

Heartland Christian High School

Student Handbook

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High School – First Day Schedule

8:30 – 9:00	Assembly
9:05 – 9:30	1 st Period
9:35 – 10:00	2 nd Period
10:05 – 10:30	3 rd Period
10:30 – 10:50	Break
10:50 – 11:15	4 th Period
11:20 – 11:45	5 th Period
11:50 – 12:15	6 th Period
12:15 – 12:45	Lunch
12:45 – 2:30	First Day Assembly

Regular Schedule

8:30 – 9:15	1 st Period
9:20 – 10:05	2 nd Period
10:05 – 10:30	Bible Devotion/ Break
10:30 – 11:15	3 rd Period
11:20 – 12:05	4 th Period
12:05 – 12:35	Lunch
12:35 – 1:30	5 th Period
1:35 – 2:30	6 th Period

First Day Schedule

8:30 – 9:00	Assembly
9:05 – 9:30	1 st Period
9:35 – 10:00	2 nd Period
10:05 – 10:30	3 rd Period
10:30 – 10:50	Break
10:50 – 11:15	4 th Period
11:20 – 11:45	5 th Period
11:50 – 12:15	6 th Period
12:15 – 12:45	Lunch
12:45 – 2:30	First Day Assembly

Minimum Day Schedule

8:30 – 9:15	1 st Period
9:20 – 10:05	2 nd Period
10:05 – 10:30	Bible Devotion/ Break
10:30 – 11:15	3 rd Period
11:20 – 12:00	4 th Period

Assembly Day Schedule

8:30 – 9:15	1 st Period
9:20 – 10:05	3 rd Period
10:05 – 10:30	Bible Devotion/ Break
10:30 – 11:15	Assembly
11:20 – 12:05	4 th Period
12:05 – 12:35	Lunch
12:35 – 1:30	5 th Period
1:35 – 2:30	6 th Period

Students must be in their assigned seats, prepared for class when the final bell rings. Tardiness may affect your grade in the class.

HCHS's Statement of Faith

The Scriptures

The Old and the New Testaments of the Holy Bible are inerrant and inspired by God Himself. They are the only rule for Christian faith and practice.

One God

There is one God, existing eternally in three Persons: God the Father, God the Son, and God the Holy Spirit.

Jesus Christ

Jesus Christ, the Son of God, is truly God and truly man. He was conceived by the Holy Spirit, and born of the Virgin Mary. He died on the cross as a substitution sacrifice, so that all who believe on Him and call to Him in faith may be justified because of His shed blood. He rose from the dead according to the Scriptures, and will come again with His angels and His saints to defeat finally His enemies.

The Resurrection

There shall be a bodily resurrection for the just and the unjust. The justified shall be resurrected unto life. The condemned shall be resurrected unto judgment.

Sin and Salvation

Sin has separated man from God, resulting in both physical and spiritual death. Man can only be saved through the atoning work of the Lord Jesus Christ. Salvation has been provided through Jesus Christ for all who want to be born again. They must repent, believe in Him, become baptized in water, receive the Holy Spirit, and become a vital part of His holy community.

The Holy Spirit

Each believer is to receive the Holy Spirit at conversion, but we also believe in the baptism of the Holy Spirit, which brings power to the believer for daily, sanctified living and the manifestations of the spiritual gifts. This infilling of the Holy Spirit is not a one-time event, but it is repeatable through the believer's life.

The Church

The church consists of all those who believe in the Lord Jesus Christ, are redeemed through His blood, and are born again of the Holy Spirit.

OUR PURPOSE

Heartland Christian Homeschool Center is a non-profit organization recognized by the State of California.

Heartland Christian High School (HCHS) is here to assist parents in their responsibility to educate their children. The staff of Heartland Christian High School is here to equip you as parents to take an active role in your student's education. We will work with you to ensure a highly rewarding experience for both you and your student.

We do this by providing education to both the student and the parent and by striving for standards of excellence in accordance with the requirements of the State of California. We work with the students for 3-5 days of the week, and assist the parents in educating their students on the days they remain home.

Our system relieves the parents from the pressures of lesson planning and record keeping and provides a Christian outlet for the social needs of the students.

At Heartland Christian High School a partnership is formed between the students, the parents, and the school. The cooperation of everyone making up this partnership is essential in order for your student to have a successful experience.

OUR RESPONSIBILITIES

- Lesson planning and record keeping
- Assist students in earning a Christ-centered education
- Provide support and accountability for students and parents
- Hold high the Kingdom of God and moral excellence
- Encourage students and parents
- Make Progress Reports available to parents on RenWeb (school management system)
- Every student at HCHS will have a Homework Assignment Sheet every three weeks for each subject
- School supervisors will date progress in the workbook often

PARENTAL RESPONSIBILITIES

- Support the school rules and expectations
- Support the administration and faculty
- Oversee academic progress by monitoring your student's progress toward graduation, and dating and initialing your student's progress on the form on the front of the books
- Oversee your student's successful completion of high school, physically, mentally, and spiritually
- Require student's regular attendance and punctuality (including Monday – Friday School, if assigned)

- Ensure student completes work prior to any extra personal holidays taken, other than regularly established holidays
- Provide spiritual guidance by the example of regularly gathering with others of the Christian faith in order to build them up to love and good works. (Hebrews 10)
- Pray faithfully for your student and those assisting you with their education at HCHS
- Handle any concerns you have quietly and only with the students and HCHS personnel who are involved
- Attend the Parent Orientation and Parent Conferences
- If a student is absent due to illness, please call the school or send a note
- If a parent chooses to keep a student at home, the parent needs to keep a school attendance record for that day. Completed daily lessons show completed schooling

STUDENT EXPECTATIONS

- Stay on track if absent for any reason
- Attend school between the hours of 8:30 a.m. and 2:30 p.m. and be on time to class, prepared and seated when the bell rings
- Complete daily work to the best of one's ability and to turn in assignments on time
- Maintain a safe and clean campus
- Be tobacco, alcohol, and drug-free
- Behave in a safe and orderly manner
- Treat God, others, and property with respect
- Follow Heartland's rules and respect the authority
- Seek self-control
- Be a positive influence in each class
- Be responsible and honest
- Maintain Christian moral attitude and behavior, on and off campus
- No Public Display of Affection (PDA). While at school and attending school functions, treat each other as Christian brothers and sisters
- Be responsible to replace anything broken or damaged
- Be respectful and subject to those in authority

Rules

- Stay on campus between 8:30 a.m. and 2:30 p.m. If you have parental permission to leave, you must check out with the office
- No students are allowed in the classroom without a supervisor
- Only water may be consumed during class
- No cell phones or iPods may be used during class
- Take care of personal business on student's time
- Do not have or chew gum at school
- Skateboards may only be used on the blacktop on the lower campus

POLICIES

Policy Changes

HCHS reserves the rights to add, change, or eliminate any policy in this Handbook without notice, if deemed to be in the best interest of HCHS.

HCHS reserves the right to disenroll any student for any reason.

Admissions and Nondiscrimination

We at HCHS believe that all men are made in the image of God. Therefore, HCHS does not discriminate on the basis of race, color, national and ethnic origin, age, sex, or physical disability.

Attitude of Excellence

High school students – because of their influence on younger students – are expected to adhere to the school’s philosophy and Biblically based program. Such adherence includes abstinence from smoking, alcoholic beverages and narcotics, swearing, viewing or discussing pornographic materials, and other questionable practices. Their actions away from school must reflect the same attitude.

Backpacks

- Bring backpacks for books and supplies
- Backpacks are subject to search without warning
- Inappropriate items will be confiscated
- HCHC is not responsible for any lost, stolen, or broken items

Cell 'Phones

Students may not have cell 'phones during class. They may be used before school, at break and lunch and after school. Each teacher will have a basket to collect cell 'phones at the beginning of class. It is the sole responsibility of the student to place the device in the basket at the beginning of the period and collect them at the end of the period. If a student is caught using a cell 'phone in any manner during class, it will be confiscated by the teacher, sent to the office, and may only be collected by a parent. If a student chronically violates this rule, the student may lose the privilege of having these devices at school. Music and electronic devices must be used appropriately. As with all personal items, Heartland assumes no responsibility; they are brought to school at the student’s risk.

There will be exceptions for use of iPads and cell phones. This will be at the supervisor’s discretion and for school work only.

Christian Devotions

High school classes will hold devotions together at some point each day. Many supervisors start each new period with prayer.

Dress Code

Each student's appearance must be modest, clean and neat. For the most part we have left this to the parent's discretion. However, if a student wears attire that is offensive to other students, faculty or staff, we will handle that situation on an individual basis.

- We follow the simple guidelines of the three "Bs" – no bottoms, breasts or bellies showing. Be discreet
- Pants are not to be worn so low that the underwear is visible at any time
- We do not allow any visible body piercing with the possible exception of one or two discreet ear piercings in each ear. One stud on one side of the nose is allowed.
- When attending an off-campus school-sponsored activity, we expect our students to keep the same standards as on campus
- If there is any disagreement, HCHS reserves the right to make the final decision

Extracurricular Activities

Field trips and other activities are designed for Heartland students. Once a student withdraws from Heartland that student is no longer entitled to attend Heartland extracurricular activities.

Fire Drills

HCHS practices fire drills several times during the school year. Instructions for fire drills are kept along with a map explaining the Fire Drill Procedure in each classroom. Supervisors will teach your student what to do in the case of a fire.

Fundraisers

Fundraisers are a very important part of our school year. This is one of the most significant methods of keeping our tuition costs at a minimum. We ask the families of HCHS to participate in fundraisers. We find that it lightens the burden on all of our families when we all work together.

HCHS has three official fundraisers each year. We have one in the fall, one at Christmas and one during the early spring (which are used to improve the facility).

Lost and Found

Any items left at school at the close of the day will be sent to the office and stored in the lost and found box for two weeks. Any items remaining at the end of this period will be donated to charity.

Parents/Guardians should check the lost and found box regularly to avoid disappointment.

Medical Guidelines

No staff member is allowed to administer any medicines without specific written parental authorization sent to HCHS with the medication. This includes aspirin and Tylenol. Please note this on your Medical Emergency card.

If a student becomes ill at school, the office will contact the parent/guardian. Please make arrangements to pick up your student from school.

If your student has a fever or disruptive symptoms such as persistent coughing, please keep him/her home for that day.

Student Drop Off and Pick Up

Please DO NOT drop your student at the front of the school

Drop Off: Please drop your student(s) off between 8:00 and 8:25 a.m. at the side gate on the north side of the property (on Via Kenora road) by the lower classrooms

Pick Up: Between 2:30 and 2:45 you may pick up your high school student(s) on the playground. At 2:45 p.m. the side gate will be locked; you may pick up your student(s) in the office.

No Tolerance Violations

Certain activities will merit a minimum one-day suspension. These include:

- Fighting
- Substance abuse-tobacco, alcohol, and drugs
- Threats of violence against anyone, including staff, faculty, students or parents/guardians

ANTI-BULLYING POLICY

I. PURPOSE

Heartland Christian School recognizes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Heartland Christian finds that bullying, like other disruptive or violent behavior, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

II. DEFINITIONS

Conflicts happen. There are two sides to every story and we can't assume everything is bullying. We at Heartland will do our best to investigate and resolve any conflict.

Bullying requires the following:

- An imbalance of power
 - The bully is bigger, stronger, smarter, and more popular, or it's a group versus an individual
 - Intent to harm physically, emotionally, or mentally
 - A threat of further aggression
- A. "Bullying" means systematic, repeated, or recurrent conduct committed by a student or group of students against another student that causes measurable physical harm or emotional distress. Verbal expressions, whether oral, written, or electronic, is included within the definition of "bullying" only to the extent that (1) such expression is lewd, indecent, obscene, advocating for illegal conduct, intended to incite injury; or (2) School administrators or officials reasonably believe that such expression will cause an actual, material disruption of schoolwork.
- B. "School Premises" means any building, structure, athletic field, sports stadium or other real property owned, operated, leased or rented by the School, including, but not limited to, any kindergarten, elementary, secondary, or vocational-technical school.
- C. "School-Sponsored Functions or Activities" means a field trip, sporting event, or any other function or activity that is officially sponsored by the School.
- D. "School-Sponsored Transportation" means a motor vehicle owned, operated, leased, rented or subcontracted by the School.

III. PROHIBITION

The School prohibits all bullying on school premises, at school-sponsored functions or activities, or on school-sponsored transportation.

IV. REPORTING

Any student who believes he or she has been or is currently the victim of bullying should immediately report the situation to the school principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate school administrator.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All complaints about bullying behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include up to expulsion. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquire concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of School policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

V. INTERPRETATION

This policy shall not be interpreted to infringe upon the First Amendment rights of students, and is not intended to prohibit expression of religious, philosophical, or political views, provided that such expression does not cause an actual, material disruption of the work of the School.

High School Graduation Requirements

General Diploma			College Prep Diploma		
Units	Subject	Class	Units	Subject	Class
40	English	English I, II, III & IV	40	English	English I, II, III & IV
20	Math	Progressive Math	30	Math	10 Algebra I 10 Geometry 10 Algebra II
40	Social Studies	10 World History 10 U.S. History 5 U.S. Government 5 Economics 5 Life Skills Mgmt 5 Geography	40	Social Studies	10 World History 10 U.S. History 5 U.S. Government 5 Economics 5 Life Skills Mgmt 5 Geography
20	Science	10 Life Science or Biology 10 Earth or Physical Science	30	Science	10 Life Science or Biology 10 Earth or Physical Science 10 Chemistry or Physics 1 lab required 2 recommended
20	Physical Education		20	Foreign Language (Same language)	
5	Computer		20	Physical Education	
10	Fine Arts	Home Economics, Music, Shop, or Art	5	Computer	
5	Health		10	Fine Arts	Home Economics, Music, Shop or Art
10	Bible		5	Health	
50	Elective		10	Bible	
			30	Elective	
220 Total Units			240 Total Units		

Early Graduation

In order to graduate early, a student must complete the requirements for a College Preparatory Diploma, have at least a 3.0 G.P.A., and have parental approval. See the principal if your student wishes to take advantage of this opportunity.

Early Withdrawal

All credits are earned on a semester basis. All transfers should be made at the conclusion of a semester, thereby preserving credit for work completed. Early withdrawal usually results in loss of credit for work accomplished.

Delinquent tuition could result in mandatory withdrawal, also jeopardizing credits.

Grades and Grade Point Codes

Percent	Letter Grade	G.P.A
90 – 100	A	4.0
80 – 89	B	3.0
70 – 79	C	2.0
60 – 69	D	1.0
0 – 59	F	0

Graduation Fee

Seniors will have a graduation fee charged to the tuition bill in March. This charge includes cap, gown, diploma, diploma cover, awards, reception, 25 invitations with seals and 50 name cards.

Physical Education

High school students are expected to have two years (four semesters) or more of physical education (PE). At HCHS a parent/guardian will oversee the fulfillment of the PE requirement. A semester of PE is 60 hours of a recognized PE activity in one semester, for which the student will receive five credits towards high school graduation. The parent/guardian must log the hours and give the school an accounting every three weeks. If this is not done six times per semester, no credit will be given. A maximum of 40 units may be applied to graduation requirements.

All students must wear helmets when riding skateboards at school.

All students in grades 6-12 will be required to purchase and wear PE uniforms during PE class. Students must have appropriate shoes for PE.

Religion Courses

Courses in religion and Bible are required for HCHS graduation, but may NOT be transferable to other non-religious high schools. Check with the counselor at the school to which you are transferring.

Schedule Change

Any change of schedule requests must be submitted in writing by the end of the third week of the semester. All change requests must be approved by the teachers involved and submitted to the registrar by the end of the third week of the semester.

Score Key and Test Key Details and Explanation

Score Keys are for Parents Only

No student is to ever have possession of a score key. The score keys are for the classroom or for the parent/guardian. When at home, the score key is to be used only with parental supervision. When at school the score key is for the score table only. When the parent scores a student's work, the parent should initial the work.

Test Score Keys

No student or parent/guardian is to have possession of a test key. HCHS sells score keys with the test keys removed.

Lending Library

We have a lending library program for parents/guardians who wish to have the score keys at home to check their student's work. There is a nominal cost to join and is effective for the entire school year. This entitles those subscribing to borrow any score key. There is a charge for any unreturned score key. Classroom score keys may not be loaned to parents/guardians or students for any reason. In the event a student brings a score key to school, it will be confiscated.

Student Showcase

Each spring, each high school student will participate in Student Showcase. In this Showcase, each student will have an opportunity to display their talents in areas such as singing, acting, playing a musical instrument, cooking, crafts, science project, shop project, etc. Each student must submit 3 entries. If for some reason a student fails to meet the entry deadline, it will result in lost points and community service.

Testing Policy

- Students have three weeks to complete each PACE and may test up until the scheduled date and class period. After this time, they are considered late.
- Students must earn 80% or higher on each test. If a test score is lower than 80%, the student will be required to redo the PACE and take the test again until mastered at an 80% or higher.
- Students are not allowed to get up from a test.
- Students may not talk or use cell 'phones during a test.
- Five extra credit points are rewarded for submitting 20 flash cards as scheduled. Failing to submit flashcards as scheduled may result in a loss of extra credit points.
- If a student fails to test as scheduled, flash card points will be forfeited. In addition, 3 points will be deducted off the test for every day the student does not test, to a maximum of 12 points being deducted. The maximum grade at that point would be 88%. Friday and Monday do not count as late days.
- Students are not allowed to discuss the details of the test with fellow classmates. A violation of this will be considered as cheating and treated as such.
- Parents will be notified if a student fails to test as scheduled.

Transfer Students

Students who transfer either in or out of HCHS must maintain their same grade point average for one full semester in order for their credits and G.P.A. to be accepted at full value at their new school. The final decision on these matters is up to the school's principal to which your student is being transferred.

Though a student may transfer at any time, if a student transfers mid-semester, the student may lose credits toward graduation. It is better to transfer between semesters to avoid the loss of credits.

Work Experience

No more than 10 units shall be earned through work experience programs, and these may only be earned in the 11th and 12th grades.

School will keep academic records. Corrections must be made within one semester. Please contact the office if any discrepancies are found. At that time, the grades will become fixed with no adjustments.

It is very important for students and parents to review the transcript and all grades at the end of each semester to ensure that all required classes are being met. In addition to specific course requirements, each student must earn enough credits to graduate.

On occasion, an advanced class or an elective class may be taken as a Credit/No Credit class. Such arrangements must be made with the Supervisor and Principal within the first three weeks of the semester in which the student is enrolled. Credit/No Credit grading can only be established before the beginning of the semester or during the three-week allotment period.

High School Supplies List

Stored in Backpack

1. Personal Bible
2. Two #2 pencils (mechanical pencil preferred)
3. Blue ballpoint pen (for setting goals)
4. Large eraser
5. Standard notebook paper – three-hole punched for reports or compositions
6. Blank 3x5 note cards for making flash cards
7. Backpack; this is necessary as lockers are not available
8. For Math:
 - a. Compass
 - b. Protractor
 - c. 12" ruler
 - d. Calculator (we encourage the parent/guardian to limit the use of calculators at home; a math competency test must be completed to retain the use of a calculator)
9. Two boxes of tissues (one for each semester)
10. Spiral notebook
11. Graph paper
12. Flashdrive for reports
13. Earthquake Kit – 1 gallon Ziploc bag containing the following:
 - a. 1 16 oz bottle of water
 - b. 3 granola bars of your choice
 - c. 1 candy bar or energy bar
 - d. 2 fruit roll-ups
 - e. 1 package of trail mix