

# **HERITAGE CHRISTIAN SCHOOL**

## **PARENT-STUDENT HANDBOOK**

### **2025-2026**



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# GENERAL ILLNESS POLICY FOR HERITAGE CHRISTIAN SCHOOL 2025-2026

Parents may not come into the building for drop-off or pick-up. Parents must stay in their cars.

All parents or visitors who need to enter the school building during school hours, MUST come directly to the office to sign in and receive a visitor's badge.

If a child is sent to the office and has a temperature of 100.5 or higher he must go home and remain out of school until the fever is gone for 24 hours.

If your child has a fever of 100.5 or higher, please do not send him to school. The temperature must be an **unmedicated** temperature (four hours after Tylenol and eight hours after Motrin). In order to return to school the child must be fever free for 24 hours.

If any of these symptoms are present, your child should not be sent to school:

- Fever or chills
- New or worsening cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Vomiting or diarrhea in the past 24 hours

# PROFESSIONAL AFFILIATIONS

Buckeye Christian School Organization  
American Association of Christian Schools



## DISCLAIMERS

Heritage Christian School will not accept a state charter, but is recognized by the State of Ohio as meeting the minimum standards for non-chartered, non-tax supported schools.

Heritage Christian School employs no faculty to identify or address learning disabilities.

Heritage Christian School does not provide an accelerated program for “gifted” students in the elementary and junior high grades. A college preparatory course of study may be followed at the senior high level.

If an agency notifies HCS that allegations of abuse or neglect are pending, we will place your child on an administrative suspension until you can provide assurance that you have been in contact with the investigating agency.

### **Non-Discrimination Policy**

Heritage Christian School practices a biblical philosophy of admissions, not discriminating on the basis of race, sex, color, or national origin in the administration of its policies, admissions, scholarships, athletic, and other school directed programs.

**DAILY SCHEDULE**  
**MONDAY, TUESDAY, WEDNESDAY, FRIDAY**

AM Care	7:00 - 7:50
Zero Period	7:20 - 8:00
Homeroom	8:10 - 8:20
First Period	8:23 - 9:11
Second Period	9:14 - 10:02
Third Period	10:05 - 10:53
Fourth Period	10:56 - 11:35
Fifth Period	11:38 - 12:12
Sixth Period	12:15 - 12:40
Seventh Period	12:43 - 1:32
Eighth Period	1:35 - 2:24
Ninth Period	2:27 - 3:15
PM Care	3:30 - 5:00

**DAILY SCHEDULE**  
**THURSDAY**

AM Care	7:00 - 8:50
Zero Period	8:20 - 9:00
Homeroom	9:10 - 9:20
First Period	9:23 - 10:02
Second Period	10:05 - 10:44
Third Period	10:47 - 11:26
Fourth Period	11:29 - 12:07
Fifth Period	12:10 - 12:32
Sixth Period	12:35 - 1:07
Seventh Period	1:10 - 1:49
Eighth Period	1:52 - 2:30
Ninth Period	2:33 - 3:15
PM Care	3:30 - 5:00

# VISION STATEMENT



Heritage Christian School exists to fulfill the admonition of Christ to train students to become disciples of Christ. We want each generation of young people to know the God of Heaven and His salvation. Our three-fold purpose is to mentor, educate, and develop our students spiritually, intellectually, and physically so that they can fulfill God's purpose and plan for their lives. HCS exists to proclaim God's goodness and glory.

HCS will staff the classrooms with qualified and certified instructors that strive to be servants of Christ. Our teachers will daily demonstrate the love of Christ by integrating biblical principles in lessons, passionately teaching students in a thorough and engaging manner, and disciplining them with a loving and patient spirit. HCS teachers will view each individual student as the future of the church; therefore, each teacher will diligently work to maximize each student's learning potential and spiritual walk.

HCS will strive for the highest level of academic and athletic excellence by participating in tournaments, professional development seminars and education conventions. Our staff will strive to work in unity with each other, with parents and with students by communicating the truth in love. Our primary goal is to live out this vision statement on a daily basis, to honor Christ and to advance His kingdom.

A handwritten signature in blue ink that reads "Pastor Peter Fager". The signature is written in a cursive, flowing style.

Pastor of Cleveland Baptist Church  
Superintendent of Heritage Christian School

# INTRODUCTION

Heritage Christian School is a ministry of Cleveland Baptist Church. Since its establishment in 1974, HCS has existed to encourage and assist families committed to fulfilling the biblical mandate to rear their children in the nurture and admonition of the Lord. Students of Heritage Christian School are expected to live in accordance to the guidelines given in the Cleveland Baptist Church constitution.

## *Statement of Faith*

Heritage Christian School believes and teaches the doctrines of the Christian faith as embraced by the historic, biblical, Baptist position.

We believe in the divine inspiration of the Scriptures, the triune God, the fallen nature of man and his just condemnation, salvation by grace through faith, the free gift of God, the necessity of repentance and faith wrought by the Holy Spirit, the glorious display of God's purpose and grace, the progressive work of sanctification, the keeping power of God, the harmony of the law and the gospel, the prominence of baptism by immersion and the sacrament of the Lord's Supper, the devout observance of the first day of the week, the honoring of civil government, the resurrection of the righteous to eternal life and the wicked to eternal damnation, and the imminent, personal, pre-tribulation, pre-millennial return of our Lord and Savior Jesus Christ.

Heritage Christian School believes in the verbal, plenary inspiration of the Bible. We believe the **King James Version** is the inspired Word of God for the English speaking people.

## *Mission Statement*

Our mission is to support parents in nurturing and developing children's hearts, minds, and bodies by teaching the Gospel, presenting academics through a biblical lens, inspiring a broad skillset, and guiding young minds and hearts with compassion. Our goal is to help children grow into well-rounded, Christ-following, disciple-making adults who serve both Christ and society.

## *Administration*

- ♦ Pastor Peter Folger, *Pastor and Superintendent*
- ♦ Mr. Luke Brown, *Principal and Administrator*

## *Philosophy of Education*

We believe that the proper maturation of students involves proficiency in the knowledge of the disciplines prescribed by Heritage Christian School and also a cognizant relationship to God as disclosed in His Word, the Bible.

According to the biblical view, man, in this world, is a fallen creature. He is not what he was intended to be. He is not what he ought to be. He is not what he can be made to be in Christ. The image of God in man is not obliterated (Genesis 1:26, Psalm 82:6, 7, John 10:34, 35), but man is broken and fallen and in need of redemption.

He, who with his whole heart, believes in Jesus as the Son of God is thereby committed to much else besides. He is committed to a view of God, to a view of man, to a view of sin, to a view of redemption, to a view of human destiny, found only in Christianity. This forms a "Christian view of the world," which stands in marked contrast with theories wrought out from a purely philosophical or scientific standpoint (The Christian View of the World, James Orr, P.4.)



# ACADEMIC INFORMATION

## *Credits*

Credits are granted on a semester basis. In grades 9-12, if a student fails one semester of a yearlong class, he must repeat that semester before full credit will be given. (See promotion p. 9)

## *Drop Slips*

Students in grades 9-12 have one week in which to finalize their schedules. Drop slips must be obtained from the office and must be signed by the drop teacher, add teacher, parent, and office.

## *Dual Enrollment*

Students in 11<sup>th</sup> or 12<sup>th</sup> grade are eligible to take advantage of dual enrollment through several Christian colleges (Pensacola Christian College, Crown College of the Bible, and Maranatha). In order to participate, the student must have:

- Cumulative GPA of 3.0
- Pre-approval from the HCS office

Not all courses are available for dual enrollment. All HCS students must take English and Bible at HCS. If a student chooses to take a Bible or English college course, he/she must also take the assigned HCS class.

Students may not take more than two dual enrollment courses per semester. A three credit college course is equivalent to one high school credit, but the work load of the college course is very heavy. Students who are dually enrolled will be expected to work on the course in the computer lab or library during 5<sup>th</sup> period, 9<sup>th</sup> period, study hall and the dually enrolled period.

The HCS tuition is the same for students who are dually enrolled. The book fee is the same as well. Once college courses are completed, a transcript from the approved college must be submitted by the following deadlines in order to receive credit:

- 1<sup>st</sup> semester transcripts must be sent to the school office by December 30.
- 2<sup>nd</sup> semester transcripts must be sent to the school office by May 15.

All online work must be completed by May 10. Valedictorian and Salutatorian cannot be determined until these transcripts are received.

Grades earned in dual enrollment courses are recorded on both the high school transcript and the college transcript.

Poor performance will affect both the high school GPA and future college admissions; therefore, HCS reserves the right to terminate the privilege of dual enrollment if the semester GPA falls below 3.0.

If a student is taking college courses at a public institution (ie: Tri-C), an appointment must be made with the principal and approval must be given. Those courses will not count toward the HCS graduation requirements because the courses are not taught from a biblical worldview that matches HCS>

## ***Grading Scale/Grade Point Average (10 point scale—grades 7-12)***

<b><i>Percent</i></b>	<b><i>Letter Equivalent</i></b>	<b><i>G.P.A. (Unweighted)</i></b>	<b><i>G.P.A. (Weighted)</i></b>
98-100	A+	4.00	4.5
93- 97	A	4.00	4.5
90- 92	A-	3.9	4.4
87- 89	B+	3.2	3.6
83- 86	B	3.1	3.5
80- 82	B-	3.0	3.4
77- 79	C+	2.2	2.6
73- 76	C	2.1	2.5
70- 72	C-	2.0	2.4
67- 69	D+	1.2	1.6
60- 66	D	1.0	1.5
Below 60	F	.0	.0

Weighted classes are as follows: Algebra I and II, anatomy, chemistry, English, geometry, intermediate math, physics, prealgebra, precalculus, and foreign language. (Summer school and transfer credits will use the HCS weight system.)

## ***Grading Scale/Grade Point Average (6 point scale—grades K-6)***

<b><i>Percent</i></b>	<b><i>Letter Equivalent</i></b>	<b><i>G.P.A.</i></b>
99-100	A+	4.00
96-98	A	4.00
94-95	A-	3.9
91-93	B+	3.2
88-90	B	3.1
85-87	B-	3.0
82-84	C+	2.2
79-81	C	2.1
77-78	C-	2.0
74-76	D+	1.1
70-73	D	1.0
0-69	F	.0

### ***Final Exams***

Students in grades 9-12 who receive an *A* all four quarters are exempt from the second semester final exam. Exemptions will be announced the week before final exams begin.

### ***Graduation Requirements***

Students entering HCS in grade 9 are required to attain 27 credits for graduation. Students transferring to our school in grade 10 must have 22 credits; in grade 11 must have 21 credits; in grade 12 must have 20 credits.

## Graduation requirements:

Bible	4 credits
English	4 credits
Mathematics	4 credits
History	4 credits
Science	3 credits
Computer Science	1 credit
FACS (girls)	1 credit
Financial Literacy	1/2 credit
Health	1/2 credit
Physical Education	1/2 credit
Speech	1/2 credit
Spanish	1 credit
Civic Engagement	1 credit

A total of five elective course credits must be earned by enrolling in one or more of the following each year:

Band  
Choir  
Computer 2  
Woodshop  
Art  
Yearbook

### *Principal's, Honor and Merit Rolls*

Each grading period, the office publishes a list of students on the principal's, honor and merit rolls. The qualifications are:

#### **Junior/Senior High**

**Principal's Roll:** 4.1+ GPA

**Honor Roll:** 3.67 - 4.09 GPA

**Merit Roll:** 3.0 - 3.66 GPA

#### **Elementary**

**Principal's Roll:** 3.9+ GPA

**Honor Roll:** 3.5 - 3.89 GPA

**Merit Roll:** 3.0 - 3.49 GPA

Only students enrolled in HCS **all four quarters** are eligible for these awards.

### *Promotion*

A student failing more than two academic subjects (**a subject with tests and quizzes**) cannot be promoted to the next grade. Because of their importance, students who fail both English and math for the year cannot be promoted to the next grade. Students failing one or two academic subjects will be promoted only if they successfully complete the subjects in summer school. English, math and history are required in summer school. Some high school credits may be made up in future grades.

**In grades 3-8, a student failing both English and math will be retained. Some elementary subjects cannot be made up in summer school, but will count against a student's promotion. Students in grades K5-2 with at least one D or F will be reviewed for possible retention.** Questions should be directed to the administration.

### *Report Cards*

Report cards will be visible to parents on the Family Portal at the end of each quarter.

### *Summer School*

Summer school courses are available for students in grades **4-8** who fail one or two academic subjects for the year and by semester for students in grades 9-12 **or** for remedial purposes upon teacher recommendation. Students in grades K5-3 will be contacted by the elementary teacher to arrange tutoring if needed. Summer school is also required for students who must make up excessive absences. Parents will be contacted **in early May** if summer school is indicated for their child. Schedules will be arranged at that time. **Summer school tuition will be withdrawn from the FACTS account. Parents who are not current with the school year's tuition will not be eligible for summer school unless they pay cash.**

**If a student exceeds 17 absences for the year (10% of the total number of school days), he must attend summer school (one day for each absence over 17) before he can be promoted.**

### ***Valedictorian and Salutatorian Awards/Class Rank & GPA***

Class rank is determined by grade point average. Eligibility for these awards requires three credits of college preparatory mathematics and science. (Transfer students from traditional schools will be handled on a case-by-case basis. Class rank for transfer students from self-paced curriculum schools and home-schooled students will be based only on grades earned at HCS. To be eligible for the valedictorian or salutatorian award, a transfer student must attend HCS for both his junior and senior years.) Both the valedictorian and salutatorian will present a speech at graduation.

## **ACTIVITIES**

### ***Athletics***

The interscholastic sports program includes soccer (boys only), basketball (boys team and girls team), and volleyball (girls only). Participating students are required to have an annual physical examination. During the season, athletes must obtain eligibility clearance. For specific information, refer to the *Athletic/extra-curricular section of this handbook*.

The Athletic Department also sponsors intramural sports for grades four through six. Details are provided at the beginning of each season.

### ***Community Outreach***

In accordance with our AACCS accreditation, students are required to **be involved** in community outreach throughout the school year. Information will be sent home as opportunities arise. **In the junior high and high school, community service will be completed through the Friday assembly. Each student in grades 9-12 will receive ¼ credit per year.**

### ***Drama***

To help defray production costs, participants in the dramas will be charged a pay-to-play fee. Students in junior and senior high also participate in a yearly fundraiser in addition to the pay-to-play fee.

### ***Field Trips***

Teachers arrange field trips to various sites that are relative to education and cultural training. A nominal fee may be charged. Preschoolers may not attend field trips.

### ***Honor Society***

American Christian Honor Society inductions are held annually. Students are chosen for scholarship, leadership, character, and Christian service. To qualify, a student must be in the college preparatory course of study with a minimum 3.50 G.P.A. and shall have earned three credits of mathematics, three credits of science, and one fine arts credit.

### ***Race for Education***

In the fall, HCS holds its annual Race for Education fundraiser. All families are expected to participate either by contacting family and friends to sponsor their child or with a cash donation. Information will be sent home after school begins.

## **ADMISSION**

HCS, by its own right as a private institution, reserves the privilege of setting and maintaining its own standards for student conduct and scholarship. The school reserves the right to refuse admittance to anyone it so chooses and to suspend or expel any student who violates the standards set forth in this handbook.

### ***Church Attendance***

The importance of faithful church attendance cannot be overemphasized. One's commitment to Christian education as offered at HCS is evidenced by the family's commitment to the local church.. An award is given at the end of the year to all students who attend church at least one service per week.

### ***New Student Enrollment***

After the enrollment process has been completed, a Transfer of Records will be sent to the student's previous school. Home-schooled students must submit their records to the school office.

State law requires that immunization records (or a legal immunization exemption form) and a copy of the child's birth certificate be filed in the school office or in the student's digital file **on FACTS**.

All students are accepted on a probationary basis.

***If a parent currently has students enrolled at HCS, submit the application for a sibling from the family portal account. Click on the apply/enroll tab and then click application. The same fees apply.***

### ***Re-enrollment Process (returning students)***

To enroll your child(ren) for the next school year, **on February 1**, log in to your family portal and submit the enrollment packet for each child.

## **ARRIVAL AND DISMISSAL PROCEDURES**

***No parent may enter the school building to drop off or pick up students **during the arrival and dismissal times.*****

### ***Parents must remain in their cars. Arrival***

AM care is open from 7:00 a.m. - 7:30 p.m. in the school cafeteria. There is a supervision charge (**refer to the current financial policy of HCS**). Breakfast items and drinks are available from the vending machine.

***Students arriving between 7:00—7:50 a.m. must go to the cafeteria until the bell rings. There is no supervision charge from 7:30 - 7:50 a.m.***

At 7:50 a.m., elementary students should line up in the hallway outside their classrooms. Students in grades 7-12 may go to their lockers, and then proceed to their homerooms. For security, all doors of the building will be locked after 8:20 a.m. ***If you arrive after 8:20 a.m. and before 2:50 p.m., ring the intercom between the doors. The doors will then be released for entry.***

**Thursday arrival:** In order to accommodate working parents, before care is available at no charge from 7:30 a.m.—8:50 a.m.

### ***Dismissal***

Grades K3-K4 are dismissed at 2:50 p.m. from the CBC preschool entrance, grades K5-2 are dismissed to the main hallway at 2:50 p.m., grades 3-6 are dismissed at 3:00 p.m. to the main hallway. Students will be walked to their cars from the courtyard entrance. Grades 7-12 will be dismissed at 3:15 p.m. and will walk to their cars.

At 3:10 p.m. students in grades K3-6 who have not been picked up will go to the cafeteria.

At 3:30 p.m., junior and senior high students who have not been picked up must either wait in the cafeteria or leave the property to walk home. (A note must be on file in the office for students who walk off the property.) **Students may not wait in the church buildings or outside the cafeteria.** After 3:30 p.m., parents will pick up their children from the cafeteria and must pay a supervision fee **per student/per half hour**. PM care is provided from 3:30 p.m. - 5:00 p.m. After 5:00, a surcharge per quarter hour/per student will be charged. (**see current financial policy for rates**)

**Seniors who have written parental permission on file in the HCS office may leave after their last class.**

## **ATTENDANCE**

### ***Absences***

State law requires a phone call on the day of the absence. If no phone call, email or text message is received by 9:00 a.m., the secretary will call to verify the absence. Email the school office at [hcssecretary@hcs patriots.org](mailto:hcssecretary@hcs patriots.org) to report an absence.

Absence from more than two class periods constitutes a one-half day absence. If a student exceeds **17** absences for the year (10% of the total number of school days), he must attend summer school (one day for each absence over **17**) before he can be promoted.

#### ***Excused absence***

- Dental or medical appointments (must have note from medical provider)
- Special or emergency reasons excused by the administration

#### ***Make-Up Work for excused absences***

One day will be given for each day a student is absent to get all missed work, tests and quizzes made up. ***Students in grades seven through twelve should check family portal for all assignments. Assignments announced prior to his absence will be due the day of his return.*** (See page 18 for the policy regarding major projects.) ***Make-up quizzes and tests are in the HCS office and can be taken before or after school or during study hall.***

#### ***Permitted absence (preapproved trips involving family)***

Approval must be granted ***at least one week in advance*** from the administration. The student will be responsible for any work missed during his absence. Major projects must be submitted prior to the absence if the date due falls during the absence. ***All work must be turned in on the day of his return to the teacher.*** All tests and quizzes must be made up within the first week of his return.

If a planned absence is to be permitted, a note must be written - ***before the absence*** - by the parents to the principal's office requesting permission for the absence. Work missed must be made up or accounted for ***before*** the student leaves. Arrangements for this must be made with the student's teacher after permission has been secured from the office.

Students are urged not to take time off from school unless it is absolutely necessary. Please schedule vacations around scheduled days off indicated on the school calendar. There is no substitute for good attendance. Students who begin to develop a consistently poor attendance record are developing attitudes toward personal responsibility that can do them irreparable harm as well as dramatically affect their performance in school.

#### ***Tardies/Early Dismissals***

A student is tardy when not in the classroom at the sound of the tardy bell. If a student arrives late to school in the morning, he is to check in with the office. Every five tardies/early dismissals will constitute an absence and will be calculated quarterly. ***The cumulative number of absences is noted on the quarterly report card and the FACTS account.*** Students with a doctor's appointment may be excused from their tardy/early dismissal if a note from the medical provider is submitted to the office.

***If a student reaches 12 unexcused absences for the school year, the parents will receive a phone call or email notifying them of the total number of absences.***

***If a student exceeds 25 absences for the year (15% of the total number of school days), a mandatory meeting will be scheduled with the family and his future at HCS will be in jeopardy.***

***If a student is not returning to HCS and does not make up his excessive absences in summer school, a letter of incompleteness will be included with the transcript.***

# CELL PHONE POLICY

No usage of cell phones/electronic devices will be permitted during school hours unless permission is granted from a teacher for educational purposes for a particular class. If a cell phone is needed for a class, the cell phone should be turned off and returned to the locker immediately after that class. Cell phones should be turned off and stored in lockers from the time a student arrives until he/she leaves for the day. Violation of the cell phone policy will result in the following for the year, not quarterly,

**\*1<sup>st</sup> offense:** phone will be confiscated for the day and the student will be fined \$5 (the fine will be charged to FACTS)

**\*2<sup>nd</sup> offense:** phone will be confiscated for the day and the student will be fined \$10 (the fine will be charged to FACTS)

**\*3<sup>rd</sup> offense:** phone will be confiscated for the day and the student will be fined \$15 (a parent must communicate with the principal before the phone will be returned)

These offenses and penalties are completely preventable and avoidable. Simply make sure that cell phones are not turned on, used or out during school hours (8:10 a.m. - 3:15 p.m.)

We understand that parents may need to contact their children, but we ask that any communication during school hours be done through the school office. Authorization for a cell phone may only be given by a teacher or staff member who remains in the presence of the student while the call is being made.

Smart watches should be turned in to the teacher before any test/quiz is administered. No student should send or receive text messages via the smart watch during school hours. The same penalties will be applied for smart watch use during school hours.

# CHEATING

**Purpose:** The purpose of this policy is to maintain academic integrity and ensure that all students have an equal opportunity to demonstrate their knowledge and skills.

**Definition of Cheating:** Cheating includes, but is not limited to:

- Using unauthorized materials during assignments, quizzes or tests (this includes using Quizlet and other websites that have direct test/quiz answers).
- Copying from another student or allowing another student to copy work
- Plagiarizing or submitting work that is not your own (this includes any form of AI that is not cited).
- Collaborating on assignments when not permitted by the instructor.

**Consequences:** Students found guilty of cheating will face the following consequences:

**1<sup>st</sup> offense** – zero on the assignment/test and written warning placed in the student's behavior file

**2<sup>nd</sup> offense** – zero on the assignment/test and detention to in-school suspension will be given

**3<sup>rd</sup> offense** – zero on the assignment/test and an in-school to out-of-school suspension will be given

**Preventative measures students can take to avoid cheating:**

- Make sure if you understand the cheating policy as stated in this handbook
- Seek clarification from the teacher about any assignment you are unsure about



# COMPUTER USE POLICY

As a student at HCS, you have been given an Office 365 account which will give you access to Microsoft Office apps in your browser such as Word, Excel, PowerPoint, Outlook and OneDrive. These capabilities are available by logging into office.com. You will have the ability to work on your files from home and still have them available when logging into the systems in the computer lab. By default, when working on files from office.com, they will be saved to OneDrive for backup and syncing to other systems as well as sharing out to other office.com users such as teachers at HCS. Because of this capability, a usb device should no longer be needed.

Student accounts will be in a standard format of: [FirstName.LastName@hcs patriots.org](mailto:FirstName.LastName@hcs patriots.org) Initial passwords will also follow a standard format that will include the students personal birthday. Ex: Pass00/00/0000 where the zero's will be replaced by the students month/day/year of birthday.

## STUDENT SIGN-IN EXAMPLES

<u>Name</u>	<u>Username( FirstName.LastName )</u>	<u>Password( PassMM/DD/YYYY )</u>
Student Email	<a href="mailto:john.smith@hcs patriots.org">john.smith@hcs patriots.org</a>	Pass07/23/2006

This password is an initial password that can be used throughout the year, but it is highly recommended to change the password as soon as possible so it cannot be guessed or used by another student to gain access to your account. The most straightforward path to make the change is to login using the standard password then push CTRL-ALT-DEL on the keyboard to bring up a system list of options with Change Password being one of them. Student computer accounts and email accounts are one in the same. If you decide to change your password, it will require 15 min to 1 hour for that password to be updated to the email account. Remember this time frame when making this change. If an immediate change is required, Mr. Mallory will need to be contacted so he can force a server sync to the cloud system so it can update the email account quicker.

Computer lab systems will allow students to login to any system using the first half of their user name: john.smith. Any silver laptops that are not assigned to a specific student should be checked out and checked back into the computer lab when finished.

Computer lab systems will shut down every day and boot back up automatically at 7am. They will be completely off during the weekend. If a computer system is turned on after the weekday shutdown or during the weekend, you will NOT be able to log on the system.

Please let Mr. Mallory or Miss Duarte know if there are any concerns or questions to help secure the computers and the students themselves.



# DISCIPLINE

I Thessalonians 4:1 “Furthermore then we beseech you, brethren, and exhort you by the Lord Jesus, that as ye have received of us how ye ought to walk and to please God, so ye would abound more and more.”

Behavior and conduct have a lot to do with how an individual can please God. The end goal of discipline is to help the individual learn from his mistakes and go on to live a blessed life that honors God.

The discipline policy of HCS has been established for students in grades 7-12.

## Junior/Senior High

Each teacher will keep a student behavior and conduct book in his/her classroom. When students show behavior or conduct that is unacceptable, it will be noted. A detention slip will be sent to the office on the third offense and each offense thereafter. The type of detention will be determined in the office. Parents will be notified by email of any detention. These records will start over each quarter. This conduct includes:

### Lunch Detention (after the third offense in a grading period):

- Talking/disturbing class
- Unprepared for class
- Tardy to class
- Locker violation (see Lockers p. 19)
- No haircut by specified date
- Dress code violation – kept in HCS office

### The following are attitude issues that will immediately result in an afterschool detention 1:

- Improper language
- In off-limits area without permission (including teacher's cabinets, desks, etc.)
- Discourtesy toward faculty
- Disruptive behavior, horseplay
- Intentional disobedience
- Being sent to the office for disciplinary reasons
- No show to detention
- Not in aftercare at 3:30 p.m.

### *Lunch detention (Monday, Tuesday, Thursday, Friday)*

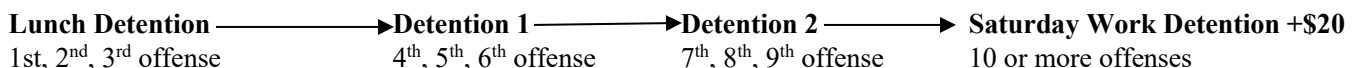
Students will eat quietly in the HCS office. Students need to proceed to the front of the cafeteria line and go immediately to the office.

### *Afterschool detention 1(3:20 p.m. – 3:50 p.m.) (Tuesday and Thursday)*

After the third lunch detention, a detention 1 will be given for each consecutive violation.

**Detention 2 (3:20 p.m. – 4:20 p.m.) (Tuesday and Thursday)** a \$5 fee will be charged for each detention 2. Detention 2 will be given after the third detention 1.

**Saturday Work Detentions** will be served at the end of each quarter and will start at 8:00 a.m. A \$20 fee must be paid for every Saturday work detention hour given. These hours are given after the third detention 2 has been given. The payment is due at the time of the detention.



**Suspensions (full or half day)** ISS (in-school suspension) will count as an absence and all make up work (including tests/quizzes) will be completed during the ISS. OSS (out-of-school-suspension) will count as an absence for each day in suspension, may not make up work, and 0% will be given on all tests/quizzes.

### ***Detentions, Suspensions and Expulsions***

The following may result in a **detention 1 or 2, in-school or out-of-school suspension**:

Lying, cheating, plagiarism, forging a signature, cutting school or class, disrespect, defiance, inappropriate attention to the opposite sex, rebellion, direct disobedience to the teacher, vandalism, vulgarity, use of profanity, theft or fighting.

The following may result in an **expulsion**:

Immorality, possession of any pornography, possession or use of alcohol, drugs, **juuls, vapes, or cigarettes**, carrying or threatening the use of a weapon, or attendance at a secular rock concert.

Violations in the following areas may result in discipline ranging from **detention 1 to expulsion**:

Immodesty, unauthorized reading and listening materials, games or electronic equipment, being in restricted areas, medication in student's possession, threatening or bullying a student or staff member.

For a serious offense, the student will be sent to the office. A written explanation of the offense will be filed in the student's digital record. Excessive visits to the office by the student may result in a suspension. Any matter that would warrant expulsion can be reviewed by the administrative board upon the family's request.

Students are expected to maintain a proper testimony away from school. A student's failure to do so will affect a student's privilege to attend Heritage Christian School.

### ***Drinks***

Elementary students should not bring any drinks other than water bottles into the school building. Students in grades 7-12 may only have drinks with lids (no open containers – even in lockers). **Water bottles should not be taken to chapel or Friday assembly.**

### ***Fines***

A fine is imposed for violations which could result in damage to school-owned property or equipment (such as books, desks, etc.). All fines will be added to FACTS at the end of each quarter.

- ◆ Gum chewing—\$1.00 for the first offense and a \$1.00 increase each offense thereafter per quarter
- ◆ Food/candy/snacks in hallway or classroom —\$1.00
- ◆ Damage to school equipment or property (varies)

After the third offense in a quarter, a Detention 1 will be given.

Students who go an entire quarter without an infraction in the student behavior and conduct book and with no fines will be rewarded with lunch provided by HCS.

## **Elementary Discipline**

When a student in grades **K5-6** commits an infraction equal to or similar to any of the following, he will be sent to the office and demerits will be given: fighting, improper language, **intentional disobedience**, disrupting class, **stealing**, lying, **disrespecting the faculty**, cheating or bullying.

1<sup>st</sup> offense— Memo sent home by teacher

2<sup>nd</sup> offense—Teacher contacts parent + 5 demerits; a note will go in the student's file

3<sup>rd</sup> offense— Meeting with parent, teacher and principal + 5 demerits

4<sup>th</sup> offense—Meeting with parent, teacher and principal + ISS (in-school suspension) + 5 demerits

5<sup>th</sup> offense (and each one thereafter) - Parent must come to pick up child + OSS (out-of-school suspension) + 5 demerits

Should a student accumulate 30 or more demerits in one school year, his future enrollment at HCS may be in jeopardy.

Students in grades 3-6 may be given an after-school detention instead of or in addition to the disciplines listed above at the discretion of the administration.

## DRESS CODE

Because outward appearance reflects our hearts and minds, students are encouraged to magnify Christ by wearing decent and modest clothing at all times, especially at church and school events. HCS does not condemn styles or trends, but we do wish to avoid anything that is associated with the counterculture. In an effort to provide a uniform standard of dress, only certain styles and colors of clothing will be permissible.

### K3/K4 Dress Code

1. Girls are to wear dresses or skirts with modest shirts. Shorts or leggings should be worn under dresses or skirts.
2. Boys should wear pants or shorts (to the knee) and shirts.
3. Tennis shoes may be worn.

### K5-12 General Dress Code Rules

1. Shoes with closed toe and heel are to be worn. No boots are to be worn in the classroom.
2. Tennis shoes may be worn (no moccasins or slippers).
3. HCS monogrammed knit polo shirts **purchased through the school office** should be worn **daily**.
4. A solid navy, white or red sweater or vest may be worn with the knit shirt.
5. The HCS red or navy zip up jacket may be worn with the knit shirt.
6. The HCS red or navy sweatshirt may be worn with or without the knit shirt.
7. No hooded sweatshirts of any kind are permitted in the classroom.
8. Body piercings and tattoos are not permitted.
9. Hats may not be worn in the classroom.

### K5-12 Girls Dress Code Rules

1. School belles, Lands End or French Toast plaid skirt or jumper (K5-6), navy skirt, khaki skirt or skort (K5-6), or French Toast polo dress (K5-6) are to be worn **daily**. In **K5-3<sup>rd</sup>**, skirts and jumpers should be **no more than two inches above the knee**. In **4<sup>th</sup>-12<sup>th</sup>** grade, skirts should come **to the bottom of the knee** and waist bands should not be rolled. For modesty, shorts or leggings should be worn under skirts and dresses.
2. Only natural hair colors may be used.
3. Cosmetics and jewelry should be worn in moderation – a girl's face rather than any other part of her body, should be the focal point of her appearance. A Christian lady should strive for a look that is fresh, wholesome, and feminine.

### K5-12 Boys Dress Code Rules

1. Boys should wear khaki, navy or black chino style pants **daily**.
2. No skinny-legged pants.
3. No visible necklaces.
4. No earrings.
5. Boys should have neat haircuts without lines or designs cut into the hair. Hair should not touch the

collar or ears.

6. 7<sup>th</sup>-12<sup>th</sup> grade boys must be clean shaven.
7. Beards and mustaches are not permitted.
8. Boys are not to dye, tint or bleach their hair

### **Performance and School Picture Uniform**

Girls grades 1-6: plaid jumper or skirt and white blouse

Boys grades 1-6: navy/black pants; white shirt and tie

Girls 7-12: provided choir dress (must be returned to HCS office); for school pictures, girls should wear a navy knit shirt or sweatshirt

Boys 7-12: navy/black pants; white shirt and tie

### **Spirit Wear – Every Friday!**

Wear any HCS team attire (soccer, basketball, volleyball, intramurals, etc.), or spirit wear that has been purchased through HCS. Uniform pants, skirts or jumpers must be worn with the spirit wear.

In 7<sup>th</sup>-12<sup>th</sup> grade, after the third dress code offense in a quarter, a lunch detention will be given.

### **UNIFORM OPTIONS FOR GIRLS**

Girls' uniform items can be purchased from French Toast, School Belles, or Lands' End.

7th-12th grade chapel blouses must be purchased from School Belles

#### **FRENCH TOAST**

- Uniform choices

	Item Number	Style	
<a href="#">Jumper (K5-6th)</a>	1687	Red/Navy Plaid	
<a href="#">Polo Dress (K5-6th)</a>	1354	Burgundy, Navy or Green	
<a href="#">Skort (K5-6th)</a> If long enough, can be used in 7-12	1397	Red/Navy Plaid	
<a href="#">Skort (K5-6th)</a> If long enough, can be used in 7-12	1302	Navy or Khaki	

- Order Online
  - Go to [frenchtoast.com](http://frenchtoast.com) and search for desired item by item number or click hyperlinked options above

#### **LANDS' END**

- Uniform choices

	Item Number	Style	
<a href="#">Jumper (K5-6th)</a>	527959BP1	Classic Navy Large Plaid	
<a href="#">Skirt (K5-12th)</a>	527963BP8	Classic Navy Large Plaid	
<a href="#">Skirt (K5-12th)</a>	527962BP3	Navy or Khaki	

- Online
  - Go to [landsend.com](http://landsend.com) and enter HCS's School Number: 900198037 or click on hyperlinked options above

## **SCHOOL BELLES**

- Uniform choices

	Item Number	Style	
Jumper (K5-6th)	1421	Navy/Red Plaid	
Skirt (K5-12)	1521	Navy/Red Plaid	
Skirt (K5-12)	1521 or 3521	Navy or Khaki	
Skirt (K5-12)	1521 or 3521	Navy Twill or Khaki Twill	

- Order In-person:

- A physical School Belles' store is located at two locations in Northeast Ohio
  - 4747 W 160th Street, Cleveland, OH 44135
  - 468 Richmond Rd. E, Richmond Heights, OH 44143
- If you go to the physical location, they can measure your child and make sure you get the correct size.

- Order Online

- Go to [schoolbelles.com](http://schoolbelles.com) and enter school code S2068
- The only items that are required for our school are the categories “jumpers,” “skirts,” and “blouses.”

# FINANCIAL POLICY

HCS partners with FACTS for all payments. A FACTS agreement is completed at the time of enrollment, and will be used to pay all school related costs. This agreement must remain active throughout the duration of the school year. Payments will no longer be accepted in the office.

## Tuition and Fees:

### ***Re-enrollment Fee (returning students)***

- *Paid by March 1: \$50*
- *Pay by May 1: \$90*
- *Paid after May 1: \$120*

### ***Enrollment Fee (new students): \$50 (waived if open house is attended)***

### ***FACTS Enrollment Fee: \$25-50 (this is the fee paid to FACTS for using their product)***

### ***Textbooks (paid with first scheduled FACTS payment – September 6 or 20):***

- *K3/K4: \$125*
- *K5-12: \$200*

Book fee(s) will be withdrawn with the first scheduled tuition payment.

### ***Miscellaneous Fees:***

- |  |                   |
|--|-------------------|
| - Elementary Drama.....                  | \$20              |
| - FACS 8.....                            | \$30              |
| - FACS I.....                            | \$30              |
| - FACS II.....                           | \$30              |
| - Family Life.....                       | \$20              |
| - Field trip.....                        | varies by event   |
| - High School Science fees:.....         | \$25              |
| - High School Drama.....                 | \$40              |
| - Intramural sports.....                 | \$25              |
| - Instrument rental.....                 | \$10/month        |
| - Jr. High Sports (pay-to-play).....     | \$50              |
| - JV & Varsity Sports (pay-to-play)..... | \$60              |
| - Private tutoring.....                  | varies by student |
| - Senior Fees.....                       | varies by event   |
| - Woodshop.....                          | varies by project |

All miscellaneous fees will be applied to the FACTS **incidental billing** account once enrolled for various classes, events, or sports. The payment date will be communicated through FACTS incidental billing upon enrollment in the class or event.

### ***Tuition:***

Tuition payments are due on the fifth or twentieth of each month beginning in September. The due date is chosen in the FACTS agreement by the financially responsible party upon setup of the account.

Tuition payments not collected on the agreed upon due date may result in financial suspension of the student until tuition is made current.

Each enrolled student must have an active FACTS agreement for the duration of the FACTS school year. Failure to maintain an active FACTS account may result in financial suspension.

A \$20 fee will be assessed for any changes made to the FACTS account after the school year begins. Per FACTS, change of payment date requests must be emailed to the financial office and accepted by the financial office at least **three business days** prior to the withdrawal date. A request is not considered accepted until a return email from the finance office is received verifying receipt of the request.

A 5% tuition discount will be applied to the FACTS account for K3-12<sup>th</sup> grade students if full year tuition is scheduled to be paid with the first available FACTS withdrawal (September 5) .

### ***Late Fee:***

A \$50 fee will be assessed for the first tuition payment returned to FACTS for non-payment. Each subsequent returned or failed payment will result in an additional \$50 fee and increasing each occurrence by \$50.

1<sup>st</sup> returned payment - \$50  
2<sup>nd</sup> returned payment - \$100  
3<sup>rd</sup> returned payment - \$150  
Etc...

### ***AM/PM Care:***

AM Care (7:00AM-7:30AM) - \$3/child

PM Care (3:30PM-5:00PM) - \$3/half hour/child with a max of \$9/half hour/family.

Surcharge (after 5:00PM) - \$5/quarter hour/child

Charges will be added to the FACTS account monthly.

## **Miscellaneous Charges**

### ***Lost School Materials:***

Books not returned or damaged will be assessed a minimum of a \$50 fee. Higher fees will equal the cost of replacing more expensive books

The cost of any other school materials not returned will be assessed to the FACTS account.

### ***Incidental Billing Returned Payments***

A 20% fee will be applied to any incidental billing charge that is returned for non-payment. The minimum returned payment fee will be \$10.

### ***Additional Payments:***

Additional tuition payments can only be made through FACTS. Financially responsible parties can make payment by contacting FACTS directly at 866.441.4637, or by clicking on Finance in your family portal.

### ***Past-due Tuition and fees:***

All tuitions and fees must be collected before the release of any school records.

All past-due tuitions and fees must be collected before a student can start a new school year.

### ***Referral Program:***

A \$200 student referral credit will be applied to the referring family's FACTS account. The credit will be assessed if the referred student completes the school year. The referral credit will be applied to the final FACTS tuition payment. The referral credit is limited to three referred students per family. Families receiving scholarship funds do not qualify for this program.

For referring families who pay tuition in full, the credit will be given the following school year.

Referral credits will only be applied to tuition at HCS.

### ***Early Withdrawal:***

If a student is withdrawn or expelled from school, tuitions and fees will be owed for the entire semester, regardless of the date of withdrawal. Report cards, transcripts, and any other records will not be released until all tuition and fees have been paid in full.

Questions regarding tuition and fees may be addressed to the church Business Manager by emailing [ronvankirk@clevelandbaptist.org](mailto:ronvankirk@clevelandbaptist.org).



# HOMEWORK/INCOMPLETE ASSIGNMENTS

(Also see Attendance/Make-Up Work)

In grades 1-6, students **must** maintain a school-issued daily assignment planner.

In grades 7-12, students are ***strongly encouraged*** to maintain a daily assignment planner.

**7-12:** Homework assignments are due at the beginning of the class period. If homework is unacceptable, it will be returned to the student and must be redone until it meets the acceptable level. When graded homework is not turned in, the following policy will be followed: 1 day late - 25 points from overall grade, 2 days late - 50 points from overall grade, 3 days late - 75 points from overall grade. If homework assignments are not turned in (after four days), they will be recorded as a 0% **and the assignment cannot be completed for credit.**

**Elementary:** If homework is unacceptable, it will be returned to the student and must be redone until it meets the acceptable level. When graded homework is not turned in, the following policy will be followed: 1 day late – 10 points off the overall grade; 2 days late – 20 points off the overall grade; 3 days late- 30 points off the overall grade. If homework assignments are not turn in after four days, they will be recorded as a 0%.

Homework will be kept to a minimum on Wednesdays due to the recognized importance of midweek church services. HCS strongly encourages family involvement in the midweek service.

All required elements (major projects such as term papers, book reports, etc.) must be completed before a final grade will be given in any subject. A major project will be lowered one letter grade for each day it is submitted late. **When a project is three days late (and each day thereafter) an in-school suspension will be given *for that class period only* until the project is completed.**

If a student is absent on the due date of any major project, the project must be **delivered or emailed to the school by noon**, or the late penalty will be imposed.

If a student does not complete his work by a specified deadline, he will fail the subject. (Individual consideration is given to students who miss excessive days due to illness or injury.)

## KINDERGARTEN 3, 4, 5

An applicant for kindergarten 3, 4, 5 must be the equivalent age by September 30 of the enrolling year. Kindergarten is a full-day program. The daily schedule calls for a structured course of studies with nonacademics, designated free time, and an afternoon rest period. Each student is to bring a nap mat. **A change of clothing should be kept in the classroom.** All articles should be labeled with the child's complete name.

The child's application, enrollment packet, immunization records, and birth certificate must be completed in FACTS before he can begin school. Copies of the birth certificate and immunization record can be made in the school office.

## LOCKERS

HCS reserves the right to inspect any student's locker at any time. **Students are not to write, use tape or stickers on the lockers or have non-HCS materials on the outside of their lockers.**

## LUNCHES

Students may not leave the school premises during their lunch break. A lunch must be brought from home, purchased in the cafeteria or dropped off by a parent (no ordering out for pizza, etc.).

Parents are permitted to come to school to each lunch with their children as long as the teacher or office has been notified.

Grades 7-12 may eat outdoors at picnic tables on designated days during warm weather (Juniors – Monday; Sophomores – Tuesday; Freshmen – Wednesday; Eighth – Thursday; Seventh - Friday. Seniors ONLY may eat at the picnic tables behind the school building Monday through Friday (weather permitting). **Area must be kept clean.**

Milk, orange juice, and orange drink are available to all students. Students in grades 3-12 may also use the pop machines.

**Lunch orders must be placed on your FACTS family portal before 8:00 a.m. or a \$1.50 late fee will be added.**

Refer to the Lunch Menu on the school website for the hot lunch schedule.

## MEDICAL/HEALTH

### *Immunizations*

According to the Ohio Revised Code, on the fifteenth day after school entrance, it is necessary to exclude from school all pupils who have not furnished documentation of having received the following immunizations:

**Diphtheria, Tetanus, Pertussis: Kindergarten:** 5 doses of DTaP, DTP, or DT, or any combination, if the fourth dose was administered prior to the 4th birthday Grades 1-12 3-4 doses of DTaP, DTP, DT or Td or any combination. **Grade seven:** 1 dose of Tdap or Td vaccine must be administered prior to entry.

**Polio: Kindergarten:** The final dose must have been administered on or after the 4th birthday regardless of the number of previous doses; a minimum of 4 doses if a combination of OPV and IPV. **Grades 1-12:** 4 doses if a combination of OPV or IPV was administered. 4 doses of all OPV or all IPV is required if the third dose of either vaccine was administered prior to the 4th birthday.

**Hepatitis B: K-11:** 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.

**Measles, Mumps, Rubella: K-12:** 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.

**Varicella: Kindergarten:** 2 doses of varicella vaccine must be administered prior to entry. **Grade 1-4:** 1 dose of varicella vaccine must be administered on or after the first birthday

**MCV4: Grades 7-10:** 1 dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.

**A legal immunization exemption form must be on file if exemption from immunizations is taken.**

### *Medications*

Medication (both prescription and non-prescription) is administered to pupils only under the following condition: Medication is brought to school accompanied by the completed permission form "Authorization for Administration of Medication by School Personnel."

**Students are not permitted to have any medication in their possession while on school grounds.** (This includes over-the-counter medications such as aspirin, Tylenol, Midol, cough drops, etc.) If students are found to be carrying medication, it will be taken from them and parents will be contacted. *(However, students with inhalers and epi-pens*

*should keep their medication in their possession).*

### **Screenings**

The school nurse checks student health records throughout the year and periodically conducts vision and hearing screenings. If a problem is noted, parents are advised. School health services, however, are not intended to take the place of regularly-scheduled physician visits.

In the case of head lice, the child is sent home upon detection and is allowed back into school only after the school nurse has determined that the hair and scalp are nit-free.

## **OFF LIMITS**

These areas are off limits to students unless permission is given by a teacher:

1. Church buildings and busses
2. Mechanical/electrical/custodial rooms
3. Book rooms and storage areas
4. Gymnasium and locker rooms
5. Basement
6. Kitchen (*church and school*)
7. Any classroom *or student locker* without permission
8. *Cars during school hours*
9. *Teacher's desks, cabinets, podiums, chalkboards, whiteboards, etc.*

**Students may not play in the parking lot from 7:30 - 8:10 a.m. or from 3:10 - 3:30 p.m.**

## **PARENT/TEACHER RELATIONS**

Parents should take any classroom issues or problems to the teacher first. If the issue/problem is not adequately dealt with, then the problem can be brought to the administration.

Matthew 18:15,16 “Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established.”

## **PASSES**

Students in hallways during class time must have a hall or restroom pass.

If a student wishes to be excused from a study hall to work on a project in another room, he must secure permission from **both the study hall and the project teacher**. Students may not disturb a teacher during class time to obtain a pass.

## **PHYSICAL EDUCATION**

Students are required to participate in scheduled physical education classes. If a student is to be excused from P.E. for medical reasons, a note must be brought from his physician, school nurse, or parent. (In the case of an extended ailment, only a doctor's excuse will be accepted.)

The following uniform guidelines should be followed for students grades 5-12: Modest t-shirts (no worldly advertisements, no tank tops), loose-fitting knee length shorts, socks and non-marking tennis shoes. In grades K5-4, students are not required to wear P.E. uniforms. However, girls should wear shorts to school under their school uniforms. (Shorts should be shorter than their skirts.) **Loose fitting sweatpants are allowed.**

# PLAGIARISM POLICY

Plagiarism is not only dishonest but also stunts the learning process and teaches students that they can succeed through dishonest means. Therefore, we strive to teach students the importance of documenting the ideas and words of others in all formats. In order to do so, we must not only teach the ethics and mechanics of documentation, but also hold students responsible for the ethical use of the ideas and words of others. All teachers will provide the instruction and support necessary for students to use research ethically. All students are expected to demonstrate integrity and honesty in the submission of all work and to document accurately, regardless of the information that is ultimately presented (summary, paraphrase or direct quotation) or the medium used (written, oral or visual). Plagiarism in any form is unacceptable.

## **It is the student's responsibility to:**

- Ask questions and seek help from the teacher;
- Submit only his/her own work;
- Use Works Cited pages accurately and appropriately
- Use in-text documentation accurately and appropriately

## **Plagiarism includes:**

- Direct copying of the work or ideas of another submitted as the student's own, including copying from that of another student or adult, or from an electronic or print source
- Lack of appropriate in-text documentation. Paraphrasing without documentation is plagiarism
- Documentation that does not check out or does not match the Works Cited list
- Work turned in on the final due date without any evidence of research or creative process or that is obviously inconsistent with student's previous work
- Work found to be generated by AI sites such as ChatGPT, youtube summary, perplexity, etc. that is not properly cited as a source on the Works Cited list

## **Responses and Disciplinary Consequences**

- Since a plagiarized assignment is not the student's work, it cannot be graded as a measurement of the student's learning. The student will be expected to complete the assignment again, for credit, under increased supervision and support of the teacher (for the first offense). The second offense and any thereafter, the student will receive a 0% on the assignment, and he will go to ISS during that class period to complete the assignment correctly.
- A meeting with the student, parents and principal with the purpose of preventing future occurrences of plagiarism will occur on the 2<sup>nd</sup> offense and any thereafter.
- Disciplinary consequences for plagiarism depend on the complexity of the assignment and severity of the plagiarism. The consequence of a first-time offense is re-doing the assignment under increased supervision and support of the teacher. Ten points will be taken off the final grade. On the 2<sup>nd</sup> offense and any thereafter, in addition to the class ISS, the student will be given an after-school detention 1.
- If a student plagiarizes more than twice in any school year, he/she may face more stern punishment (at the discretion of the principal) which could include ISS, OSS, or expulsion.

# SCHOOL CLOSINGS

Unscheduled school closings due to inclement weather will be announced using parent text alert, Cleveland area television stations and Facebook (hcs patriot). The media lists HCS as Heritage Christian - Brooklyn in Cuyahoga County.

# TAX CREDITS/VOUCHERS

Section H of Ohio minimum standards for non-chartered, non-tax supported schools stipulates as follows: "Pupils attending a non-chartered, non-tax supported school are not entitled to pupil transportation as provided pursuant to section 3327.01 of the Revised Code, and pupils attending a non-chartered, non-tax supported school are not entitled to auxiliary services as provided pursuant to section 3317.06 of the Revised Code."

BCSGO is a division of Buckeye Christian School Organization. A Scholarship Granting Organization (SGO) is a non-profit 501(c) (3) organization that receives contributions from donors and grants educational scholarships to eligible students in Ohio. Individuals and entities that contribute to SGOs participating in the program can receive a tax credit. The SGO program was enacted in 2021 as part of Ohio House Bill 1 10. Your gift to the SGO is tax deductible on your federal income tax return. You may donate directly or through a pass-through entity to the SGO to be eligible for the tax credit. Donors can designate their donation to one or more BCSO member schools or to the general fund for all schools.

<https://ohiosgo.org/for-parents/>

# TRANSPORTATION

The state speed limit is 15 mph in a parking lot. Please abide by the speed limit and drive slowly and carefully.

## *Student Drivers*

Student cars are to be parked in front of Founders Hall. Driving privileges will be revoked if a student drives unsafely. Students may not go to their cars during school hours without permission.

## *Traffic Flow and Parking*

Drivers approaching from the south (I480) should enter the property at the south drive. Drivers approaching from the north (Memphis Avenue) should enter at the traffic light (staying on the right side of the driveway), then proceed across the front of the church complex to the south drive (alongside the main auditorium). All vehicles exit via the north drive at the traffic light.

In the morning, students should be be dropped off at the courtyard entrance. If parents will be parking their vehicle to enter the building, they should park between the school building and the bus garage. A staff member is assigned to outside duty before and after school each day. Drivers should cooperate with him to ensure students' safety.

# VISITORS

Former students and other visitors are welcome to attend chapel services. All visitors must come to the office to sign in and receive a visitor's badge. **Items to be delivered to a student should be brought to the office rather than taken directly to the classroom.**

# ATHLETIC/EXTRA CURRICULAR HANDBOOK

## *Individual Eligibility Requirements*

All athletes must be registered at HCS before they may participate in any practices or games.

All athletes must have an annual physical examination. A copy of the medical form and the screening certificate must be on file in the Athletic Director's office before the first practice.

Pay-to-play fees will be taken from your FACTS account.

In order to participate in practices or games, the athlete must be in attendance at least seven periods of the nine period day. An exception will be an approved medical appointment; in which case, the student must present a doctor's excuse to the office. An in-school suspension counts as an absence.

In soccer and volleyball: two or more tardies or absences on the day following a game will result in a one-game suspension. In basketball: three or more tardies or absences on the day following a game will result in a one-game suspension.

If athletes are to be dismissed early from school for a game, tests or quizzes must be taken before the scheduled departure time unless advance arrangements have been made with the teacher(s) for an alternate time.

If the return time for an away game is later than 10:00 p.m. on a school night (Monday – Thursday only), homework assignments given that day may be turned in one day late.

At the coach's discretion, any athlete who misses a regularly scheduled practice or game without notifying the coach in advance will receive a one-game suspension. Two unexcused absences may result in suspension from the team for the duration of the sport.

An athlete who receives two after-school detentions in one week (Monday – Friday) will be benched for the next scheduled game (not a game played on the same day the detention is issued). All athletes are required to serve detentions on the assigned day regardless of whether or not it is a game day. A student will not be permitted to play on the day of a game if he/she fails to serve the assigned detention. The student is responsible for his/her own transportation to the game.

Any athlete who exhibits an improper attitude (such as insubordination, trash talking, taunting, obscene gestures, or swearing) toward a referee, coach, player, or spectator will be immediately benched. The length of time will be determined by the nature and severity of the offense.

An athlete who has been dismissed from a team for any reason must have approval from the Athletic Director before trying out for any other HCS athletic teams in the future.

All athletes will travel to and from practices and games with the team. Special permission from the coach must be obtained to depart from this rule.

To be eligible for interscholastic sports, a student must comply with the following:

All athletes' grades must be maintained at a proper level. Athletes must have no failures and not more than one "D" for all subjects.

a. Student athletes in grades 8-12 that were on the HCS Principal's or Honor Roll for the previous quarter will not be checked until the next report cards. Note: for fall sports, the fourth quarter of the previous school year will be used.

b. Student athletes in grades 8-12 that were on the HCS Merit Roll for the previous quarter will not be checked until the mid-term progress report. Failing this grade check will result in two-week grade checks, until the next report card. Note: for fall sports, the fourth quarter of the previous school year will be used

c. All other student athletes, including all those in grade 7 and all transfer students who have not yet received an HCS report card, will be subject to grade checks at two-week intervals.

Failure to achieve the HCS grade standard on any two-week grade check will result in the following:

**First offense:** the student athlete will not be permitted to participate in any games (including tournaments) and cannot attend any games except for those on a Friday until the passing of the subsequent grade check. Student athletes attend the game on the team bench. The athlete is still expected to participate in practice.

**Second and third offense:** the student athlete will not be permitted to participate in any games (including tournaments) and cannot attend any games except for those on a Friday until the passing of the subsequent grade check. Student athletes attend the game on the team bench. The athlete is NOT to participate in any practices.

**Fourth offense:** the student will be dismissed from the sport.

In addition, all student athletes must stay current with classroom assignments. Incomplete work at any two-week interval will result in an immediate suspension from any subsequent games until the work is completed. The student athlete is required to secure a note from the teacher and deliver it to the Athletic Director to restore eligibility.