers assigning research. Ten minute passes may be given by study hall monitors.
- Projects/papers may be printed at a cost to students (\$.10 per black & white, \$.25 per color sheet).
- Defacing furniture or books will require payment for damage or replacement. Students will be referred to their principal for additional disciplinary action.
- A quiet atmosphere conducive to study must be maintained at all times.
- A library card will be issued to all students and there will be a replacement fee of \$1.00 for lost cards.

Ben Carson Reading Room:

The Ben Carson Reading Room was established in 2013 through the Carson Scholars Fund. The room was created to be a “space where students can read in an inviting, quiet and secure atmosphere. The program encourages independent extracurricular reading” (Ben Carson Reading Room Manual). The room is a privilege; students are expected to treat it as such. The posted rules must be followed, and students must be supervised while the room is in use.

LOCKERS AND LOCKS:

Lockers are assigned at the beginning of the school year. No student may use a different locker unless authorized by the principal. Each student is responsible for keeping his/her assigned lockers clean both inside and outside. Any locker malfunctions should be reported to the office. Students are cautioned not to keep money or other valuables in their unlocked lockers.

Students in grades 6-12 have the option of obtaining a school combination lock for their locker. Only locks rented from the school may be used on hall lockers. Students should not share their combinations with friends in order to keep personal property safe. The lock rental fee is \$5.00 with a \$2.00 refund at the end of the year.

LOST AND FOUND:

All students' belongings need to be labeled. Lost articles will be in the 3rd floor lost and found located in the Principal's Office. Secondary students are charged a quarter per item that is in the Lost & Found. Articles that remain unclaimed for one grading period will be donated to a charitable organization.

PERSONAL ELECTRONICS & CELL PHONES:

iPods/mp3 players, CD players, tablets, personal computers, electronic games, and any other personal electronic devices are not to be used during school hours without direct, individual teacher permission.

Any use of Heritage's internet on personal devices must be approved through school IT personnel. Only tablets or laptops will be approved and used during the school day.

HCS realizes that cell phones have become a part of daily life. Cell phones are to be locked in the student's locker from the time of arrival until the bell rings at 3:15. Students are not permitted to use their cell phones during the school day without permission from a staff member. Any necessary phone calls can be made, with permission, through the office.

Consequences for unauthorized cell phone use:

1st Offense: Warning

2nd Offense: Phone will be taken and kept in the office until the end of the following day.

3rd Offense: Conference with parents and loss of privilege at school.

SAFETY DRILLS:

Fire, lock-down, tornado drills, etc. are held at irregular intervals throughout the school year. There are instructions posted in each classroom indicating how to respond to each type of drill. During drills, students must walk and remain orderly, and there must be NO TALKING. Move efficiently and quietly to designated areas.

SCHOOL PICTURES:

Pictures of all students will be taken during the fall and spring of each year and will be used for the yearbook and student records. Students may order a packet of pictures either or both times. Payment instructions will come home with students.

STUDENT DRIVING:

All vehicles driven to school by students must be registered with the Principal's Office. Students who drive to school are to observe safe driving practices and rules of courtesy. A 10 M.P.H. SPEED LIMIT ON SCHOOL PROPERTY MUST BE OBSERVED. Speeding or reckless driving on school property or immediately adjoining roads (6th St., Harrison Ave. or Greenfield St.) may result in the loss of driving privileges. Excessive tardies or absences may also result in the loss of driving privileges. For students to drive other students, we must have a permission slip on file from the parents of the driving student and written permission from the parents of the student passenger. This permission slip can be obtained from the Principal's Office. No student should leave the building and school grounds during school hours without proper parent permission and before signing out in the Principal's Office.

STUDY HALL RULES:

A good study hall atmosphere is one that will allow any student to be able to accomplish purposeful study without undue distractions. The following guidelines will help maintain an effective study hall atmosphere:

- Students must be punctual and have regular attendance.
- Seats must be assigned.
- No student may leave the study hall until all students are seated and attendance has been taken.
- In order to leave study hall, students must bring and use their planner/pass.
- All students must enter study hall prepared for a full period of work. Students must bring notebooks and textbooks with them. They are not to sign out to go to lockers to get these supplies.

- Students may be excused to the library only after receiving a pass signed by a classroom teacher. These passes must be obtained prior to the study hall period.
- Students may be excused to the restroom after obtaining permission from the study hall monitor. Only one student will be granted restroom privileges at any one time.
- Students may be excused to see the principal or guidance coordinator after obtaining a pass from the person they intend to see. This must be obtained prior to the beginning of study hall.
- Students may leave study hall for special reasons only after written permission is granted from the teacher involved. (i.e., computer use, gym, play practice, music, etc.)
- The gym or recess room will not be used for recreation during study halls.
- Students may speak to one another only after the study hall monitor has granted permission. No talking without permission from monitor.

TELEPHONE USE:

Students in grades 6-12 are only permitted to use the office phones to return parents' calls or in an emergency, with staff permission. A student receiving a call will be called out of class only in case of an emergency. Normally, phone calls for students will be handled before school, during study hall, during lunch, or after school.

TEXTBOOKS:

All basic textbooks are loaned to students for use during the school year while the student pays for other supplies. Textbooks are to be kept clean and handled carefully. **STUDENTS ARE EXPECTED TO HAVE BOOK COVERS ON ALL BOOKS.** The student's name and grade must be written on the book label in case the book is misplaced. Lost or damaged books must be paid for. Students who lose or damage books beyond use will be charged the cost of a new book. (See "Damaged or Lost Materials" for list of fees.)

TRANSFERS/WITHDRAWAL:

Any parent/guardian that withdraws a student(s) from school anytime before the end of the academic year needs to follow these procedures:

- 1 Parents should make an appointment with the principal to discuss the reasons for the transfer or withdrawal. At this time the date will be determined.
- 2 If a withdrawal or transfer is determined then the Withdrawal/Transfer Form must be completed by the parent and principal and placed in the student's file.
- 3 All class work must be up to date. Textbooks are to be checked in with the classroom teacher on the last day of attendance.
- 4 All fees, fines, and tuition payments must be current before any student's academic records may be released and transferred to another school. Please refer to the "Financial" section of the Parent/Student Handbook for specific details. Students that attended one day or more of any month will owe for that full month's tuition. (per Board Policy)

VISITATION (PARENTS):

All visitors must sign-in at the Security Booth. As with other visitors, parents are requested to call and pre-register in the office. Conferences with teachers should be prearranged through the appropriate office. Out of fairness to both students and teachers, do not use class time for impromptu conferences.

VISITATION (STUDENTS & ALUMNI):

HCS welcomes our Alumni “home” when they are in the area. Visits by current elementary and secondary age students are limited to those students who anticipate enrolling at Heritage in the near future. Arrangements for such visits should be made by parents with the appropriate office as far in advance as possible and must have prior approval from the principals.

Upon arrival to school, all visitors must obtain a visitor’s pass from the Security Booth. This pass is to be worn through the school day and returned at the end of the visit. After check-in with the Main Office, visitors will be directed to the appropriate office or classroom.

MEDICAL INFORMATION

MEDICAL STAFF:

A certified school nurse serves Heritage Christian each day. The nursing staff does health screenings that are mandated by the State of Ohio, records pertinent information, completes reports dealing with health/medical issues, and confers with parents, physicians, and staff, as needed, to assure that each student is at school in his/her optimum level of health.

MEDICAL INFORMATION:

A medical/social history needs to be completed by parents (guardians) of all new students. Medical information for **all** students should be put on the emergency medical form. If a new or changed medical condition/medication occurs after school begins, please notify school nurse/office. This is for the benefit of each student and also helps the staff to understand each student and the implications within the classroom.

MEDICAL GUIDELINES & IMMUNIZATIONS FOR STUDENTS:

According to the Ohio Revised Code, Section 3313.671, regarding immunizations: “Each student is required to present proof in writing that they have received or are in the process of receiving proper immunizations against:” (see attached immunization list).

*See The Ohio Immunization Summary for details and requirements.

If there is an objection to immunizations, either for medical or religious reasons, you must submit this in writing. Medical exemptions should be signed by a physician and religious objections by a parent.

Proof of immunizations, birth certificate and custody papers, if applicable, must also be presented at the time of registration.

General health information:

- 1 Any communicable disease, such as head lice, ringworm, chicken pox, etc. should be reported to the school. If a child has live lice in his or her hair, the parent of the child will be asked to take the child home and follow treatment instructions.
- 2 All food and environmental allergies and special health needs should be brought to the attention of the school nurse and a plan of care established between the parent, physician, and staff.
- 3 When a child becomes ill at school, the parent/guardian is contacted.
- 4 To return to school after an illness, a child should have been fever-free for 24 hours, or as indicated on our Communicable Disease Chart (located in the nurse station).
- 5 Rule 3301-37-04 of the Ohio Administration Code specifies the requirements for administering of any prescription or nonprescription medication to children:
 - The principal and trained designees are all authorized to administer the medication at school when deemed necessary. Two forms, which are available in the Student Handbook, the school office or from any physician in Stark County, must be completed:
 - A Licensed Prescriber’s Order For Prescribed Oral Medication - A written order from a licensed prescriber detailing the name of the drug, dosage and the time interval the medication is to be taken.
 - Parent’s Authorization To Give Medication - A written permission from the parent or guardian
 - Medication must be brought to school by the parent in the original labeled container and given to the school nurse/office.
 - Liquid medication shall be the responsibility of the parent and will be administered only at the principal’s discretion.
 - Heritage Christian School shall provide secure, lockable storage facilities.
 - The employee responsible for administering the medication shall keep a daily record.

INHALERS/ASTHMA OR EPIPEN / SEVERE REACTIONS:

If it is necessary for a student in grades K-12 to carry his/her inhaler/epipen with him/her while at school, the Licensed Prescriber for Prescribed Oral Medication must be completed by a licensed prescriber, with a notification under special instruction that it is necessary that the student carry the inhaler/epipen at all times. For the asthmatic student who carries an inhaler the Self Medication for Asthma Inhaler form, School Asthma Record form, Inhaler Procedure form and Parent Authorization form (all obtained from nurse in Clinic) need to be completed by a parent. If the epipen is to be carried with students during school hours, the school must also receive a backup (second) epipen to be used when needed and as instructed and should call 911 immediately upon epipen administration.

HEALTH SCREENING:

The school nurse or speech pathologist will conduct the following health screenings during the school year:

Vision:	Grades PS, K, 1, 3, 5, 7, 9, new students, and by referral
Hearing:	Grades PS, K, 1, 3, 5, 9, new students, and referrals
Speech/Language:	Grades PS, K, 1, 2, 3, new students, parent & teacher referrals
Scoliosis:	Grades 5, 6, 7, 8
Dental:	Grades PS, K, 1, 3, 5, 7, 9, new students, or by referral
Blood pressure:	By request and by referral
Height/Weight:	Grades PS, K, 1, 3, 5, 7, 9, new student

Pediculosis: (Head Lice) Grades K-5 by referral or as needed

NONPARTICIPATION IN PHYSICAL EDUCATION:

If for some reason a child is unable to participate in physical education class, a note from the parent is required. For periods longer than 2 weeks, a note from the physician should be obtained.

FINANCIAL

TUITION PAYMENT:

See current tuition schedule available from the Main Office. Tuition may be paid in one of two ways:

- OPTION 1: Entire annual tuition paid in advance. **A discount is available if the annual tuition is paid by July 15.**
- OPTION 2: Tuition may be paid in **10, 11 or 12** equal monthly payments beginning July through June. Heritage Christian utilizes the services of FACTS, a tuition management service.

Tuition payments are due on the 1st, 5th or 20th day of each month. Payments not received by the due date shall be subject to **a missed payment fee** by FACTS, in addition to a **late fee of \$30.00 to HCS. Late fees will not be waived.** Report cards will be held if required tuition payments or other fees are not current.

IF TWO (2) CHECKS ARE RETURNED “NSF” (non-sufficient funds) IN A SCHOOL YEAR, PAYMENTS FOR THE REMAINDER OF THE SCHOOL YEAR MUST BE PAID IN CASH OR BY MONEY ORDER.

In the event that a student withdraws from school before the end of the month, semester, or school year, tuition will be charged or refunded accordingly. Students having attended one day or more of any month will owe the full month's tuition.

Tuition payments not made on time may result in notification of student(s) suspension. Parents must make payment before the account is forty-five days overdue or the **child(ren) may be suspended from classes.** Failure of parents to respond satisfactorily will result in automatic suspension of students from classes. After suspension, if parents elect to reinstate students they must pay their past due amount. **Senior students' tuition must be current in order to receive a diploma.**

If the parents have responded to original notification and have arranged a payment schedule that is satisfactory to the Administrator, then their account may exceed forty-five days past due provided that the payment schedule agreed upon does result in regular payments. However, should a payment not be made upon the new due date, then the student(s) shall immediately be suspended and not be allowed to resume classes until the past due amount and current month are paid.

Activity Fee Agreement:

Parents are expected to pay the activity fee of \$300. This fee covers all expenses such as field trips, special events and yearbooks for all students. Please refer to your admissions packet for a full list of activities and payment methods as well as available discounts for timely payments.

Immunization Summary for School Attendance Ohio

VACCINES	<i>FALL 2016</i> IMMUNIZATIONS FOR SCHOOL ATTENDANCE
DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	<u>K</u> Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4 th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4 th birthday, a fifth (5) dose is not required.* <u>1-12</u> Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. <u>Grades 7-12</u> One (1) dose of Tdap vaccine must be administered prior to entry.**
POLIO	<u>K-6</u> Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4 th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.*** <u>Grades 7-12</u> Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
MMR Measles, Mumps, Rubella	<u>K-12</u> Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.
HEP B Hepatitis B	<u>K-12</u> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
Varicella (Chickenpox)	<u>K-6</u> Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid. <u>Grades 7-10</u> One (1) dose of varicella vaccine must be administered on or after the first birthday.
MCV4 Meningococcal	<u>Grade 7</u> One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry <u>Grade 12</u> Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry****

NOTES:

- Vaccine should be administered according to the most recent version of the *Recommended Immunization Schedules for Persons Aged 0 Through 18 Years* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <http://www.cdc.gov/vaccines/recs/schedules/default.htm>.
- Vaccine doses administered ≤ 4 days before the minimum interval or age are valid (grace period). Doses administered ≥ 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at www.odh.ohio.gov, Immunization: Required Vaccines for Childcare and School). These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

*Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4th birthday, a sixth dose is recommended but not required.

** Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. For students in 12th grade, one dose of Td (Tetanus and diphtheria) is acceptable. Tdap can be given regardless of the interval since the last Tetanus or diphtheria- toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose.

*** The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

**** Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1st) dose of MCV4 was administered on or after the 16th birthday, a second (2nd) dose is not required. If a pupil is in 12th grade and is 15 years of age or younger, only 1 dose is required. Currently there are no school entry requirements for meningococcal B vaccine.