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# THE BLUEPRINT

## MISSION STATEMENT

Heartland Christian School supports parents in their Biblical responsibility to train their children. We provide opportunities for young people to realize their God-given potential and to glorify God spiritually, academically, socially, physically, and vocationally.

## VISION STATEMENT

### “Partnering with Parents to Develop Christ-like Leaders”

Heartland Christian School strives to lead students to faith in Jesus Christ and to develop young men and women who adhere to a Christian worldview, prepared to be godly members of home, church, and society.



## CORE VALUES

PARTNERING WITH PARENTS TO DEVELOP CHRIST-LIKE LEADERS.

# LEADER

### COMPETENT

Equipping our youth with the necessary skills to think critically.



### COURAGEOUS

Empowering our students to act in spite of fear and criticism.



### CONFIDENT

Building belief in one's ability to succeed through hard work.



### CREATIVE

Inspiring each child to discover and develop their God-given uniqueness.



### CHARACTER

Training and exemplifying Biblical values and behavior.



### CONNECTED

Cultivating relationships with God, family and community.



## PHILOSOPHY

Heartland Christian School stands independent of any local Church. Thus, it is a ministry to help all churches and denominations who desire a Christian worldview and a Bible-based education for their young people. All the administration, faculty, and staff must be born-again Christians who are consciously committed to following Jesus Christ knowing that their lives serve as examples to those whom they teach. Also, each must support Heartland Christian School's Statement of Faith.

Recognizing and understanding that **the primary responsibility for education rests with parents**, Heartland Christian School serves as an extension of the family to partner with parents in this task. As such, the school adheres to Biblical principles of child rearing and discipline. {Deuteronomy 6; Psalm 78:5-6; Ephesians 6:1-4; Proverbs 22:6; Colossians 3:20-21}

The philosophy of Heartland Christian School is founded on the premise that man's ultimate purpose in life is to glorify God. Heartland Christian School exists to help each student reach his full potential by guiding and encouraging him in developing spiritually, morally, personally, socially, and academically. The administration, faculty, and staff recognize that only when students repent of sins, accept Christ as Savior, and yield to His Lordship, can they realize their unique potential. {Acts 3:19; I Corinthians 6:19-20; 10:31; Luke 2:52; Romans 10:10-13}

Education and learning are Biblical commands; therefore, all instruction at Heartland Christian School is based on the Bible. The specific content grows from the following:

- (1) God's mandate at creation for mankind to have dominion over the earth, requiring learning in the areas of language, mathematics, science, and technology;
- (2) the hostile environment resulting from the fall of man, intensifying his need to understand more deeply all of the curricular areas and the study of God's written Word; and
- (3) the command for Christians to evangelize the lost and to disciple believers, further elevating the need to master all academic subject areas.

{Deuteronomy 4:2-9; 6:6-7; Proverbs 3:1-9; 19:27; Genesis 1:1, 26-28; 3:9-24; Matthew 28:18-20; Acts 5:42}

Heartland Christian School seeks to develop young men and women who think Biblically, embrace a Christian worldview, and are godly members of home, church, and society. {Psalm 24:1}

## THE FOUNDATION

### STATEMENT OF FAITH

#### The Essentials We Believe

#### 1. SCRIPTURE

We believe that the Bible, composed of the 66 books of the Old and New Testament, is the inspired Word of God, infallible and inerrant. The Bible was given by God through chosen people and thus reflects the backgrounds, styles, and vocabulary of human writers. The Bible is the full and final authority on all matters of faith and practice; there are no other writings similarly inspired by God. The Bible's truth is timeless and speaks to our everyday lives. *Luke 21:33, 24:44; Romans 15:4; Hebrews 4:12; II Timothy 3:15-17; I Peter 1:25; II Peter 1:19-21*

The Bible is the supreme authority in everything it teaches. The final guide to the interpretation of Scripture is Scripture itself. Its authority is not limited to spiritual, religious, or redemptive themes but includes its assertions in such fields as history and science. The account of origins, the global Flood, man's fall into sin, and the intrusion of death as presented in Genesis is historically factual and literal.

#### 2. GOD

We believe in one God, Creator and Lord of everything, infinitely perfect, all powerful, all knowing and eternally existent as God the Father, God the Son, and God the Holy Spirit (The Godhead). *Isaiah 43:10-11; Matthew 3:16-17, 28:19; John 14:16-17, 16:23-27; II Corinthians*

13:14; Galatians 4:4-6

### **3. GOD THE FATHER**

We believe that the Father is Creator and Ruler of all. He is compassionate, loving, and just toward all people and is faithful to keep His promises. He hears and answers prayer. He calls all people to believe in Him and saves from sin and eternal death each person who comes to Him through His Son, Jesus Christ. *Genesis 1; Matthew 7:7, 12:50; Ephesians 4:6; II Corinthians 6:18; I Timothy 2:4-5; Exodus 34:5-7*

### **4. GOD THE SON**

We believe that Jesus Christ is God in the flesh. He came to earth fully God and fully man through a miraculous conception and virgin birth. He lived a sinless life and voluntarily died on the cross in our place as full payment for the sins of all people. He arose bodily from the dead on the third day to demonstrate His power over sin and death. He ascended into heaven to the right hand of the Father where He is the only One who is able to provide access and reconciliation between God and the people. He will return personally and visibly to earth and those who have believed in Him will be united with God eternally in Heaven. Those who have not believed in Him will be eternally separated from God in hell (and the lake of fire) due to their sin. *Matthew 1:18-23; Luke 24:1-8; John 1:1-5, 1:14, 3:16, 3:18, 11:25, 14:6-7, 14:9-11, 14:16; Acts 1:9-11; Romans 1:3-4, 5:8-11, 6:23; I Corinthians 15:3-6; II Corinthians 5:17-21; Hebrews 4:14-16, 7:24-25; Titus 2:13-14; Revelation 19:20, 20:15*

### **5. GOD THE HOLY SPIRIT**

We believe that the Holy Spirit is the Comforter, Counselor, and Helper sent for believers. We believe in the present ministry of the Holy Spirit who reveals God's truth to the world and indwells believers to empower them for Godly life and service. We believe in the diversity of gifts given by the Spirit for the common good of the church and that they are operating today. *John 14:15-17, 14:25-26, 15:26, 16:5-15; Acts 1:8; I Corinthians 12:4-31*

### **6. SIN**

We believe every person is disobedient to God's desires and plans in varying degrees. Any disobedience to God, regardless of how large or small, is characterized as "sin." "Sin" literally separates each person from God, which is spiritual death. *Psalms 51:5; Jeremiah 17:9; Romans 3:10-11, 23-24; 5:12, 18-19; 6:23; 14:23; Ephesians 2:1-3; James 4:17; I John 3:4; 5:17*

### **7. SALVATION**

Spiritual death is not God's desire. People can be united with God through a personal relationship with Jesus Christ and Him alone. Jesus died for sinners. As individuals with free will, we have the freedom to respond to the relationship God has initiated with us, or not. Anyone who repents, believes in Jesus' death and resurrection for their personal sins, and desires to have Him as King of their life, is forgiven for every sin. Upon this personal decision, God re-establishes a personal relationship with that person and promises eternal life. Salvation is a gift received by faith alone in Jesus Christ alone. *Romans 3:23-24, 5:12, 5:16, 6:23; Psalms 51:4-5; John 3:16, 14:6; Acts 4:12, 10:43; Ephesians 2:8-9; Colossians 1:13-14; I John 5:11-13*

## 8. HOLINESS

Holiness can be defined as Christ-likeness. It is being like Jesus Christ in our thoughts, attitudes, actions, and relationships. God created us to be holy, calls us to be holy, and commands us to be holy. Also, holiness is a requirement for entry into heaven. Any attempt to be holy apart from God is completely useless. We are made holy through the cleansing blood of Jesus Christ and the baptism of the Holy Spirit. To live a life of holiness, we must stay connected to the SOURCE of holiness – God Himself; be SEPARATED to God as His possession – I become the property of God; and SHARE in the nature of God – I become like Jesus Christ. *Ephesians 1:4; II Timothy 1:9; I Peter 1:15-16; Hebrews 12:14; Revelation 15:4; Exodus 15:11; Psalm 99:5; Colossians 3:3; Romans 8:1; Exodus 19:5-6; Leviticus 20:26; I Corinthians 6:19-20; I Samuel 21:4; Ezekiel 44:23; I Thessalonians 4:3,7; I Peter 2:20-24; Ephesians 5:1-2; Philippians 2:5-8; John 4:34; 17:4; Hebrews 10:9*

## 9. CHURCH

We believe the church is composed of all the called-out people, anywhere, who have separated themselves from the world and have a living faith in Christ as their personal Savior. The purpose of the local church is to make disciples, organize them to reach unbelievers with the message of salvation, serve as a corporate body for worship of God, provide fellowship for Christians with each other, develop the gifts and talents of Christians for godly service, and practice baptism and communion. We believe baptism and communion are God's ordinances to be observed by believers in Jesus Christ, but not to be regarded as means of salvation. *II Corinthians 6:17-18; Romans 12:2; James 4:4; I John 5:9; Hebrews 11:6; Romans 10:10; Matthew 28:18-20; Mark 16:15-16; Acts 2:38-41, 2:42-47; Colossians 1:18; Hebrews 10:24-25, 13:17; I Corinthians 11:23-26, 12:12-13*

## 10. FAITH AND PRACTICE

Scripture is the final authority in all matters of faith and practice. This school recognizes that it cannot bind the conscience of individuals in areas where Scripture is silent. Rather, each believer is to be led in these areas by the Lord, to whom he or she alone is ultimately responsible. By adhering to God's Word and seeking Him, we can best observe His greatest commandments, which are to love Him and others. *Romans 12:2, 12:14; I Corinthians 8 & 9, 10:23-11:1; Proverbs 3:5-6; Mark 12:29-31; Romans 12:2; Deuteronomy 6:5*

This Statement of Faith does not exhaust the full extent of our beliefs. While we accept and follow the teachings of the Bible as our final authority in all matters (as set forth above), for the purposes of the faith, doctrine, practice, policy, discipline, building use, employment practices, etc., of Heartland Christian School (refers to Heartland Christian Schools, Inc.) **the School Board is our final interpretive authority on the Bible's meaning and application at Heartland Christian School in all matters.**

## LIFESTYLE STATEMENT

### The Essentials We Practice

Beliefs are not worth much unless they are translated into actions. Based on what the Bible teaches, we feel very strongly about the following four practices:

#### 1. BIBLE AS OUR FINAL AUTHORITY

*All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness: That the man of God may be perfect, thoroughly furnished unto all good works. 2 Timothy 3:16-17*

Since God's Word is the only completely reliable and truthful authority, we accept the Bible as our manual for living. Our first question when faced with a decision is "What does the Bible say?" We practice daily Bible reading, Bible study, and Bible memorization. The Bible is the basis for all we believe.

#### 2. PRIESTHOOD OF EVERY BELIEVER

*...Unto him that loved us, and washed us from our sins in his own blood, and hath made us kings and priests unto God and his Father... Revelation 1:5-6 But ye are...a royal priesthood...that ye should shew forth the praises of him who hath called you out of darkness into his marvellous light. 1 Peter 2:9*

The Bible teaches that every Christian is called to "full time" Christian service, regardless of his or her vocation. We practice the truth that every believer is a minister by encouraging every member to find a place of service and ministry. Every believer has direct access to God through prayer and Bible reading.

#### 3. SPIRIT-LED LIVING

*(Jesus said), I am the vine, ye are the branches: He that abideth in me, and I in him, the same bringeth forth much fruit: for without me ye can do nothing. John 15:5*

We believe the only way possible to live the Christian life is by God's power within us. So we seek to practice a daily dependence on God's Spirit to enable us to do what is right. (Phil. 2:13, Eph. 5:18)

#### 4. TELLING OTHERS ABOUT JESUS CHRIST

*But sanctify the Lord God in your hearts: and be ready always to give an answer to every man that asketh you a reason of the hope that is in you with meekness and fear. 1 Peter 3:15*

It is the responsibility of every Christian to share the Good News with those with whom God brings us into contact. When skeptical questions are asked, each Christian should be able to give answers concerning the hope they have in Christ. We practice personal sharing about Christ, knowing how to defend the faith, and inviting friends to church.

## STATEMENT ON MORAL ISSUES

Certain sins have become acceptable in our society and are clear violations of Scripture. In the spirit of I Corinthians 6:9-11, we as a school recognize that some believers may have participated in these sins. When a person is born again, God forgives all sin. This is not an exhaustive list. Our purpose is to promote Biblical standards in these areas where society has drifted away from its Biblical roots.

We believe that in order to preserve the function and integrity of Heartland Christian School and to provide a Biblical role model to its members and the community, it is imperative that all persons employed by Heartland Christian School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Moral Issues and the entire Official Statement of Doctrinal Beliefs (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Heartland Christian School. However, preaching and teaching God's Truth in love as revealed in Scripture is not hateful or harassing of any person.

**RIGHT TO LIFE.** We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified taking of a human life and is murder (Genesis 9:6; Psalm 139:14-16; Proverbs 6:16; Isaiah 44:24; 49:1; Jeremiah 1:5; Luke 1:35-44).

**SEXUAL ORIENTATION AND GENDER IDENTITY.** We believe that God created the human race male and female, and that these two distinct, complementary genders together reflect the image and nature of God. We believe that God wonderfully and immutably creates each person as either male or female at the time of conception, and that all conduct with the intent to adopt a gender other than the biological gender of one's birth is immoral and therefore sinful. We further believe that the rejection of one's biological sex is a rejection of the image of God within that person. Because of this belief, we will refer to all students and faculty with the pronouns associated with their biological gender. We will also require that all students and faculty abide by the dress code established for their biological gender. Genesis 1:26-27; Deuteronomy 22:5.

We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman only, and that all intimate sexual activity outside the marriage relationship, whether heterosexual or homosexual, or otherwise, is immoral and therefore sinful. Genesis 2:18-25; Romans 1:18-31; 1 Timothy 1:8-11.



We believe that any form of sexual immorality, including adultery, fornication, homosexual behavior, bisexual conduct, incest, and the use of pornography is sinful and offensive to God. Matthew 15:18–20; 1 Corinthians 6:9–10.

We believe that in order to preserve the function and integrity of Heartland Christian School as the local Body of Christ, and to provide a biblical role model to the school's students, families, and community, it is imperative that all persons employed by Heartland Christian School in any capacity, and those who serve as volunteers, agree to abide by the school's statements and policies on Marriage, Gender, and Sexuality. Matthew 5:16; Philippians 2:14–16; 1 Thessalonians 5:22.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. Acts 3:19–21; Romans 10:9–10; 1 Corinthians 6:9–11.

We believe that every person should be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or the philosophy of Heartland Christian School. 1 Corinthians 13:1–8; John 13:34–35.

**MARRIAGE, GENDER AND SEXUALITY.** We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin (Gen. 2:18-25; Ex. 20:14, 17, 22:19; Lev. 18:22-23, 20:13, 15-16; Matt. 19:4-6, 9; Rom. 1:18-31; I Cor. 6:9-10, 15-20; I Tim. 1:8-11; Jude 7). We believe that the cohabitation of unrelated persons of the opposite sex in a marriage-like relationship, without the marriage bond, is contrary to the teaching of Scripture. (1 Thessalonians 5:19; Hebrews 13:4). We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, polygamy, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt 15:18-20; 1 Cor. 6:9-10). We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin (Gen. 1:27; Deut. 22:5). We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

**DIVORCE AND REMARRIAGE.** We believe that God hates divorce and intends marriage to last until one spouse dies. We believe that the New Testament allows for divorce and remarriage on grounds of fornication or desertion. (Malachi 2:14-17; Matthew 5:31-32; 19:3-10; Romans 7:1-3; 1 Corinthians 7:15; 1 Timothy 5:8).

**ABUSE OF ADDICTIVE SUBSTANCES AND BEHAVIORS.** We believe that participation in addictive behaviors and the abuse of addictive substances is not only destructive but also hinders our ability to be controlled by the Holy Spirit (1 Corinthians 6:19-20; Ephesians 5:17).

## CHRISTIAN AMERICANISM

Christian Americanism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's Constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for God, flag, and country. Daily, staff leads the students in the following:

### Pledge of Allegiance to the American Flag

*I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.*

### Pledge of Allegiance to the Christian Flag

*I pledge allegiance to the Christian flag, and to the Savior for Whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty for all who believe.*

### Pledge of Allegiance to the Bible

*I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart that I might not sin against God.*

## CHURCH AFFILIATION

Students and parents are encouraged to belong to and attend regularly a Bible-believing church. Heartland Christian School stands independent of any local church. Thus, it is a ministry to help all churches and denominations who desire a Bible-based education and a Christian worldview for their young people.

## PURPOSE OF HANDBOOK

The purpose of this handbook is to acquaint parents and students with the philosophy, policies, and various procedures of Heartland Christian School. Since it is not the purpose of the administration to make blanket rules in every area, **we reserve the privilege of interpreting the rules, and changing or adding to them, if necessary, in order to maintain the mission and vision of the school.** The administration, faculty, and staff will always stand ready to cooperate with and help the students and parents of the school in every way possible. The administration will be happy to explain any portion of the handbook.

## THE STRUCTURE

### BIBLICAL PRINCIPLES FOR EDUCATION

The objective of Heartland Christian School is to give each student a Christian worldview and to educate them with eternity in view. Proverbs 22:6 admonishes adults to **train up a child in the way he should go.** Heartland Christian School is **partnering with parents** in training young people. The school staff works closely with parents to accomplish this task.

Attendance here is a privilege and not a right. Our goal is to train youth in the highest principles of moral character, self-discipline, individual responsibility, personal integrity, and

good citizenship. Heartland Christian School stands without apology for high standards of morality and wisdom.

## CURRICULUM

This school uses the Accelerated Christian Education curriculum which has been proven to be effective in teaching all the basic academic disciplines as well as instilling Godly character into the lives of students. The curriculum is built upon these seven key foundational concepts:

1. Integration of Biblical Principles (Scripture memory, wisdom principles)
2. Godly Character Training
3. Mastery-Based Learning
4. Built-In Reinforced System of Learning
5. Individualized Learning
6. Development of Critical Thinking Skills
7. Socialization

## STATE ACCREDITATION

Accreditation by a state government agency is an administrative mechanism designed as an attempt to attain uniform education for all children in government schools. It was established as a governmental means for causing local public-school districts to meet what the state educational agencies determined to be the minimum academic and facility standards for all schools. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by secular educational administrators who may not be Christians.

Currently, Heartland Christian School is fully accredited through the AACCS. However, if accreditation requires us to violate our mission, core values, and Christian worldview, we will choose to forfeit accreditation.

Accreditation of a private Christian school is not necessary for a graduate of that school to enroll in a college or university. Registrars of such institutions are interested in academic merits of individual students, not merely in the name of their school of graduation. They evaluate each applicant's academic aptitude through nationally standardized tests, such as the SAT or ACT. Please inquire about a partial list of colleges and universities, which have accepted students on an individual basis, who have completed their high school education using the A.C.E. curriculum.

## STANDARDS OF CONDUCT

Students of Heartland Christian School are expected to refrain from talking about or engaging in cheating, swearing (including slang), smoking, vaping, gambling, body piercing, tattooing, sexual impurity (Eph 5:3), drinking alcoholic beverages, and using narcotics on or off the school property. Students who participate in and discuss such activities are subject to suspension and dismissal. Students are expected to act in an orderly and respectful manner, maintaining Biblical standards of social courtesy, cheerfulness, kindness, moral behavior, acceptable language, and honesty both on and off the school property. Students must agree to strive toward unquestionable character in dress, conduct, and attitude. Students who do not abide by these guidelines are subject to suspension and dismissal.

It is suggested that **parents pay close attention and monitor the amount of “screen life” and genres of music they allow to influence their children.** These can have a negative effect, both academically and spiritually.

Any student observing questionable activities or overhearing conversations which are contrary to the policies of this school should immediately discuss the matter with a teacher. This is not tattling. It has been said, "...All it takes for evil to triumph is for good men to do nothing."

*"To him that knoweth to do good, and doeth it not, to him it is sin" (James 4:17).*

## HEADMASTER

The Headmaster has the principle decision-making authority. However, in all matters of finance, the school board is the authority. The Headmaster is directly responsible to the school board.

## SCHOOL BOARD

The school board is the governing body in authority over the school. Parents of school children do not have the right to speak or present evidence to the school board in the event of a dispute.

## DISCIPLINE COMMITTEE

In matters of discipline concerning repeated and major offenses, the discipline committee (3-5 members) determines an appropriate pathway to better behavior.

## FINANCES

School finances are used as approved by the School Board. All checks require two signatures and finances are audited regularly.

## PARENTAL INVOLVEMENT

Our vision is to **partner with parents, not to replace parents**. Parent orientation, meetings, and conferences promote a good understanding between parents or guardians and the faculty/administration of this school. Every parent is required to participate in these informative and helpful programs.

## MEDICAL GUIDELINES

The administration and faculty members will not be allowed to administer any medicines without parent authorization in writing.

## SAFETY

All vehicles are to be driven with care and caution while in the Heartland Christian School parking lot. Please maintain a speed of 5 mph or less. Check in every direction before putting a vehicle into motion. On the roads surrounding Heartland, we ask all to drive slowly and carefully, obeying the speed limits. Heartland strives to be a good witness and representation of Jesus Christ to our community.

## SCHOOL YEAR CALENDAR

The school calendar is located on our website. [www.HeartlandChristianEducation.com](http://www.HeartlandChristianEducation.com)

## School Hours

School hours are 8:30am through 3:30pm Monday – Thursday, and 8:30am through 2:30pm on Friday. Younger grades (K-4<sup>th</sup>) do the entire week's work on Monday – Thursday and earn a field day with their parents each Friday to enhance their educational learning in whatever way the parents deem best. Note: There are no classroom hours for K-4<sup>th</sup> on Friday at Heartland except for weeks where Monday is a holiday. Students may be dropped off no earlier than 8:00am, and must be picked up no later than 4:00pm. If students are dropped off before 8:00am, a \$5 fee per student will be charged. If students remain later than 4:00pm, a fee of \$5 per half hour will be charged for the 1<sup>st</sup> hour (until 5:00pm). After 5:00pm, a \$10 per half hour will be charged.

## School Closings

In the event of inclement weather, the closing or delay of school will be sent out in a text to all parents/guardians and students who have signed up to receive it.

## ADMISSIONS POLICY

**This school admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, and national and ethnic origin in administration of its educational policies, admissions policies, athletics, and other school-administered programs. However, we reserve the right to limit our enrollment in number so that the quality of our academic program is not impaired. Also, we reserve the right not to accept or to dismiss those students whose worldview is in direct opposition to our understanding of Biblical teaching. All students and their parents are expected to be open to the spirit and purpose of the school.**

1. Kindergarten students will be accepted contingent upon **being 5 years old on or before August 1, and passing a readiness evaluation.**
2. First-grade students will be accepted contingent upon their ability to read.
3. All new students will take Diagnostic Tests to determine their individual academic abilities.
4. The school is not equipped to take special-needs students who cannot function in a Learning Center setting. To function in a Learning Center setting, a student must be able to work quietly, independently, and progressively using A.C.E. curriculum; communicate with the supervisor, have mobility to climb stairs, and be able to use the rest room facilities unattended.
5. The school reserves the right to require Diagnostic Testing for all transferring students. Exceptions may be made for students transferring from a school which uses the A.C.E. curriculum.
6. Returning students in good standing financially and socially will be given priority over new applicants. The school will not accept students who are over age 19 by the time of graduation.
7. The Headmaster will review applications and make the determination as to which students are admitted to the school.
8. Attending students who submit their application for re-enrollment by May 31 will be

given priority consideration. No student has a right to re-enroll, and application for re-enrollment will be approved at the sole discretion of the school.

### ADMISSIONS PROCEDURE

1. Interview with Headmaster.
  - a. Tour School
  - b. Receive Application Packet
2. Read and review Parent/Student Handbook (download off website).
3. Student Application is submitted accompanied by registration fee (\$100 non-refundable).
4. Parents will be notified of acceptance/rejection.
5. School records, medical history form, shot record, and copy of Birth Certificate are submitted.
6. Parent Orientation is attended (approx. three hours).
  - a. Review vision and core values of Heartland.
  - b. Review rules and policies.

### ATTENDANCE POLICY

This school maintains a strict attendance policy. Excessive absences will inhibit the student's progress. Failure to comply with this policy carries a stiff penalty. Any time a student is tardy or absent the parent must explain the reason for the absence or tardiness. This can be done with a phone call, text, email, or handwritten note before or at the time of the absence/tardiness. If a parent does not contact the staff before the student returns to school, the student must bring an explanation in writing upon his/her return to school. If no explanation is given, all tardies and absences are considered "unexcused."

Based on information provided to the school the absence/tardiness will be recorded as "excused" or "unexcused". If the explanation is not provided at the time the student returns to school, it will be considered "unexcused." The following types of absences are considered excusable.

1. Student was sick (bedfast, fevered, or contagious) or had a doctor's excuse
2. Student attended the funeral of an immediate family member
3. Road conditions (the entire day) made it unsafe to travel

A student must be present until 12:00 to avoid being counted absent. If a student is tardy, or leaves school for an appointment and returns later in the day, he or she must be in attendance for at least 3 ½ hours or it is counted as an absence.

There are occasions when a parent legitimately feels it is more valuable for a student to be away from school than in actual attendance. This is understandable (within limits) but not excusable. The student will not be penalized for an occasional unexcused absence.

Excessive absences will inhibit the student's progress. A total of 12 unexcused absences in an academic year may result in the loss of all "honor" recognition (i.e., trophies, medals) for which the student would have otherwise been eligible. A total of 4 unexcused tardies will earn a one-hour detention. A student is considered tardy if he is not in the Learning Center when the 8:30 bell sounds.

1. At 8 unexcused absences, a meeting with the parent will be scheduled.
2. At 11 unexcused absences, a second meeting with the parent will be scheduled.
3. At 13 unexcused absences, the child will be expelled.

## GENERAL CONDUCT FOR STUDENTS

1. Heartland Christian School has a **“Hands-Off Policy.”** This means that **ALL students should keep their hands and persons to themselves at all times.**
2. **All cellphones, iPods, Smartwatches, etc. must be turned in to the Lead Teacher** at the beginning of the school day. Books/Magazines/Music/Electronic games must be approved by their Lead Teacher upon student's arrival at school.
3. Gripping and complaining are not tolerated.
4. **Use only words which are truthful, gracious, and edifying** to others (Eph. 4:25-29), and glorifying to the Lord.
5. Students may not leave the school grounds during school hours without permission.
6. Marked on, defaced, or broken property is to be replaced at offending student's expense.
7. Only approved items are allowed on student bulletin boards and offices.

## SOCIAL MEDIA

Heartland Christian School **strongly recommends that parents monitor** their children's involvement with social media (time and content). Students found with material and/or comments inappropriate to the purpose and mission of the school will be subject to disciplinary action up to and including immediate ineligibility to attend Heartland Christian School.

## STUDENT PROPERTY AND PERMISSIBLE ITEMS

The administration, faculty, and staff retain the right to search any student's person or property without student or parent permission while on school grounds. Registration of the child constitutes parental consent to such searches. Any item found to be in opposition to school policies will be confiscated until staff deems best (up to but not over two weeks), and then returned to the parents. Books, magazines, music and electronic games must be approved by staff upon arrival at school. **Cell phones, iPods, Smartwatches, and other like items must be turned in to the staff upon arrival at school.** These will be returned to the student after school dismissal. Items not permitted include guns, matches, lighters, knives and ear buds. All other electronic devices (such as Kindle, iPads, tablets, etc.) must be approved by Headmaster.

The school is not responsible for personal items that may be lost, stolen, or broken while on school ground or during school functions.

## SCHOOL CLOTHING REGULATIONS AND PERSONAL APPEARANCE

Students, administration, faculty, and staff must dress and groom themselves in a manner both professional and appropriate. Modesty is a way to glorify the Lord rather than call attention to self. Modesty at Heartland is defined as being covered from “neck to knees” (2 inches below clavicle bone to 2 inches below knee). We encourage students to gain recognition through friendliness, Godly character, and conscientious work rather than merely through the clothes they wear.

The Headmaster and faculty shall have authority in matters of dress. Their decisions in

all questions are final. By enrolling their child in Heartland Christian School, parents give their approval to any directives given concerning dress or grooming by the Headmaster and/or faculty and agree to carry out those directives.

Students are to maintain their natural God-given hair color. Hair styles are to be neat and back away from the face and eyes. With regard to I Corinthians 11:14-15, we require male students to be clean shaven, with hair off the collar and ears, and sideburns no longer than the middle of the ear. Female students are to let their hair grow long and present themselves in a way that is distinctly feminine.

Cosmetics (facial make-up, eye make-up, nail polish) must be the student's natural skin-tone only. (Purple, yellow, green, blue, pink, orange, etc. are not acceptable.) Jewelry (necklaces, rings, earrings, bracelets, pins, etc.) are not to be worn. Smiles, however, are encouraged and appreciated. Failure to comply with the appearance guidelines may result in a student being sent home.

At school functions, which do not require uniforms, where the students are participants, we ask students to wear clothing consistent with standards of the uniform worn in the classroom ("neck to knees"). The Accelerated Christian *International Student Convention Guidelines* establish the minimum dress and appearance standard for all school functions.

## UNIFORM REQUIREMENTS

All students are required to wear uniforms during school hours. Anyone who appears without uniform will be sent home to change. Uniforms should be clean and in good condition.

## WHY SCHOOL UNIFORMS?

- 1) To encourage a productive class environment: Uniforms help students focus more on their academics and less on the peer pressure associated with keeping up with the latest fashion trends.
- 2) Modesty: Uniforms eliminate inappropriate clothing and eliminate the question of what is modest as defined differently per family.
- 3) Preparation for life: Uniforms prepare students for their future jobs where they will more than likely have a work dress code they will need to adhere to. Uniforms also help teach students professionalism and that there is a time to dress up: special events, job interview, certain church functions, and so on.
- 4) Increased school safety: It is much easier to identify nonstudents and strangers when the students are dressed uniformly, especially on field trips.
- 5) Easier mornings at home: Uniforms simplify the "what do I wear" question, making it much faster to get dressed and out the door!
- 6) Money savings: Uniforms eliminate the need for parents to buy a full wardrobe.
- 7) A greater appreciation for dress-down days!

## AWARDS CEREMONY

Awards of different sorts highlight the annual Awards Ceremony held each spring. Students work hard during the year to attain these awards. This is a list of awards commonly presented:

Perfect Attendance	75 PACE Medal
Scripture Memorization	85 PACE Medal
A Honor Roll (94%-100%)	100 PACE Medal



B Honor Roll (88%-93%)  
Core Value Awards

Memorization of Books of Scripture Trophy  
Character Awards

## PERFORMANCE DRESS CODE

When students participate in a public performance during the school year (when the uniform is not required), it is imperative that students be dressed appropriately for that performance.

Girls need to wear a dressy (semi-formal) outfit which is modest in every aspect.

- ✓ neckline must be no lower than 2" from the clavicle bones
- ✓ sleeves must strike the middle of the biceps
- ✓ fabric cannot be sheer or see-through
- ✓ garment must not be formfitting
- ✓ hemline must be at least 2" below the knee (sitting or standing)
- ✓ dress shoes (no tennis shoes or casual shoes)
- ✓ hair arranged neatly
- ✓ no jewelry

Boys:

- ✓ button up shirt with a tie or a dressy sweater
- ✓ sleeves must strike the middle of the biceps
- ✓ jacket or suit (optional, but nice)
- ✓ full length dress pants
- ✓ dress shoes (no tennis shoes or casual shoes)
- ✓ hair trimmed above ears and collar
- ✓ no jewelry

Students need to look their best (bathed, brushed, pressed, polished, perfumed) on these special occasions. Any student who presents him/herself for dress check and is dressed inappropriately will thereby forfeit all options and will be required to wear the standard school uniform.

## HOMEWORK

The responsibility for scholastic achievement is placed on students as well as the staff. Most students should not need to take large amounts of academic work home. The goals set by the student and reviewed by the staff usually are no more than the student is capable of completing during the school day. Should the student not meet his goals for that day, he will be required, at the discretion of the staff, to complete the work at home. Should the student have homework, the date will be written on the last page of homework in each subject.

**Parents are to sign beside the date on the last page of homework in each subject.** The completed homework and signed pages are to be returned to school the following day. Students do receive appropriate consequences for incomplete assignments.

## COMMUNICATION FOLDERS

Communication from faculty to parents will be sent home in a special home communications folder. A color-coded folder is prepared for each family. **The oldest student in each family is responsible** for taking it home and seeing that the parents read the contents and then sign the attached roster. Parents may send checks, notes, etc., in the

returned folder. The student returns the folder the next school morning.

## EXTRACURRICULAR ELIGIBILITY AND PRIVILEGES

All students are eligible for sports and extracurricular activities in the first two weeks. After that time, eligibility is at the Headmaster's and Discipline's Committee's discretion.

## FIELD TRIPS

Field trips are designed primarily to enrich learning and to motivate the student. Staff may ask students to take notes and complete tests upon returning to school. A natural outgrowth of such trips, which are conducted under the supervision of adults on every occasion, is that students are disciplined in the art of self-control and gracious deportment in various social conditions. Each family already gave permission for their student/students to participate in these school-sponsored trips and not to hold the school liable for any injury on their student application form.

## FUNDRAISING

Fundraising is a vital activity at Heartland Christian School. The tuition expenses are kept as low as possible to make it feasible for families to provide a Christian education for their children. **Without fundraising activities, the cost of attending Heartland Christian School would be much higher, and thus prohibitive to some families.**

The supplemental funds generated by fundraising are used to cover general operating expenses as well as provide for improvements and updates. Parents and students banding together to help each other provides a living example of Christian love and brotherhood. It is your opportunity to boost the ministry of the school and aid your fellow believers. We ask that you maintain a positive focus when undertaking these tasks.

There is **one mandatory fundraiser each year—our annual golf tournament**. Each family is required to raise a minimum of \$500 in sponsorships. Heartland will give details on how to reach this goal easily. Whatever is not raised up to \$500, will be added to each family's tuition.

## DETENTION POLICY

At times a student may be required to serve detention time after regular school hours as established by the staff. **Please note: A detention will never be required of a student unless the staff involved has discussed the situation with the other Learning Center staff and all agree it is necessary.** The criteria for a detention are:

- ***“How would my child earn a detention?”***

Detentions are earned by students for the following offenses:

- |                               |                                |
|-------------------------------|--------------------------------|
| ▪ Repeated disobedience       | • Repeated incomplete homework |
| ▪ Shoving and hitting         | • Willful cheating             |
| ▪ Inappropriate language      | • Repeated irresponsibility    |
| ▪ Bullying                    | • Four “unexcused tardies”     |
| • Disrespect for staff        |                                |
| • Repeated scoring violations |                                |

{Depending on the severity of the situation, the administration may choose a suspension instead of a detention.}

- **“When are detentions served?”**

Detentions are served on Mondays after school from 3:45-4:45.

- **“How will I know if my child is required to serve a detention?”**

Parents will be contacted by the lead teacher to explain the situation.

- **“Does it cost?”**

Each student must pay a fine of \$10 per hour of detention, due at the time the detention is served. Heartland recommends parents require the student to pay this fine to help them understand the consequences of their choices.

## DISCIPLINE

Our purpose is to provide a spiritual atmosphere conducive to spiritual growth, and not one which will be detrimental to the very purpose and reason of this school. There is a firm and kind discipline in the fear of God with recognition of the best interests of both student and school. Any who do not yield to the counsels of the administration and faculty and make proper amends for misconduct shall be dismissed. In the case a student is dismissed, the parents will be notified immediately.

**This is not a corrective institution**; consequently, we ask that a child not be enrolled with the idea that he/she will be reformed. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their roles.

All new students are admitted on probation for the first six weeks. The student must at all times conduct himself in a manner becoming a lady or gentleman. If your child does come home complaining about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that your child's reporting is emotionally biased and may not include all the information.
3. Realize that the school has reasons for all rules and that they are enforced without partiality.
4. Support the administration and call the Lead Teacher for all the facts.

When a student's attitude is not in accord with school policies or principles, the student will be placed on probation and the parents will be called for a conference. If the administration feels the situation has not changed within a designated time, parents will be asked to withdraw the child.

This school is dedicated to the training of children in a program of study, activity, and living that is Bible-centered. We believe that *"All things should be done decently and in order"* and that our students should be taught to accept the responsibility to *"walk honorably before all men"*.

At Heartland Christian School, a discipline is maintained which is firm, consistent, fair, and tempered with love. Our faculty maintains standards of behavior in the Learning Center through kindness, love, and a genuine regard for the student. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

Students are reminded that God expects us to be disciplined in all areas of life:

1. *"Children, obey your parents in all things: for this is well pleasing unto the Lord." (Colossians 3:20)*
2. *"Let every soul be subject unto the higher powers..." (Romans 13:1)*
3. *"Obey them that have the rule over you, and submit yourselves..." (Hebrews 13:17)*
4. *"For the commandment is a lamp; and the law is light; and reproofs of instruction are the way of life." (Proverbs 6:23)*
5. *"He is in the way of life that keepeth instruction: but he that refuseth reproof erreth." (Proverbs 10:17)*
6. *"Chasten thy son while there is hope, and let not thy soul spare for his crying." (Proverbs 19:18)*
7. *"Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him." (Proverbs 22:15)*

## BEHAVIORAL INTERVENTION PLAN

For major or repeated minor offenses, a series of progressive disciplinary actions will be determined by the discipline committee. The only procedural right that a student has is the opportunity to tell their side of the story to the discipline committee. The following plan will be followed:

### HCS Behavioral Intervention Plan

#### **The purpose of the plan:**

The purpose is to manage repeated behavioral issues in a way that unites the parents and teachers to effectively discipline students.

If a student has repeated behavior infractions and is not adhering to Heartland's rules of behavior, their teachers can unanimously decide to put the child onto the Behavioral Intervention Plan. The student's parents will be notified. This plan is not for first time or infrequent minor infractions, but major infractions or continued minor infractions. Each of the five steps have an increased consequence.\* The steps are listed below.

#### **The five steps:**

1. The teacher talks to the student and deals with the situation. Teacher contacts parents.
2. The student is sent to the principal. Principal contacts parents.
3. The student serves detention.
4. Parent/teacher/admin conference. The discipline committee is notified.
5. Discipline committee decides appropriate discipline, which may include a week of detentions, suspension, expulsion, or other appropriate measures.

Behaviors causing a step include but are not limited to:

- Lying
- Cheating
- Stealing
- Defiance to a teacher
- Being sent back from a class (music, art, P.E., etc.)
- Vulgar language or swearing
- Disrespect to a teacher
- Repeated refusals to work

- Etc.

These steps can be earned back at the discretion of the discipline committee.

**Major behavior problems include but are not limited to:**

- Bullying
- Inappropriate touching or explicit sexual talk (sexual contact)
- Physical aggression
- Vaping/drugs/alcohol

These steps cannot be earned back.

\*We reserve the right to accelerate students to a higher step for a major infraction. Major infractions can also jeopardize the student's chance to attend Student Conventions, as well as the ability to earn awards and/or honors at graduation.

## DISCIPLINARY PROCEDURES FOR MAJOR OFFENSES

Different disciplinary procedures are followed for major offenses whether the offense is committed on or off the Christian school property. Major offenses include but are not limited to: cheating, scoring violations (25 or more per PACE), stealing or other criminal offense, cursing, body piercing, swearing, chronic incomplete homework, sexual relations, vandalism, disrespect for authority, chronic misbehavior, smoking, drinking alcoholic beverages, and any other offense not listed, but considered major by the Discipline Committee or the School Board. An offense is considered chronic if the student does not respond favorably to discipline from the Discipline Committee. Disciplinary actions for major offenses will be brought to the Discipline Committee and may include but are not limited to:

1. Conference with Parents
2. Detention
3. Probation
4. Suspension
5. Loss of opportunity to attend RSC and ISC
6. Expulsion
7. Other disciplinary actions deemed wise and prudent for the offense

NOTE: If a student has flagrant scoring violations (25 or more in a PACE), part of their consequence will be to repeat that PACE at parents' expense (\$5).

## EXCEPTION TO ANY POLICY

An exception is for one student and only one and is not applicable for someone else.

## INCENTIVE PROGRAMS

The faculty of each Learning Center will inform students of privileges available in their classroom. Privileges are incentives designed to promote learning achievement.

## LEADERSHIP CONVENTIONS

A most exciting and rewarding event for students is the annual Junior Convention (ages 9-12), and the A.C.E. Regional and International Student Leadership Conventions. Students who attain their thirteenth birthday by December 31 of the current school year and who have not attained their nineteenth birthday by the same date are required to prepare for competition in a variety of events including academics, athletics, music, drama, arts/crafts,

and science exhibits. Winners in the Regional Student Convention are eligible for the International Student Convention held each spring. *Student Convention Guidelines* are available to assist students in preparing for competition. Preparation begins in the fall under staff control. These conventions are a privilege not a right. **While Heartland desires all to attend, students can disqualify themselves by poor choices and attitudes. Good character, which includes the ability to follow directions, respect for others, flexibility, and a positive attitude are requirements to be able to participate.**

## LEADERSHIP CONVENTIONS BUDGET

All eligible Heartland Christian School students are required to attend the Leadership Student Conventions each year. The budget amount is included in the tuition. To further minimize the out-of-pocket obligation of covering these expenses the families are encouraged to participate in fundraisers. There is a fee for Junior Convention ranging from \$75-\$125 per child.

## STUDENT LEADERSHIP CONVENTION PARTICIPATION

Participation in Student Leadership Convention is a very valuable learning experience. The purpose of Leadership Conventions is to give Christian young people opportunities to develop leadership skills. God's Word states that Christian youth should not only be different from the world (Romans 12:1-2) but should set a standard of excellence (I Timothy 4:12). Preparation and competition will develop skills and attitudes that will prepare them for life.

All students who meet the age criteria for A.C.E. Student Leadership Conventions will participate in those conventions. Students who attain their thirteenth birthday by December 31 are eligible and will participate in Regional and International Student Leadership Conventions that school year. No students will be exempted unless the Headmaster determines it will be best due to discipline or medical issues, or parents choose not to send their student.

## LEARNING CENTER RULES

1. PACEs are private property and are not to be shared among students.
2. After a PACE is complete, the student waits until the following school morning before receiving the Test; he may wait until the following school day before receiving Test results and a new PACE.
3. Work in PACEs is done in pencil.
4. If a book belonging to the school is lost or marred extensively, it will be paid for according to its value. If a PACE is lost or marred extensively, a new one must be paid for immediately (\$5).
5. Do not share PACEs for answers. If you cannot find an answer, ask your teacher for help. After completing a test, do not give information or answers to other students.
6. Calculators are permitted in the Learning Center only at the teacher's discretion.
7. If students are caught sharing PACE or Test answers with other students, detention, suspension, or expulsion may follow.
8. Computer-related academics are completed at the Learning Center media station.

## SCHOOL SUPPLIES

General supplies for all students except Kindergarten (A separate list will be given by the teacher):

- Personal Bible (KJV)
- Blue or black ball-point pen
- Pencils (two required at all times)
- Colored pencils (assortment)
- Standard notebook paper for reports and compositions
- 3" x 5" cards for research notes (Middle School and High School)
- Eraser
- Ruler
- PACE carrier or clipboard
- Tissues
- Small box for supplies
- Backpack / Bookbag
- Hand Sanitizer

### Elementary Department:

- Scissors (rounded point)
- Crayons
- Glue

### High School Department:

- Compass
- Protractor
- Calculator (at Teacher's discretion)

## LUNCH PROCEDURES

1. Students should bring their own lunches.
2. Eat only at assigned area at assigned time.
3. Put trash in wastebaskets.
4. Clean off table.
5. Microwaves are available to students.
6. No utensils or disposable tableware are available to students.
7. No open food or drinks are to be stored in the refrigerator.

## PHYSICAL EDUCATION

It is our policy that no student is excused from the required physical education course without a doctor's written excuse. Each child (Grades 6-12) should be in complete P.E. uniform each P.E. period. Clothes should be taken home each day and cleaned. Playing on the volleyball and basketball teams and attending the practices does count for P.E.

## SCHOOL PICTURES

School pictures are taken once each school year. Picture packages are available for a fee. Students may either wear their uniform or other clothing consistent with the guidelines for student dress.

## SCHOOL TEXT

Each parent and student can sign up for school-related text. Announcements, noteworthy accomplishments, changes, school cancellations, etc. will be sent to keep parents informed of upcoming events.

## GRADING SCALE

For Heartland Awards: A: 94-100% B: 88-93% C: 80-87% F: below 80%  
 For Calculating GPA: A(4.00): 90-100% B(3.00): 80-89% C(2.00): 70-79% F: 0-69%  
 Dual Credit and Dual Enrollment Courses: A(5.00) A-(4.70) B+ (4.30) B(4.00) B-(3.7) C+(3.3)  
 C(3.00) D(2.00)

Students who are in the behavioral intervention program with the Discipline Committee may lose all awards and honor recognition at awards ceremonies and graduation.

## PROGRESS REPORTS

The grading system of our school is designed to give parents a true indication of the student's progress or the lack thereof. Progress Reports are available to parents through their Praxi portal following each nine-week period.

## HIGH SCHOOL SENIOR CONFERENCES

Each candidate for graduation along with his or her parents will need to participate in a special conference with the Headmaster early in the 2<sup>nd</sup> semester. The purpose of this conference is to confirm that all graduation requirements have been or will be met, and that the student has completed all recommended steps toward application for college.

## GRADUATION

Heartland's valedictorian will be a student reflecting Heartland's core values and who has earned a 3.9 GPA or higher. Students will be nominated for valedictorian by their GPA but must be confirmed by the Discipline Committee. The highest GPA does not guarantee valedictorian.

Caps and gowns must be purchased through the school by the parents.

## GRADUATION REQUIREMENTS

A prescribed course of study will be determined through a conference among the Headmaster, parent/guardian, and student. Heartland Christian School follows the graduation pathways of the state of Indiana.

## REFUND POLICY

If a student is withdrawn or asked to withdraw, all fees and tuition for the current month are non-refundable. If a family has paid tuition for future months, it will be refunded.

## TECHNOLOGY TRAINING

Before graduation, each student must complete the minimum requirement for computer literacy. Also, each student must possess keyboarding skills of at least 40 words per minute.



## INTERNET USE POLICY

Our computers are provided as an educational, not a recreational resource for our students. While using computers we expect students to behave responsibly and in accordance with these rules.

### INTERNET

Student internet usage is restricted so that time spent at school will be spent on school-related tasks. Students should not be checking email, instant messaging, accessing personal, video or game sites, or using other recreational content while at school. Abuse of computer privileges will result in denial of computer privileges.

### PRINTING

Printing from a computer is only for school-related projects and must have approved permission by the teacher.

Irresponsible behavior, such as attempting to repeatedly print the same print job or using school printers for personal use, may result in fines and/or loss of computer privileges.

### COMPUTER USE

Students should not install or attempt to install any programs, change any settings, or copy any unauthorized software to or from school computers. Downloads from the internet should be limited to class-related content only. Since email is off limits, you will be allowed to transfer files to and from the computers using flash drives (available from teachers). Files transferred should be limited to class-related files only.

For class projects requiring transfer of files to a teacher's PC, you should either email the necessary files directly to the teacher from home or transfer them using your USB flash drive. Students will not be allowed to access their personal email account from teacher PCs.

*Please note that these policies are not exhaustive, but instead are guidelines and will be modified and expanded as needed. Students should be careful to be aware of the computer rules whenever using the computers.*

### TELEPHONE AND CELL PHONE USE

The school phone is reserved for official school business and emergencies. Students desiring to place emergency calls must have staff permission. Cell phones are to be turned off and given to the Learning Center Teacher before school begins each morning. Students may use a cell phone only with faculty permission. Failure to turn in cell phone may lead to phone being confiscated for up to two weeks.

### TRANSPORTATION

Cars and bikes should be locked. All students must stay out of and off all vehicles except their own from arrival time until departure.

### VISITORS

Visitors must receive permission from the Administration before entering a Learning Center.

### WITHDRAWAL POLICY

A student is permitted to be withdrawn for any reason upon request by parent. The school has the right, for any reason, to ask the student to withdraw. This provision is separate and apart from suspension or expulsion under the school's discipline policies. If a student is withdrawn or asked to withdraw, all fees and tuition for the current month are non-refundable.

### STUDENT HANDBOOK

The school reserves the right to change the student handbook at any time it deems necessary and appropriate.

## SAMPLE COURSES OF STUDY LEADING TO A DIPLOMA

A prescribed course of study will be determined through a conference among the Headmaster, parents/guardian, and student. Transfer students must complete at least 60 PACEs, including one Bible course, at Heartland Christian School before receiving a diploma.

Heartland Christian School follows the Pathways to Graduation set up by the state of Indiana, and exceeds the requirements for the Indiana Core 40. The completion of Core 40 is a graduation requirement for Indiana. Indiana's Core 40 provides the academic foundation all students need to succeed in college and the workforce.

To graduate with less than Core 40, the following formal opt-out process must be completed:

1. The student, the student's parent or guardian, and the Headmaster must meet to discuss the student's progress.
2. The student's academic projection is reviewed yearly.
3. The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general or vocational curriculum.
4. If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general or vocational diploma.

### Honors Course of Study

The Honors program includes the standard college preparatory courses, plus additional attainment of the very highest quality preparation for a college education. The following courses are recommended:

<u>Subjects</u>	<u>Required Credits</u>
English/Language Arts	8
Math	8
Science	8
Social Studies	8-10
Bible	6
Etymology	2
Keyboard Skills	2
Computer Literacy	2
Music	1
Foreign Language	4
Speech	1
Physical Education	2
Health and Wellness	1
Applied Leadership Skills	4
Electives	
Minimum total	62

The Honors student must complete 62 credits and attain a 94% average. He/she should demonstrate the ability to communicate effectively in written and oral presentations. The student should score at least 22 on the ACT and complete the written section, 1000 on the SAT, and 12.9 on the CAT (or equivalent achievement test).

### College Preparatory I

This program is designed for students wishing to pursue a college education in areas such as Medicine, Law, Teaching, Engineering, Botany, Zoology, or other math and/or science intensive careers.

<u>Subjects</u>	<u>Required Credits</u>
English/Language Arts	8
Math	6
Science	6
Social Studies	8
Bible	4
Etymology	2
Keyboard Skills	2
Computer Literacy	2
Music	1
Foreign Language	2
Speech	1
Physical Education	2
Health and Wellness	1
Applied Leadership Skills	2
Electives	
Minimum total	50

### College Preparatory II

This program is designed for students wishing to pursue a college education in areas such as Journalism, Counseling, Communications, Interior Design, or other related fields of study.

<u>Subjects</u>	<u>Required Credits</u>
English/Language Arts	8
Math	6
Science	6
Social Studies	8
Bible	4
Etymology	2
Keyboard Skills	2
Computer Literacy	2
Music	1
Speech	1
Physical Education	2
Health and Wellness	1
Applied Leadership Skills	2
Electives	
Minimum total	48

### General/Career

This program is designed for the student who is planning on entering the work force or is planning on pursuing a diploma program in Automotive Technology, Drafting, Carpentry and Cabinetmaking, Machine Tool technology, or other related fields of study. Students in this program must complete through PACE 1096 in each subject. They will be encouraged to complete as many PACEs above 1097 as practical in consideration of their age and academic ability.

<u>Subjects</u>	<u>Required Credits</u>
English/Language Arts	8
Math	6
Science	6
Social Studies	6
Vocab Skill Building	2
Bible	4
Keyboard Skills	2
Computer Literacy	2
Speech	1
Physical Education	2
Health and Wellness	1
Applied Leadership Skills	2
Electives	2
Minimum total	44

### Vocational

This program is for students who through learning disabilities or lack of opportunity are unable to finish requirements for the other programs. These students will be assigned PACE work on an individual basis. If students fail to earn the credits below, they will receive a "Certificate of Attendance" rather than a "Vocational Diploma."

<u>Subjects</u>	<u>Required Credits</u>
English/Language Arts	8
Math	4
Science	4
Social Studies	6
Vocab Skill Building	4
Bible	4
Keyboard Skills	2
Physical Education	2
Applied Leadership Skills	1
Electives	5
Minimum total	40

# THE COST

## FINANCIAL INFORMATION (for 2023-2024)

Tuition and Fees are on a 10 month pay plan (August – May). A 12-month pay plan is available upon request. If the complete tuition is paid by the end of August, a 5% discount is applied. Bills will be issued on the 1<sup>st</sup> of each month and are due upon receipt. A bill which remains unpaid on the 15<sup>th</sup> is subject to a late charge of \$25.

### ***All tuition and fees are nonrefundable.***

#### Registration Fee – *Due at time of enrollment (one-time fee)*

Each student..... \$100.00

#### Tuition & Fees (Students 13 and older) – *Bill issued on the first of each month (August – May).*

First child from a family..... \$405.00 per month

Second child from a family..... \$375.00 per month

Third child from a family..... \$335.00 per month

Each additional child from a family..... \$190.00 per month

#### Tuition & Fees (Students 13 and younger) – *Bill issued on the first of each month (August – May).*

First child from a family..... \$330.00 per month

Second child from a family..... \$300.00 per month

Third child from a family..... \$260.00 per month

Each additional child from a family..... \$115.00 per month

#### Repeat PACE – *Paid in cash at time of issue, due immediately.*

Per PACE (recommend student assume responsibility for this expense).....\$5.00

Test Fees – *Diagnostic Test Set*..... \$45.00

Graduation Fee – *Billed at time of graduation*..... \$65.00

Iowa Testing Fee – *Billed at time of testing*..... \$25.00

#### Official Transcript – *Payable upon request after graduation.*

First copy.....free

All additional copies..... \$10.00 each

\*The August Tuition and Registration Fee are to be paid at time of registration. (Registration is not valid until these are paid.)

NOTE: All outstanding bills must be paid before a student may re-enroll. Heartland Christian School shall have the right to withhold all a student's records if all tuition, fees, and charges have not been paid in full for that student.