HERITAGE EAGLES

2025-2026

Parent-Student Handbook

Including

Special Events Section

Mission Statement

To serve Christ by partnering with parents to provide biblically faithful, academically excellent education.

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Welcome to the 2025–26 School Year! It is with great joy and gratitude that I welcome you to Heritage Christian School. As Head of School, I am both honored and excited to partner with you in this new academic year. Whether you are a new or returning family, please know - it is no accident that you are here. We believe that God has brought each of you to our community for a purpose.

It is our prayer that this year you experience the blessing of a Christ-centered education - one rooted in God's Word and committed to academic excellence.

This handbook is designed to answer most of your questions regarding Heritage Christian School's policies and procedures. Should you need any clarification, please don't hesitate to ask. We are here to support you.

We're Growing! This summer, we welcomed over 30 additional students compared to last year's enrollment - a testament to God's continued provision and the value of Christian education. With growth comes both opportunity and challenge. We are excited to be taking steps toward expanding our campus, beginning with portable classrooms on the north side of our property, **with plans in the works for permanent building additions**. Your prayers and support during this time are more important than ever. The introduction of Educational Savings Accounts has opened the door for even more families to pursue a Christian education. We praise God for His provision and remain committed to being faithful stewards of this opportunity.

Our Theme for the Year *"But seek first the kingdom of God and his righteousness, and all these things will be added to you."* - Matthew 6:33

This verse reflects our deepest desire - that every student, staff member, and family at Heritage Christian School would seek God first in all things.

Our teachers, staff, and school board are united in this mission: to guide students in discovering and developing the unique gifts God has given them, and to help them grow spiritually, academically, and personally.

To Our Students Our prayer is that your time at Heritage not only prepares you academically for the future but also gives you a firm foundation in a Biblical worldview - equipping you to seek God first and apply that for a lifetime.

To Our Parents We are honored to partner with you. We recognize that Christian education is both a spiritual and financial investment, and we deeply value your trust and commitment. Together, let us equip this generation to impact the world for Christ.

As we begin this school year, we invite you to pray with us - for God's direction, protection, wisdom, and presence in all we do. May this be a year where students, staff, and families thrive - and may God be glorified every step of the way.

In Christ's service,

Brian Goodbar
Head of School
Heritage Christian School

Mission and Philosophy

IN THIS SECTION:

- Mission Statement
- Vision Statement
- Core Values
- Portrait of a Graduate
- Statement of Faith
- Working Principles
- Non-Discrimination Policy
- Open Enrollment Policy
- Family Admission/Enrollment Standards

Mission Statement

The mission of Heritage Christian School is to serve Christ by partnering with parents to provide biblically faithful, academically excellent education.

Vision Statement

The vision of Heritage Christian School is to be a leader in developing passionate, lifelong learners committed to Christ.

Core Values

- ***The Authority of Scripture (****2 Timothy 3:15-17)*

- ***The Priority of Parenting (****Deuteronomy 6:7-9; Psalm 127:3-4)*
  God entrusts parents with the responsibility of raising children. Our desire is to assist them in the accomplishment of the task.

- ***The Uniqueness of the Child*** *(Genesis 1:27; Psalm 139:13-16; 1 Corinthians 12:18-20)*
  As image-bearers of God, each child is unique and valuable, possessing individual gifts, talents, and needs.

- ***Christ-Centered Excellence*** *(Proverbs 2:6-8; 1 Corinthians 10:31; Ephesians 3:12-23; Philippians 4:8; Colossians 1:16-18; Colossians 3:23; Titus 2:6-8)*
  Striving for biblical faithfulness and continued improvement in all aspects of the school; rationale for academic rigor, educational effectiveness, parent/student/teacher relationships, worldview development, strength of leadership, integrity, transparency, and fiscal responsibility

Portrait of a Graduate

Blessed is the man who walks not in the counsel of the wicked, nor stands in the way of sinners nor sits in the seat of scoffers; but his delight is in the law of the Lord, and on His law he meditates day and night. He is like a tree planted by streams of water that yields its fruit in its season, and its leaf does not wither. In all that he does, he prospers. - Psalm 1:1-3

By the grace of God, Heritage graduates will experience the fullness of these attributes when they accept Christ as their Lord and Savior, actively pursue a relationship with Him through daily study of Scripture and an intentional prayer life, allow the Holy Spirit to direct their path, and seek to be intimately connected in a local church body.

Pursues excellence in all endeavors; strong work ethic

- Works to the best of their ability in all tasks, committing to bring glory to God through their work
- Perseveres through hardship
- Seeks opportunities to learn and grow

Communicates effectively both orally and in writing

- Develops and demonstrates excellent grammar and writing composition skills, utilizes a rich vocabulary that enhances communication, and develops and demonstrates the ability of reading to learn
- Discerns how to tailor a message, whether in writing or speaking, for different audiences
- Develops and displays the ability to articulate the gospel of Jesus Christ and how to share with others the hope that they have through Him

Seeks opportunity to help others

- Develops and demonstrates a servant leader mindset, seeking to emulate Jesus Christ
- Understands and utilizes spiritual gifts, personal strengths, and talents applying them in leadership and service
- Works to enhance the community in which they live
- Values the importance and benefit of belonging to and being involved in a local church body

Thinks critically and solves problems; reasons effectively and thinks independently

- Commits to engage God's Word in a way that trains their minds and transforms their hearts, studying with purpose, patience, prayer, and humility
- Demonstrates the ability to apply a biblical worldview to daily life and decision-making
- Uses knowledge with ingenuity, innovation, and curiosity to solve complex problems
- Utilizes technology with respect and responsibility

Exhibits discipline and self-control

- Displays a high level of responsibility and dependability in managing time and relationships
- Demonstrates honesty and integrity
- Manages emotions and considers others

Portrays confidence and courage

- Continually develops an eternal perspective on life
- Displays grace, humility, and courage in leadership
- Seeks justice, standing up for what is good and right advocating for themselves and others

Displays respect when relating to others

- Can explain the significance of being an image bearer of God
- Values and respects life
- Exhibits grace and humility when relating to those who do not share the same worldview
- Lives in accordance with biblical standards in family and personal relationships

Demonstrates resourcefulness in all areas of life

- Develops and demonstrates stewardship of personal, financial, and natural resources
- Demonstrates generosity
- Strives for a healthy lifestyle

Statement of Faith

1. We believe that the sixty-six books of the Bible, in their original manuscripts, are the inspired Word of God. While the central purpose of the Bible is to bring us to salvation, all that the Bible teaches is inerrantly true, including matters of science and history. 2 Timothy 3:16-17, 2 Peter 1:19-21

2. We believe that God is infinite and personal, that He created the world out of nothing, and that He continues to rule over the affairs of men and nations. Genesis 1:1-2, John 1:1-4, Colossians 1:16-17, Psalm 139:13

3. We believe that God is a Trinity, three persons: Father, Son, and Holy Spirit, in one Being, equal in power and glory, yet different in role and function. Genesis 1:26, John 1:1, John 15:26, John 10:30, Matthew 28:19

4. We believe that Jesus Christ, born of a virgin, is fully God and fully man, has two natures in one person, and is like us in all ways except without sin. Matthew 3:16-17, Luke 1:34-35, Philippians 2:5-8, 2 Corinthians 5:21

5. We believe that every human being is created in the image of God and that each human life should be protected and treasured from conception to the grave. Psalms 139:13, Isaiah 44:24, Isaiah 46:4, Exodus 20:13

6. We believe all of mankind, the whole of each person and every sphere of life was corrupted by Adam and Eve's disobedience to God. Romans 3:23, Romans 5:12

7. We believe that Jesus Christ died on the cross, was buried, rose from the grave, and ascended to the right hand of God, in order to fully pay for all our sins and to inaugurate His saving reign. Christ's salvation and reign begin to restore us from the effects of the Fall. John 2:19, Matthew 28:6, 2 Thessalonians 4:14, Luke 23:46, 52-53, Mark 16:19, Romans 6:23

8. We believe that we are saved and justified by personal faith in Jesus Christ when God draws us to Himself by His Word and Spirit; true saving faith leads to a life of service and gratitude to God as salt and light in the world. John 11:25, Galatians 2:16, Habakkuk 2:4 Romans 1:17, James 2:14-17, Matthew 5:13-16

9. We believe that Jesus Christ will come again, personally and visibly at the end of history, when the dead will be bodily resurrected; believers to everlasting joy with the Lord; unbelievers to everlasting sorrow. Acts 1:11, Mark 13:26, Matthew 24: 33, 36-39, 44, Romans 6:23

10. We believe that all truth, in whatever subject, is God's Truth, received through general revelation, even among unbelievers; nevertheless, unbelief and the secular worldviews have seriously distorted much learning, so that believers must evaluate all we learn in light of Scripture and teach every subject in light of Scripture. 1 Corinthians 8:6, Colossians 1:17, Romans 1:19-20

11. We believe marriage as delineated in Scripture has only one meaning: the uniting of one man and one woman in a single, exclusive union. We believe God has designed sexual intimacy to occur only between a man and a woman who are married to each other, and His command is that there be no sexual intimacy outside of, or apart from, marriage between a man and a woman. Genesis 2:18–25, 1 Corinthians 6:18, 7:2–5, Hebrews 13:4

12. We believe that each individual is wonderfully created and foreordained by God as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God. Genesis 1:26–27, Genesis 2:18-25

Working Principles

1. Education is shaped, either intentionally or unintentionally, by the beliefs and values of the people doing the educating. The variety of moral standards taught or assumed in various schools has forced Christian parents to be

discerning in their choice of schools. Classes at Heritage are shaped by Christian beliefs and values, for the good of the students and to the glory of God.

2. God has given parents responsibility for raising their children. As a part of that responsibility, the parent(s) of each child must choose how the child should be educated. Accordingly, the Board of Directors is accountable not primarily to a particular church or state, but to the parents, and moreover before God.

3. God is very concerned with how His people treat one another. Therefore, the Head of School and the teachers will demand that the students follow biblical standards of courtesy, truth, fairness, kindness, and purity.

4. Education is intended to prepare students to serve and enjoy God in all of life: at home, at work, in church, and in society. Therefore, we will emphasize basic skills such as phonics, reading, writing, math, critical thinking, and computer usage within a broad curriculum of the arts, sciences, sports, and humanities. High academic quality and disciplined learning will be expected of students and teachers.

5. Jesus calls His followers to be in the world but not of the world. Therefore, a Christian school must introduce students to the ideas, values, and religions that shape the world while training them to practice Christian discernment about what they can accept and what they must reject.

6. Because of the central role of religion in human life we will offer classes in subjects such as Bible, Church history, Christian ethics, and the defense of the faith while trusting each family and congregation represented to teach topics more suitable to the church and family.

7. All board members, teachers, and administrators of this school must understand and affirm our purpose and statement of faith; we will expect parents to consent to having their children educated on the basis of our constitution.

Non-Discrimination Policy

Heritage Christian School admits students of any gender, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in admissions policies, allocation of tuition assistance, and athletic and other school administered programs. Heritage Christian School reserves the right to select students based on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including willingness to cooperate with Heritage Christian School Administration and abide by its policies.

Open Enrollment Policy

Enrollment at Heritage Christian School is open to all families that desire a comprehensive biblical education for their children regardless of race, color, sex, national origin, family structure, or denominational affiliation and who agree to have their children educated according to Heritage Christian School's Statement of Faith.

Given the breadth of diversity within the Heritage Christian School Community, there may be times when the school's doctrinal positions are not aligned with a family's own interpretation of Scripture or point of view. A parent/guardian signature on the annual enrollment agreement, however, represents their understanding and support of Heritage Christian School's deliberate integration of faith in ways that are aligned with its Statement of Faith and permit their children to be taught according to Heritage Christian School's educational philosophy and Christ-centered educational process.

Family Admissions Expectations

Admission to Heritage Christian School is a privilege – not a right. We seek to provide a learning environment and an educational program built on a literal interpretation of the Holy Bible and specific biblical principles. Parents and students must agree to support the school in word and action trusting that all faculty and staff are working in the best interest of our students. If, at any point in time, parents or students cannot or will not support the efforts of the school or the partnership that should exist between school and home, it is the responsibility of either the school or the parents to sever the relationship for the good of the students. Prior to enrollment, parents must agree to the following and maintain their commitment while enrolled at Heritage Christian School:

- Parents must submit to the reality that faculty and staff unashamedly believe, teach, and practice a literal interpretation of the Bible, faithfully adhering to the mission, vision, core values, and statement of faith of Heritage Christian School.
- Parents must support the need for discipline at school and reinforce necessary discipline at home. Discipline is essential in raising children in accordance with biblical truth and the mission of the school.
- Parents must support the academic pursuit of the classroom recognizing homework as an essential component of student learning and practice. Parents must hold their students accountable to complete all assignments and turn them in on time. Repeated failure to do so will be interpreted as a conflict to the essential partnership between school and home.
- Parents must sign the Parent/Student Handbook Statement of Commitment to indicate support and agreement with the policies and procedures of Heritage Christian School as outlined fully in the Parent/Student Handbook. Parents must commit to discuss the Parent/Student Handbook with their children to ensure understanding. If a disagreement on policy or procedure arises, parents are expected to take those concerns to the employee with whom the policy or procedure originates with humility and respect. Failure to do so or efforts to the contrary will be interpreted as a conflict to the essential partnership between school and home.
- Students must know the rules of the school and strive to obey them with a positive attitude. Students in 6^{th}-8^{th} grade must sign agreement to support policies and procedures of Heritage Christian School as written in the Parent/Student Handbook
- Students must respect authority in both word and action. Respect in word is evidenced in the use of manners and striving to be polite in speech. Respect in action is obedience to instruction with an appropriate degree of immediacy and evidence of consideration for others before themselves.

Organization

IN THIS SECTION:

- Accreditation and Affiliation
- Iowa City Area Christian School Association
- Board of Directors/Board Meetings
- Parent Organization-Heritage H.A.N.D.S.
- Volunteer Opportunities
- School/Home Communication
- Assistance Directory

Accreditation and Affiliation

Heritage Christian School is an independent, inter-denominational, non-profit 501(c)3, tax-exempt organization and is accredited by the Association of Christian Schools International (ACSI). *Heritage Christian School* is considered an independently accredited, non-public school by the state of Iowa.

Iowa City Area Christian School Association

Heritage Christian School was established and is run by a parent association that has a critical role in the ongoing ministry of the school. Iowa City Area Christian School Association (ICACSA) is the incorporated nonprofit association "doing business as" Heritage Christian School. Association members must, without reservation, support Heritage Christian School's bylaws, which include the school's Statement of Faith, and must sign the Association membership form on an annual basis. In addition, members must pay annual dues of $5. The Association meets annually and its principle function is to elect new directors to the Board of Directors. At meetings of the Association, the membership receives financial, academic, and other appropriate reports from the Head of School and the Board of Directors.

Membership in the Iowa City Area Christian School Association is considered both a privilege and a responsibility for Christian parents dedicated to providing a Christ-centered education for their children. Association members are encouraged to attend both regular meetings and any special meetings in order to effectively participate in the successful operation of our school.

Board of Directors

The Heritage Christian School Board of Directors is the chief policy-making body of the school, consisting of no fewer than seven (7) and no more than eleven (11) members. At the spring meeting of the Association, a designated number of new directors are elected for a designated term of office. Board members are nominated through an application/interview process conducted by the sitting Board of Directors.

In order to effectively govern Heritage Christian School, the Board is organized into standing committees and several special committees. Board members and parents outside of the Board serve on these committees to provide leadership and direction for our school. The standing committees are finance, facilities, and fundraising.

25-26 Board of Directors

Scott Kallemeyn – 2023-2026 – President
Brad Beane – 2023-2026 – Vice President
Tim Insko 2024-2027 –Treasurer
VACANT – 2024-2027 - Secretary
Lance Van Wyk – 2024-2027
Marco Alambert – 2025-2028
Troy Zimmerman – 2025-2028

Board Meetings

Meetings of the Board of Directors are open to the public when agenda items are not confidential or of a delicate nature. Meetings are typically held on the fourth Thursday of each month. While board meetings in general are open to the public, persons who wish to place items on the agenda may do so by contacting the Head of School. All requests should be submitted in writing. To be included on the regular meeting agenda, requests must be received at least 7 days prior to the meeting.

Parent Organization – Heritage H.A.N.D.S.

The mission of Heritage H.A.N.D.S. is to encourage all parents to come alongside the administration, faculty and staff in taking an active role in their children's education and extracurricular activities. H.A.N.D.S. is designed to bring together parents and grandparents as we encourage Heritage students, as well as faculty and staff, to use their gifts and talents to glorify Jesus. We ask that you prayerfully consider how you can participate as a Heritage parent. All parents are invited to participate and the H.A.N.D.S. group typically meets monthly to accomplish the following:

- To assist new parents in being assimilated into the school family and get acclimated to the "ins and outs" of Heritage Christian School.
- To assist willing parents in finding a place in the school where their gifts and talents can be used most effectively.
- To conduct and oversee smaller-scale fundraisers to supplement financial needs within Heritage.
- To organize school functions such as Donuts with Dads and Muffins with Moms.

Volunteer Opportunities

Parent involvement is critical to *Heritage Christian School's* overall effectiveness. In order for the school to operate smoothly and with financial integrity, each parent must take his/her responsibilities seriously. In addition, when everyone is using their gifts and abilities unto the Lord, the children and the school will greatly benefit from the magnitude of gifts. By policy of the Board of Directors, all volunteers (including chaperones and drivers for field trips) must submit to a criminal background check. While several "on-going" volunteer opportunities are listed below, there are always additional needs that occur throughout the year. Please contact the school office if you are interested in volunteering in any capacity.

Lunch Service - Through a catering company, Heritage offers hot lunch which is served to students by parent volunteers. Parents who volunteer to serve hot lunch commit to about 1-1 ½ hours per week. Lunch servers typically arrive around 11:05 AM and are done serving lunch around 12:30 PM. Heritage needs at least 10 parents to volunteer to be able to offer hot lunch 5 days per week. Hot lunch will not be offered on days that have no volunteer lunch server.

School Events - Heritage Christian School conducts school-wide events throughout the year that are made better through the support of volunteer parents and grandparents. Please see the Special Events Manual (pp 52-67) to see which events you can support.

Fundraising - Tuition does not cover the full cost of a student's education at Heritage. Successful fundraising is essential to subsidize tuition to meet the needs of the annual operating budget. These fundraisers require the full support of parents through volunteerism.

- **Heritage Gala & Auction** is the largest fundraiser of the year. It is typically held in late February/early March at an off-site banquet facility. This semi-formal event has multiple volunteers who oversee various parts of the program.

- **Operation G.O.O.D. (Giving of Ourselves Day)** is a community service activity where Heritage students seek sponsorships of family members, neighbors, and friends for a 2 ½ hour service project with the goal of raising approximately $42,000. Heritage students partner with the City

of North Liberty and the Army Corp of Engineers working around the city and/or Coralville Reservoir cleaning up public parks. This event typically takes place in early May.

School/Home Communication

A telephone call or email is the best way to communicate with teachers. Parents can leave messages directly with teachers (through individual extensions) by calling the school office at 319-626-4777. All Heritage teachers and office staff emails are last name with first initial@hcs-nl.com (example doej@hcs-nl.com).

Friday Folders

The Friday Folder system is designed to maintain a regular flow of communication and information both ways between home and school. All teacher notes and/or other materials needing to be sent home are given to the student to put in their Friday Folders each Friday afternoon. It is the student's responsibility to bring the Friday Folder home. Parents are asked to read the materials, date and sign any documents that require it and return the folder to the school with the student on Monday.

FACTS Management

FACTS Management is the school management software used by Heritage Christian School. Within FACTS, student and family records are kept and progress reports and report cards are generated. Parents of students may create a login through Family Portal and access necessary information about their children and contact information for other parents in the school (school directory). Here's how to access our easy-to-use FACTS Family Portal:

- Make sure that the school has your email address in FACTS.
- In Internet Explorer, Firefox, or Safari, go to www.factsmgt.com and click Logins.
- Type the school's District Code: HC-IA
- Click Create New Family Portal Account.
- Type your email address and click Create Account. An email will be sent which includes a link to create your Family Portal login. The link is active for 6 hours.
- Select the Click to Create your Family Portal login link.
- A web browser displays your Name and FACTS Personal ID.
- Type a User Name, Password, and Confirm the password.
- Click **Save User Name and/or Password**. A message displays at the top of the browser, "**User Name/Password successfully updated**."
- You may now log in to Family Portal using your new User Name and Password.

Family Portal allows you to access:

- Student attendance and daily grades
- Progress reports, reports cards and transcripts
- Lunch menu/order forms
- Family/staff directory
- Update your family and emergency contact information
- FACTS/tuition information
- Incidental billing

You can access your FACTS account for both SIS student information (grades, schedules, etc.) and Payment Portal with a single sign on.

Parent Alert

Parent Alert is an electronic communication tool used by Heritage Christian School to communicate with all families simultaneously through text message. This tool is used for emergency communications and inclement weather decisions. **To receive Parent Alert messages, current cell phone numbers for parents must be on file in the school office.**

Messages

Students may receive messages at school through the school secretary in the office. Parents/guardians are requested not to call teachers or children out of the classroom unless the need is very urgent. Requests for homework of an absent student must be made in the morning if it is to be picked up the same afternoon. Parents of older students (4th – 8th grade) should also check Google Classroom for any assignments posted there. Due to the teacher's schedule, a request for homework received in the afternoon will be completed the next school day. All missed work will be placed in the school office for pickup.

Students are not allowed to use the phone unless it is an emergency. School personnel will decide whether or not phone use is appropriate on a case-by-case basis. Forgetfulness will be documented and students who make a habit of forgetting items will not be allowed to use the phone to call home for lunch, clothing, homework, etc.

Assistance Directory - *Who should I call in regards to…?*

The following directory lists the person you need to speak with about that particular topic. Each of them may be reached by calling 319-626-4777 or through the email address listed next to their name.

- Absence/Tardiness – Erica Wallace (wallacee@hcs-nl.com)
- School lunch – Brenda Wichhart (wichhartb@hcs-nl.com)
- Athletics – Sarah Franje (franjes@hcs-nl.com)
- Finances/Tuition/Tuition Assistance – Brenda Wichhart (wichhartb@hcs-nl.com)
- Before and After School Program – Brenda Wichhart (wichhartb@hcs-nl.com) or Cassidy Scott (scottc@hcs-nl.com)

General Policies

IN THIS SECTION:

- Attendance/Absence/Tardy
- Dual Enrollment
- Facility/Grounds
- Change of Address/Telephone Number
- Resolution of Complaints
- Student Harassment/Bullying
- Lifestyle Expectations
- Discipline/School Rules
- Student Search and Seizure
- Discipline Procedures
- Dress Code
- School Hours
- Before and After School Program
- Lockers
- Lost and Found
- Inclement Weather/School Closure
- Text Books
- Campus Visitors
- Closed Campus
- Facility Use
- Parking/Vehicular Traffic
- Pets
- Bicycles
- Toys
- Lunch
- Personal Property at School
- Electronic Devices
- Contrary Doctrine
- Holiday Celebration/Class Parties
- Student Privacy
- Transportation Policy

Attendance

Heritage is committed to the philosophy and practice of classroom instruction. Each school day provides new learning experiences and opportunities to grow. In addition, the social and relational aspects of the learning process are as significant as the content and subject matter. While some elements of a missed classroom experience may be repeated or recovered, certain other facets are lost, to the student's detriment. Therefore, it is expected that students attend and participate in all classes. Some absences, however, are inevitable and unavoidable. Absences from school fall into two categories:

- **Excused absences:** Those that occur for illness, doctor/dentist appointments, or family emergency. If your child will be absent please either call the school office or email both Erica Wallace at wallacee@hcs-nl.com and the child's teacher by 8:30 a.m. With excused absences, the classroom teacher(s) will assume the responsibility to assist the student in making up missed work. Teachers will record work that is due, collect available texts and leave the material in the office for parents to pick up. ***Please read pp. 33-34 carefully (Homework/Make-Up Work) for how to handle homework that students miss when absent.***
- **Family trips** that can only be taken during the normal school term (up to 5 days per year) may be excused. These trips are not encouraged and can be detrimental to a student's academic success. The intent of this policy is to provide opportunity for students to accompany their parents or legal guardian on a vacation which cannot be scheduled when school is not in session. **Written notification must be provided to the office** (wallacee@hcs-nl.com) **and the appropriate teachers a minimum of (5) days prior to the pending absence for the vacation to be counted as excused.**
- **Absent by Withdrawal:** Those absences that occur when a parent or legal guardian withdraws the student for personal reasons that are not excusable by the school (vacation *in excess of 5 days per year*, shopping, non-medical appointments, non-school related athletic events, etc.). With *Absence by Withdrawal*, parents or legal guardians assume responsibility to assist the students in making up work. Parents must obtain assignments from teachers, collect available textbooks, and have work turned in upon return to class. ***Please read pp. 33-34 carefully (Homework/Make-Up Work) for how to handle homework that students miss when *Absent by Withdrawal***

- **Approved Absences from Physical Education** are allowed for medical reasons only. A note from a physician, or the parent, must accompany the student on the first day absence or non-participation begins. Students not participating in physical education for medical reasons will not be permitted to play at recess for the same reasons they cannot participate in PE. Middle School athletes excused from participation in PE will not be permitted to participate in sports practices and/or games.

- **Excessive Absences:** Since a variety of circumstances result in excessive absence, situations will be handled on a case by case basis.
    - Prolonged or repeated illness or other unforeseen extenuating circumstance that qualifies through the school as "excused" will be carefully monitored to ensure the student maintains necessary academic growth and development. In the case of prolonged or repeated illnesses, a doctor's note must be provided to the office after 11 absences and then again after 18.
    - Excessive *Absence by Withdrawal* (18+) is considered serious and is detrimental to the accomplishment of the goals of Heritage Christian School. If a student exceeds 18 absences *by withdrawal*, parents may be required to withdraw the student from Heritage Christian School.

- **Tardiness:** In order to best develop and utilize their God-given talents, students must learn to be wise stewards of time each day. Punctual arrival to school and class each day is crucial to the effective operation of our school and the enhancement of self-discipline. It is important to fully understand and support the position of the school as it relates to tardiness.

Doors open for student arrival at 8:00 am. The school day begins at 8:15 am for all students – PreK through 8th grade. All students are expected to be ***in class and in their assigned places on time at the beginning of the school day***. Students that arrive after the times listed below must obtain a tardy slip from the office prior to being admitted to class.

6th-8th grade students are expected to be in their classrooms and ready to learn, as they change classes throughout the day.

Dual Enrollment

Dual enrollment is permitted and encouraged for those students who want to participate in the local public school athletic programs and fine arts opportunities that take place after traditional school hours. Students who are dual enrolled for extra-curricular activities must meet academic eligibility standards for Heritage and must handle make-up work according to policy. Heritage students may not dual enroll for academic classes that are offered at Heritage.

Facility/Grounds

God has entrusted us with the care and upkeep of His facility and grounds. As those asked to take care of His school, all of us should assume personal responsibility to keep it neat, clean, and in good repair. Any damage done to the buildings, grounds, or furnishings of Heritage Christian School must be repaired and/or replaced at the expense of those causing the damage. Students may also be subject to disciplinary action if they willfully or negligently cause the destruction to the facility or grounds.

Change of Address/Telephone Number

When families move during the course of a school year, it is critical that the school office be notified of the address change in order to maintain necessary and appropriate contact with our families. In addition, please notify the office of any other changes to contact information, including home/cell/work phone numbers, emergency contacts and email addresses.

Resolution of Complaints

When a concern or grievance arises, the first step involves self-examination (Matthew 7:4-5). This should include evaluating how you (or your child) may have contributed to the issue at hand. This may involve confession to God and others for sin in your lives. Following this, if a parent still wishes to discuss the actions or decisions of a teacher, staff, the Head of School, or the Board of Directors, the parent should follow the procedure outlined by Jesus and recorded in Matthew 18:15-17, namely:

1. The complaint or concern should first be communicated personally and privately to the party who is believed to have committed an injustice or an offense.
2. If the concern is with a teacher, and after the first step the issue is not resolved, the Head of School should be contacted at the school. The Head of School may set up a meeting with the parent alone or with the parent and the teacher (and in some cases the student involved). If there is still no resolution or if the concern is with the Head of School or a Board member, the parent may contact the President of the School Board. We ask that you do this in writing, specifically explaining the problem and the steps you have already taken. A meeting will then be set up that would include the parent and the involved parties, the Head of School, and a Board member, or if appropriate, the entire Board. Following the meeting, the parent will receive a response in a timely manner.

During this process, all parties (parent, teacher, Head of School and Board member[s]) are to maintain an attitude of gentleness and humility.

Failure to follow this biblical procedure is almost certain to result in further serious damages and complications which extend beyond the original problem, perhaps making a peaceful and just resolution impossible. Repeated failure to follow these Biblical procedures could result in the expulsion of the family from the school.

If your grievance is with a school policy, please give a written explanation of the issue to either the Head of School or the President of the Board of Directors.

Student Harassment/Bullying

Heritage Christian School is committed to maintaining an educational environment, in which all individuals treat each other with respect, which is free from all forms of bullying, intimidation, and harassment, including electronic/digital harassment. The school's objective is to create an atmosphere where everyone feels safe and is loved. Bullying is often characterized by a desire to demonstrate power over and /or humiliate another; it substantially disrupts the educational process, and the orderly operation of the school. Bullying shall be defined as the *intentional* and *repeated* use, by one or more students, of a written, verbal, electronic expression (cyber-bullying), physical act or gesture, or any combination thereof, directed at a victim in one of the following ways:

1. **Verbal**: Name calling, put downs, racist remarks, teasing (aggravated), threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes, or pictures in any medium (e.g., spoken, written, electronic, apps, text message, email, etc.).

2. **Physical:** Pushing, hitting, shoving, biting, hair pulling, scratching, spitting, intentional tripping, damage or stealing the victim's property, restraint of a person's free movement, making mean or intimidating faces or rude gestures, initiating or forcing inappropriate touching, or any other physical or physically threatening action designed to harm, intimidate or harass.

3. **Relational:** Ostracism, ignoring, being unfriendly, alienating, social isolation through gossip, criticism, manipulation and exclusion, as well as intimidation of those who wish to socialize with the victim, etc.

4. **Psychological:** Acts that instill a sense of fear or anxiety such that the victim fears harm to himself or of damage to his property, etc.

5. **Miscellaneous:** Any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards, or problem behaviors.

Disclaimer: Sex-specific locker rooms, changing areas, restrooms, and showers are to be used by members of the designated biological sex only.

Reporting Bullying/Harassment:

1. Accusations of bullying and/or harassment should be investigated immediately by the authority figure to whom the information was given. The investigation may be formally transferred to the classroom teacher if initial information is given to a recess supervisor, co-curricular teacher, or parent volunteer.

2. Reports of bullying or harassment may be made in writing, by phone, or in person to the classroom teacher of either student (the one accused of bullying or the one perceived to be bullied) or the Head of School. The staff member who receives the report will, with necessary counsel, assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved in the classroom. **Not all conflict constitutes bullying**.

3. Students suspected of bullying/harassment will be promptly and thoroughly investigated by the teacher(s) involved and communicate with the Head of School as needed. Documentation will be kept of these conversations.

4. Parents will be notified of conversations and outcomes by a telephone call and a follow-up email. ***Instances not observed by an authority figure must still be communicated to parents of both the one accused and the perceived victim. While there may not be tangible evidence, parents should be told that concerns have been raised (explain the specific concerns) and that further investigation will be conducted to determine what occurred. Additional supervision should be given to these situations in an effort to determine whether a relational conflict constitutes bullying.***

5. Individual students responsible for conduct in violation of this policy will be subject to consequences and remedial action. Consequences may, if deemed necessary, include expulsion and/or notification of local law enforcement.

6. Heritage Christian School reserves the right to operate according to its sincerely held religious beliefs about biblical marriage and sexuality and therefore does not define "harassment" as including any enforcement of, or adherence to, its biblical principles and expectations in the areas of marriage, sexuality, dress, and discipline.

The following activities, absent substantial aggravating factors, occurring inside or outside of the classroom, do not constitute bullying or harassment:

- Instruction and participation in classroom lessons and worship services
- Discussions and debate concerning issues important to the Christian faith
- Electronic, written, verbal, and physical interpretation of the Bible and religious texts, music or opinion.
- Witnessing or faith sharing

Lifestyle Expectations

Heritage Christian School asserts a Christ-centered program to its students as well as a Christ-like model to the community. Though we celebrate the Scriptural guidelines of liberty found in 1 Corinthians 8-10 and Romans 14, the school unashamedly states its opposition to non-Christian lifestyles, immorality, physical or sexual harassment or abusive behavior of any kind, sexual sin (any sexual activity outside Biblical marriage, including the use of pornography), the use of drug-related substances, alcohol, tobacco, or inhalants by those under the legal age, both on and off school

property. In light of these goals, lifestyle is an important consideration. Since lifestyle encompasses daily living, beliefs, and practices, a Christian lifestyle cannot confine itself only to the school day. The school will not hesitate to assert its discipline in areas where a student practices a lifestyle or engages in activities antagonistic to the policies, mission, and vision of the school, regardless of where or when the event occurs.

Discipline

Because Heritage Christian School is dedicated to honoring Jesus Christ, all of us must represent the school with behavior and attitudes that are pleasing to Christ and further the cause of His kingdom. Our conduct, attitude, and speech should always seek to follow God's directives to "love the Lord your God and love your neighbor as yourself." All students at Heritage Christian School, as part of their growth and education, must develop self-discipline appropriate for their age and grade. The primary responsibility for each student's behavior rests with the parent or legal guardian. Heritage Christian School pledges to work closely with parents, praying, and communicating closely to develop responsible young people.

In order to direct our behavior down the path our Lord sets before us in the Bible, the following guidelines have been established. In addition, the command to discipline and its purpose is clearly stated by God in Hebrews 12:10-11. We are guiding children to be Christ-followers and, therefore, desire that they practice appropriate behavior.

Student Expectations

As a part of the Heritage Community students will strive to:

1. **Respect/obey those in authority** (Romans 13:1-2).
    - Follow directions the first time given.
    - Behave in a respectful manner toward all school personnel and volunteers.

2. **Honor others above yourself** (Philippians 2:4).
    - Model Christ's teaching about love for one's neighbor in all interactions with other students.
    - Maintain a courteous, grateful, respectful and cooperative attitude.
    - Be kind.
    - No harassment or inappropriate physical contact.
    - No public displays of affection. (hand holding, inappropriate touching, or kissing)

3. **Practice self-control** (Proverbs 25:28).
    - Walk quietly in the halls.
    - Raise your hand to be recognized.
    - Leave your seat only when you have permission.
    - Keep your hands/feet to yourself.

4. **Do our best in all things** (I Corinthians 14:40).
    - Come to class prepared with necessary supplies.
    - Be punctual and regular in attendance and in all assigned work.
    - Students should not come in from recess until the bell rings unless they have permission from the Playground Supervisors on duty.
    - Put litter and garbage in the proper garbage cans.
    - Respect all property belonging to themselves, other persons, and the school.
    - Work responsibly and independently in the classroom, without distracting others.
    - Obey school rules including dress code, as well as, classroom and playground rules.
    - No gum chewing on the school campus.

5. **Guard your words** (Psalm 141:3; Ephesians 4:28-32).

- Speak kind words and do not use inappropriate language.
- Use a kind, considerate voice when talking with teachers and other students.
- Be a truth teller.

6. **Have a forgiving spirit.**

Areas of Control

Since Christianity is a lifestyle, biblical standards of behavior are expected of students at school and away from school (Colossians 3:17). All students are expected to respect staff members at all times. Teachers and supervisory personnel shall speak to and discipline students in the following areas:

- In the school building or on or near school grounds
- While being transported for school activities off campus
- At all school sponsored activities

Steps in Discipline

In order to follow a biblical progression of communication, the following model will be used for most routine discipline situations:

- Student-teacher communication
- Student-teacher-parent/guardian communication
- Student-teacher-parent/guardian-Head of School communication
- Appeal to Board of Directors (Only in cases of expulsion)

Types of Discipline

For discipline to be effective, the consequence or incentive must be uniquely meaningful to each student. The following list of consequences is not sequential or all-inclusive:

- Warning
- Apology/Asking Forgiveness
- Loss of Recess
- Behavior notice
- After School Detention
- Out of School Suspension
- Expulsion

Serious Offenses

The following actions are considered serious offenses at any age level and students who participate in any of the following will be subject to more severe disciplinary action up to and including expulsion from Heritage Christian School. Parents of students who participate in any one of these actions will be called immediately. Law enforcement may be called for #8 and #9.

1. **Vandalism** – A destructive act against the school facility or equipment is an act against all of our students, faculty, parents and friends who strive to diligently provide a clean, decent environment that exhibits good stewardship.

2. **Disrespect or aggression** – Students are expected to submit to authority in all situations and under all circumstances, showing proper respect in both attitude, words, and actions. Students will be treated with respect by the teachers and Head of School.

3. **Fighting** – To resort to fighting is a blatant exhibition of a lack of self-discipline, a disregard for biblical conflict resolution, and a lack of concern for the safety of those around you.

4. **Vulgar, profane or unwholesome language or images** – Profanity, racial slurs, suggestive/sexual language, images and/or photographs that are not appropriate for the spiritual and academic environment of our school, whether printed, spoken, recorded, or in digital or photographic form.

   Students who bring suggestive/sexually explicit images, videos or photographs, in any form**, will be sent home for the remainder of the day the incident is discovered and will be suspended minimally for the next school day**. **The second offense will result in a recommendation to the Board of Directors for the expulsion of the student from Heritage Christian School**.

5. **Cheating or plagiarism** – Cheating is defined as any act of deception or fraud that results in representing someone else's work as one's own or in affecting one's grades or any act that aids another student in such a deception. Plagiarism is passing off a source's information, ideas or words as your own by omitting to cite them, and it is an act of lying, cheating and stealing.

6. **Stealing** – Stealing is defined as taking or borrowing of another's property without stated permission on each occasion. This includes textbooks, uniforms or equipment, and personal items.

7. **Threats of Violence/Bullying/Teasing/Harassment** – This is antagonism with intent to hurt, whether emotional or physical, whether a single incident or perpetual and includes acts in which a student was "just joking".

8. **Alcohol or Drugs** – Possession or use of alcohol, nonprescription drugs of any kind, or illegal prescription drugs are not allowed on campus or at school sponsored activities. This includes coming on campus or attending school sponsored activities under the influence of drugs or alcohol.

   Students who violate this policy will receive a five (5) day **out-of-school suspension and may be recommended for expulsion.** The final decision for recommending expulsion is at the discretion of the Head of School.

9. **Weapons - Bringing a weapon onto the school campus is strictly prohibited.**

   A student found in possession of a weapon will receive a five (5) day out-of-school suspension, effective immediately, and may be recommended for expulsion. The final decision for recommending expulsion is at the discretion of the Head of School.

Student Search and Seizure

The administration recognizes that incidents may occur which jeopardize the health, safety, and welfare of students and staff and which necessitate the search of students or their lockers and seizure of their property by school officials. Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing a reasonable cause or securing the student's voluntary consent. The search is reasonable if it meets both of the following criteria:

1. The action is justified at the inception, i.e. the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule and/or criminal violation.

2. The scope of the search is reasonably related to the circumstance that justified the search in the first place, i.e. the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

Disciplinary Procedures

Parents are primary disciplinarians for their children It is expected that discipline at home will last throughout the school day.

Elementary (PK through 4th Grade) Disciplinary Plan

Students are expected to follow all rules established by the school and their classroom teacher. At such time a student disregards the rules, the order in which disciplinary actions will be executed is as follows:

1. Student will receive warnings to redirect inappropriate behavior.
2. Student will lose classroom privileges and/or recess time.
3. Reoccurring, inappropriate behavior in **PK through 1st** grade may result in parents being contacted to come to school and take their children home for the remainder of the day.
4. Under certain circumstances or prevailing inappropriate behavior, 2nd-4th grade students may receive a **behavior notice entered into FACTS** if other disciplinary methods used fail to bring about proper behavior.
5. When a student has received his/her third behavior notice for a serious offense (not for late or missing work), the student may be required to serve detention. In addition, the parents may be called in for a conference with the teacher and/or the Head of School.
6. Detention begins promptly at 3:35 PM and ends at 4:30 PM. Parents are expected to be at the school promptly at 4:30 PM or students will be immediately admitted to the After School Program. Parents will be responsible to pay for their child's time in the After School Program. Students will not be allowed to wait on the sidewalk for a parent that is late.
7. In the case of gross misconduct or a serious offense (listed above), parents will be contacted immediately and the student may be subjected to more severe disciplinary action up to and including suspension or expulsion from Heritage Christian School. **Gross misconduct** may also be defined as persistent or repetitive inappropriate behavior that is antagonistic toward class routines and the purpose for which Heritage Christian School exists.

5th-8th Grade Disciplinary Process

Students are expected to follow all rules established by the authority figures in the school. At such time as a student disregards the rules, the order in which disciplinary procedures will be executed is as follows:

1. Student will receive warnings to redirect inappropriate behavior.
2. Student will receive a **behavior notice entered into FACTS** if warnings do not produce a change of behavior.
3. A **behavior notice entered into FACTS** may be issued as a first measure of discipline in the case of a more serious offense. At such time the parents may be contacted by phone as well.
4. When a student has received his/her third behavior notice for a serious offense (not including late or missing work), a **detention notice** will be issued and the student will be required to serve. A **detention notice** can be issued as a first measure of discipline in the case of a more serious offense. Detention begins promptly at 3:35 PM and ends at 4:30 PM. Parents are expected to be at the school promptly at 4:30 PM or students will be immediately admitted to the After School Program. Parents will be responsible to pay for their child's time in the After School Program. Students will not be allowed to wait on the sidewalk for a parent that is late.
5. When a student has received his/her third **detention notice**, the student will be assigned to serve one day of **out of school suspension** and the parents will be called in for a conference with the Head of School to discuss the process for correcting reoccurring behavior where an improvement plan will be drawn up and signed by all participants.
6. If a student is issued his/her third (3) **out of school suspension**, the student will be considered for dismissal from Heritage Christian School.
7. In the case of gross misconduct or a serious offense (listed above), parents will be contacted immediately and the student may be subjected to more severe disciplinary action up to and including expulsion from Heritage Christian School. **Gross misconduct** may also be defined as persistent or repetitive inappropriate behavior that is antagonistic toward class routines and the purpose for which Heritage Christian School exists.

Dress Code

The dress code used by Heritage exists to reflect the school's expectations for appropriate student dress in different activities and align with four goals:

1. Uphold the expectation that everything we do should be done *Coram Deo* (before the face of God);
2. Define a standard and expectation for orderliness and neatness in our dress – because God cares about every aspect of our lives, including what we wear;
3. Clearly define a standard by which compliance is measured and enforced; and
4. Reinforce the truth that different articles of clothing may be appropriate for different activities/environments/ages in life.

The primary responsibility for student dress lies with parents. If there is any concern that an article of clothing is too close to meet the standard, parents should designate that clothing item for outside of school hours. **"*If in doubt, don't wear it*"** and "If it should be covered, keep it covered." are the general guidelines to follow. All clothing should be suitable for the sex of the student wearing it.

Boys:

- All pants/shorts should be in good repair without existing holes or tears
    - Shorts/Pants should have sewn hems
    - Shorts/Pants should be worn so no underwear is showing
    - Shorts may be worn as long as the length of the shorts have a modest inseam. Bike/compression shorts (spandex/lycra) and short running shorts are not permitted.
    - Pants/Shorts should have nothing written across the rear.
- Shirts should be in good repair without existing holes or tears.
    - Shirts must have sleeves. No tank tops or muscle shirts.
    - Shirts should not expose the midsection when arms are raised or when bending over.
    - Writing on shirts may not be vulgar, profane, nor can they advertise illegal activities, promote tobacco or alcohol, condone violence, or promote lifestyles in contrast to Heritage's Statement of Faith.
- Hats, the hoods of hoodies, and sunglasses may not be worn inside the building
- Footwear must be worn at all times
- Boys may not wear jewelry through piercings

Girls:

- All pants/shorts should be in good repair without existing holes or tears
    - Pants/Shorts should have sewn hems
    - Shorts/Pants should be worn so no underwear is showing
    - Shorts may be worn as long as the length of the shorts have a modest inseam. No bike/compression (spandex/lycra) shorts or short running shorts.
    - Pants/Shorts should have nothing written across the rear.
- Shirts should be in good repair with no existing holes or tears
    - Shirts should not expose the midsection when arms are raised or when bending over.
    - Shirts that are sheer or see-through must be worn with a shirt underneath that meets dress code standards.
    - Shoulder straps on shirts must be 2 inches wide.
    - Writing on shirts may not be vulgar, profane, nor can it advertise illegal activities, promote tobacco or alcohol, condone violence, or promote lifestyles in contrast to Heritage's Statement of Faith.
- Skirts should not be shorter than 3 inches from the top of the knee cap when standing straight.
- Make-up is not allowed for K-5th grade
    - 6th - 8th grade girls are allowed to wear light makeup.

- Jewelry should not hinder the performance of any function required at school. Girls may have pierced ears. No other visible piercings are allowed.
- Footwear must be worn at all times.
- Hats, the hoods of hoodies, and sunglasses may not be worn inside the building

Athletic Wear for PE/Athletic Practices (5th-8th grade):
Due to the physical activities associated with P.E. and athletic practices, appropriate dress is defined differently. Please note that what is appropriate for P.E. and athletic practice is not appropriate for the classroom.

Boys:

- Shirts
  - Shirts should not expose the midsection when arms are raised or when bending over.
  - Shoulder straps on shirts must be 2 inches wide.
- Shorts/Sweat Pants
  - Shorts must be loose fitting and long enough that undergarments are not exposed during P.E./athletic activities.
  - Sweat pants must fit appropriately – not too loose or too tight.
- Tennis shoes

Girls:

- Shirts
  - Shirts should not expose the midsection when arms are raised or when bending over.
  - Shoulder straps on shirts must be 2 inches wide.
- Shorts/Sweat Pants
  - Shorts must be loose fitting and either have an attached undergarment or be long enough so that underwear is not exposed during physical education/athletic activities
  - Sweat pants must fit appropriately – not too loose or too tight.
- Tennis shoes

Concert Dress (Heritage Singers/Band Students/8th grade graduation):

Students should dress up more than they would for a normal day of school or activity in an effort to create a professional mood for the concert. Students' concert dress should also align with the school's dress code guidelines listed in the previous section.

Dress Code Enforcement:
For students in PK-3rd grade, teachers will communicate directly with parents when students come to school in non-school attire. These students will not be required to change clothing unless the non-compliance is repetitive.

Students in 4th-8th grade students who come to school in non-school attire will be addressed in the following ways:

1. The student will be required to change the article of clothing that does not comply with the school dress code expectations.
   - A change of clothes will be provided by the school for the remainder of the day, or until parents bring an appropriate change of clothes. Upon changing clothes, the student will return to class.
   - The students should change back into their own clothes at dismissal and return the school's clothing to the office.
2. If the violation is in relation to wearing make-up, the student will be required to wash off excess make-up and return to class.

School Hours

School begins for Pre-Kindergarten through 8th grade at 8:15 AM. Monday through Friday unless otherwise noted on the school calendar. PK school departs at 1:30 PM and all other students K-8 depart at 3:15 PM. **Unless enrolled in the Before and After School Program or participating in another school sanctioned event, students may not be in the facility before 8:00 AM or after 3:35 PM.**

Before and After School Program (comprehensive details available in the office)

We realize that parents have full schedules, and that often requires extra care before and after school hours. Enrolling in our Before and After School Program allows flexible drop off and pick up hours comparable to other schools and daycares in Iowa City and North Liberty. The Heritage Before and After School Program is a great option for busy parents.

Program Hours:

- ***Before School*** program – 7am-8am unless inclement weather warrants a late start.
- ***Pre-K After School*** program – 1:40-3:30pm unless inclement weather warrants an early dismissal. Pre-K students may be enrolled in the K-8 *After School* program.
- ***After School*** - 3:30pm - 5:30pm – unless inclement weather warrants an early dismissal.

Program Options for *Before School, Pre-Kindergarten After School* and *After School*:

- **5-Day Option:** For families in need of care every day of the week
- **3-Day Option:** For families in need of care any 3 days per week
- **2-Day Option:** For families in need of care any 2 days per week

Additional Options for the *After School* program:

- **3:30-4:30pm**
- **3:30-5:30pm**

Program Registration:

- A **non-refundable** registration fee of $25 per family is due with the registration form.
- Students must be enrolled in the program in order to participate. **The Before and After School Program is not a drop-in program.**
- For families with adjustable schedules, dates of program should be communicated to the Administrative Office Manager by the 1st of each month.
- Payments are due the 15th of the month beginning in September and ending in May.
- Families may register or withdraw at any time during the school year. However, families who withdraw from the program will forfeit their spot in the program. Reenrollment in the program will depend on the number of participants at that time. If space is limited, students will be added to the waiting list.
- Parents will incur a charge of $1 per minute for students not picked up by the indicated pick-up time of either 4:30 or 5:30pm. For families of multiple students, a flat rate of $75 will be charged after twenty-five minutes. **Habitual tardiness may forfeit placement in the program.**
- All behavior expectations and disciplinary actions follow the guidelines outlined in the Heritage Christian School Parent/Student Handbook beginning on p.19. **Habitual disciplinary problems may forfeit placement in the program.**

MONTHLY PROGRAM RATES

5-Day Rates for BASP

Category	Before School Only 7:00 – 8:00am	After School Only 3:25 – 4:30pm	After School Only 3:25 – 5:30pm	Before & After School 3:25 – 4:30pm	Before & After School 3:25 – 5:30 pm
Single	$90.00	$90.00	$155.00	$155.00	$220.00
Family	$125.00	$125.00	$225.00	$225.00	$325.00

3-Day Rates for BASP

Category	Before School Only 7:00 – 8:00am BSP	After School Only 3:25 – 4:30pm	After School Only 3:25 – 5:30pm	Before & After School 3:25 – 4:30pm	Before & After School 3:25 – 5:30 pm
Single	$60.00	$60.00	$10.00	$10.00	$140.00
Family	$85.00	$85.00	$145.00	$145.00	$205.00

2-Day Rates for BASP

Category	Before School Only 7:00 – 8:00am	After School Only 3:25 – 4:30pm	After School Only 3:25 – 5:30pm	Before & After School 3:25 – 4:30pm	Before & After School 3:25 – 5:30 pm
Single	$50.00	$50.00	$80.00	$80.00	$110.00
Family	$70.00	$70.00	$115.00	$115.00	$155.00

Pre-Kindergarten After School (1:40-3:25pm)

Category	5-Day Pre-Kindergarten	3-Day Pre-Kindergarten	2-Day Pre-Kindergarten
Single	$155.00	$100.00	$80.00
Family	$225.00	$150.00	$115.00

Capacity:

PLEASE NOTE: Per guidelines established by the Iowa Department of Human Services, there is a maximum capacity of 12 students per teacher for the Pre-Kindergarten After School Program and a maximum of 15 students per teacher for the Before and After School Program. While we would love to be able to accommodate all children in our after school program, this is not always the case during the beginning of the school year due to a turnover of workers. During the 25-26 school year we will be implementing a waitlist for our program. It is a first-come, first-serve registration. If you register after our limit of students has been reached, you will be placed on a waitlist. If our number of staff increases or if an opening comes up, you will be contacted via email to see if you are still interested in having your child attend the program.

Lockers

A locker is assigned to each student at the beginning of the school year. It is important that students use only the locker that is assigned to them. **Students should consider each other's lockers as private property and, therefore, not tamper with or go into the locker of another student. Students caught entering another's locker without permission from the student and classroom teacher will serve detention.**

Students should keep lockers clean and neat with no open containers of food/drink in them. Decorating the inside of lockers is permitted if done tastefully and with removable tape. Although a locker is for private use of the individual student, the faculty and administration reserve the right to search student lockers and contents if necessary. Locks are not permitted on school lockers. Students in 5th – 8th grade will utilize cubbies/bins while housed in the portable classrooms.

Lost and Found

Personal items that are lost or found on school property will be placed in the large box near the gymnasium. Items not claimed by the end of each trimester will be donated to Goodwill Industries or taken to Stuff, Etc. consignment shop. Jewelry, money, or other items of value should be brought to the office.

Inclement Weather/School Closure Policy

In the event of inclement weather, Heritage Christian School will delay or cancel classes no later than 6:30 AM. If it is determined that a late start is necessary, please continue to watch the news and be alert. If weather conditions do not improve, school will be cancelled by 8:30 AM. Heritage Christian School will send delay/closure information and updates through *Parent Alert* (see pp. 14 in P/S Handbook), broadcast on television stations 2, 7 and 9, KCRG.com, and through the school's Facebook page.

In the event of early dismissal due to inclement weather or other emergency, Heritage Christian School will not allow children to go home without a parent or guardian unless they are a designated walker/biker and conditions are safe. Please make every effort to pick up your child as soon as possible. Heritage Christian School will communicate early dismissals through *Parent Alert* and the same media sources listed above. Students not picked up by the conclusion of the dismissal process must report to the school office. Parents of those students will be contacted by telephone.

Textbooks

Heritage Christian School owns most textbooks used by students. Students are responsible for the care and protection of textbooks and will be charged for any that are lost or unreasonably worn or damaged.

Campus Visitors Policy

Heritage Christian School faculty and staff welcome parents, family, and friends to school at any time. As Heritage is a closed campus and the safety of our students is a high priority, all visitors to the school grounds must follow proper check-in procedures. Heritage uses the Raptor Visitor Management System to verify visitors for campus safety of students and staff.

1. All visitors must enter through the school's front door and present an ID such as a Driver's License to be scanned or manually entered into the Raptor Visitor Management System.
2. Once entry is approved, the Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit to be worn in plain sight while in the building; and
3. All visitors must leave through the school's front door so the time of their departure can be recorded.

Arrangements to visit the school's campus by those not directly associated with Heritage Christian School must be made in advance, by either the visitors, themselves, or the faculty/staff that invited them. On the day of the visit, visitors must check in at the office where they will be escorted to the classroom being visited.

Students from other schools (including Heritage alumni) may not visit the campus unannounced without the presence of a parent. Unless a parent is considering enrolling a student is at Heritage, visitation may only take place during the lunch period so as not to disrupt the school day.

Closed Campus Policy

Heritage Christian School exists as a "Closed Campus." With the daily exception of 8:00-8:15 am and 3:15-3:35 pm, all exterior doors must remain locked at all times. Doors may not be propped open nor should facility key holders give students a key to unlock doors without direct supervision. The Head of School may make exceptions to the closed campus policy when school sanctioned events deem it appropriate to leave doors unlocked for a designated period. Visitors intending to stay on campus must follow established procedures for being inside the school building between the hours of 7:00 am and 5:30 pm each weekday.

Facility Use

Heritage Christian School facilities exist to facilitate the programs of the school (PE/Athletics/Fine Arts). These are considered *primary uses*. Priority shall always be given to *primary uses*. Facilities may be available for uses consistent with the Heritage Christian School mission and Statement of Faith by families associated with Heritage Christian School. Contact the school office if you have interest in renting the school facility.

Parking/Vehicular Traffic

Traffic flow at the beginning and end of each day requires cautious and careful attention from all participants, both vehicular and pedestrian. The following guidelines should be adhered to regarding traffic flow:

1. Traffic flow in the school parking lot is ONE WAY – entering the west entrance off Hackberry and exiting from the east entrance.
2. ***Parents should not get out of vehicles if they are in the drive-thru lanes.*** Exiting the vehicles slows the process of dismissal and presents a significant safety risk. Parents that need to get out of the vehicle to assist the loading or unloading of passengers or those that need to enter the building, ***must park in the parking lot out of the flow of traffic***.
3. Keep all children, both those that are enrolled and those that are not, under direct supervision. **PLEASE**, **do not allow children of any age to run through the parking lot or drive-thru lanes**.
4. Drive slowly and be watchful of all traffic, both vehicular and pedestrian.
5. When exiting the parking lot, the left lane is for those drivers turning left onto Hackberry Street while the right lane is for those families going straight onto Juniper Court.

Student Drop-Off - Each morning students may be dropped off between 8:00 and 8:15 am by pulling parallel to the fire lane and allowing students to exit the vehicle. ***If students need assistance exiting the vehicle or walking into school, parents should park in the parking lot and assist their children***.

Student Pick-Up - Each family is issued a number or carpool number. When parents/carpool drivers pull up parallel to the fire lane, the number or letter should be readily visible and will be called for students to exit the building. Parents that do not want to wait in the drive-through line may park in the parking lot and come into the school building to pick up their children.

In an effort to reduce traffic congestion on Hackberry Street and enhance both efficiency and pedestrian safety, we are implementing the following changes to after-school pick-up procedures for the 2025-26 school year:

- **Staggered Pick-Up Times by Last Name:**
  - Last Names A–L: 3:15–3:25 PM
  - Last Names M–Z: 3:25–3:35 PM

Important Reminders for Pick-Up:

- Please **pull all the way forward to the fire hydrant** as cars move up in line. ***No parking on the north side fire lane.***
- Students may only be dropped off/picked up in **designated pick-up zones**.
- All foot traffic must use the **painted crosswalk** when entering or exiting the parking lot.
- Parents/guardians who park must **check in at the main entrance** to pick up their child.
- Once students exit the building, they must **remain in the waiting area** until directed to approach their vehicle.
- Students will only be released when the **entire carpool/family is present**.
- **PLEASE DO NOT TEXT** your child that you are in line—we rely on a **radio system** to control the flow of students safely.
- We will continue to use the number system. please have your family number hanging from the rear-view mirror as usual

Students that are not picked up by 3:35pm will be signed in to the After-School Program. **Parents of students not enrolled in the Before and After School Program will incur a charge of $1 per minute for any student not picked up by 3:35pm.**

Pets

Pets are generally not allowed on school premises without the expressed request of the classroom teacher and approval of the Head of School. Pets walked to school for student drop off/pick up must remain on a leash at all times and should be kept away from children unknown to them.

Bicycles

All bicycles are to be kept in the rack located near the west facing doors until the end of the school day. It is recommended that bicycles be locked as Heritage is not be responsible for stolen bicycles. Students riding bicycles will be dismissed each day with those students who walk home.

Toys

Students should not bring toys (including games and cards [athletic trading cards, Pokémon, etc.]) to school without the expressed permission of the student's homeroom teacher on each occasion. Heritage strives to provide appropriate playground equipment and balls for students to use while at recess.

Lunch

Heritage Christian School offers a catered lunch program available to all students whose parents want to order lunch.

- **Lunch Menus:** Before the start of each month, menus are posted on FACTS Family Portal. Parents may select meals and remit payment to the school. All hot lunch orders must be submitted in advance. There is no daily lunch ordering option.

- **Lunch Payments:** Lunch payments may be submitted by cash/check to the main office or online through FACTS. Tardiness on lunch payments may forfeit a family's privilege to order lunch for the next month until the lunch balance is paid in full.

- **Lunch Credits:** Credits for lunches ordered and paid, but not received will be issued under the following circumstances:
    - in the event a field trip was scheduled after the lunch order posted,
    - in the event an error was made by the school office when creating the lunch order, or
    - in the event of inclement weather.

  Credits will be available for use only in the year acquired. There will be no carryover from year to year.

- **Cold Lunch:** Children may bring their own lunches and drinks each day. They are encouraged to eat only the food packed for them unless a teacher otherwise specifies. Children can purchase milk separate from hot lunch if desired. For safety purposes, please avoid food in cans with sharp lids.

- **Snacks:** Students in grades Pre-K through 4th grade may bring a snack from home for mid-morning break. 5th through 8th grade students may only have snacks during the designated lunch time. Snacking in class, including study hall, or between classes is not allowed. Students are not permitted to chew gum at school.

Personal Property at School

Students are responsible for the safekeeping of all personal articles as well as those assigned to them by the school. Heritage offers the following guidelines:

- Students are responsible for their valuables. They should not bring money to school except for school purposes.
- Articles lost or stolen should be reported to the classroom teacher immediately.
- It is recommended that each student have personal possessions clearly marked for easy identification.
- Students will be assigned a locker for their belongings.
- Students should not bring personal playground equipment to school unless requested to do so by the classroom teacher or PE teacher.
- Students are encouraged not to bring electronic devices to school, many of which are prohibited unless requested by a teacher. ***If these items are brought to school, they should remain in the student's backpack or locker unless they have special permission from the teacher***.

Student Electronic Device Policy

The use of mobile/cellular telephones, and other similar communication devices, is prohibited during the school day (7:00am-5:30pm). ****NOTE – This INCLUDES before and after school.** They must remain turned off during the aforementioned times and left in backpacks and lockers. Any items seen, or in use, during the school day will be confiscated. **While cellphones are multi-faceted devices, they may not be used in any way without the expressed permission (on each occasion) from the classroom teacher.**

As technology continues to advance to personal, wearable designs (e.g., Apple watches, etc.), challenges to their use can occur. Heritage Christian School allows wearable technology on campus during the school day as long as the technology devices are not used for:

- Taking pictures/recording video
- Sharing pictures
- Accessing internet/social media
- Playing video games
- Accessing calculators or other test enhancing applications
- Texting or other online communication

Should teachers or staff suspect students are using wearable technology inappropriately, the student will be asked to remove the article and refrain from wearing it in the future.

Each teacher must give expressed permission (on each occasion) for the possession and use of any personal, electronic devices, including but not limited to mobile phones, e-readers, cameras, video cameras or other image recording devices, etc., during school the school day (7:00am-5:30pm). All use of electronic/digital devices must be consistent with educational pursuits and the Mission and Vision of Heritage Christian School. **Under no circumstances are students to use devices to access the Internet.** Devices may not be used to play games, listen to music, watch movies/videos or communicate with others. Electronic devices found being used inappropriately will be confiscated and will only be returned to the student's parents. Additional disciplinary action may be taken, as needed, in accordance with the Parent/Student Handbook.

SMART Watch Policy

Purpose: To protect the integrity of the classroom learning environment and promote responsible technology use, Heritage Christian School limits the use of SMART watches and similar wearable devices during the school day.

Policy Overview: SMART watches may serve as tools for communication and fitness; however, in a school setting, they can become a distraction and potential concern regarding academic integrity and student privacy.

Policy Guidelines

1. **During School Hours including Before & After School Care:**
   - Students may **wear** SMART watches, but all **notifications, messaging, calling, internet, and camera features must be disabled** during school hours.
   - SMART watches must function in **"watch-only" mode** (e.g., time, date, alarms).
   - Use of any features beyond basic timekeeping during class or other instructional time is **not permitted** without teacher approval.
2. **Testing and Assessments:**
   - SMART watches must be **removed and stored away** (e.g., in lockers, backpacks, or designated classroom areas) during all quizzes, tests, and assessments.
3. **Chapel, Assemblies, and Special Events:**
   - Use of SMART watches is **prohibited** during these times to ensure full participation and respect for the event.
4. **Violations:**
   - **First Offense:** The watch will be held in the office until the end of the school day.
   - **Second Offense:** Parents will be notified, and the watch must be picked up by a parent/guardian.
   - **Repeated Offenses:** May result in the student losing permission to wear the device to school and/or further disciplinary action.

Parental Partnership: We ask parents to partner with us by ensuring that student devices are appropriately configured before school and by reinforcing the purpose of limiting distractions and encouraging in-person communication and focus. Parents should refrain from texting their child during school hours, including during pick up times.

Exemptions: Any student requiring a SMART watch for medical or safety reasons must submit a written request to the Head of School for review and approval.

Contrary Doctrines

Heritage Christian School exists to teach children under the authority of the Holy Bible. The Statement of Faith clearly outlines the school's doctrinal positions and supports the intentional efforts of all faculty and staff to teach students to think biblically in every content area. Parents and/or students who undermine the pursuit of Heritage Christian School's mission by working to advance another religion or atheism in the school will be required to withdraw from the school.

Holiday Celebrations and Class Parties

At Heritage Christian School, parents hold a wide variety of opinions on the celebration of holidays, whether at school or at home. In order to remain faithful to our mission, make the most of instructional time, not confuse children, and honor the differing opinions of parents, Heritage Christian School only celebrates the Christmas holiday as the birth of our Savior and Lord Jesus Christ. For other holidays (Halloween and Valentine's Day), we ask that parents celebrate those at home if they so choose. In addition, we ask that all parents honor the school's position by not allowing children to come dressed in costumes for Halloween or bring candy or cards for Valentine's Day but reserve those activities for after school.

Invitations to personal/private parties

If students choose to distribute party invitations to their class, the invitations may go home in their Friday folders, only if every student is included (either by gender or the whole class if both boys and girls are invited). If the invitations are for a select group, parents will need to distribute these themselves.

Student Privacy

Protecting the privacy of Heritage Christian School students is a high priority for all employees, parents, and students. At enrollment, each parent signs a form that either gives – or withholds – permission for Heritage Christian School to publish photographs, videos, and/or names and grades of students on the school's website, social media feeds or marketing materials. Since that list is only shared with teachers, it is imperative that photographs and/or video taken by parents or visitors to the school not be shared on personal social media accounts.

Program of Instruction

IN THIS SECTION:

- Chapel
- Parent/Teacher Conferences
- Plagiarism
- Homework
- Make-Up Work
- Materials Selection Guidelines
- Student Records
- Report Cards/Progress Reports
- Grading Scale
- Standardized Testing
- Suspected Learning Disability
- Withdrawal from Heritage
- Co-curricular Activities
- Transportation & Field Trips

Chapel

Weekly chapel is a key component of community life at Heritage Christian School. PK through 4th grade Chapel will be held from 8:30-9:10am and 5th grade through 8th grade Chapel from 1:30-1:56pm, both on Wednesdays, with a monthly All School Chapel the 3rd week of the month in the afternoon time slot. Chapel is intended to promote spiritual growth and provide students and staff the opportunity to worship God together. Guest speakers are invited from local churches and teachers and students lead worship. Parents are always welcome, and encouraged, to attend chapel. According to the annual chapel schedule, there are times when chapel is conducted differently.

- All School Chapel – PK-8th grade meet in the gym.
- Pals – Pals groups meet 2-3 times a month from 1:00-1:25 on Wednesday afternoons. The leadership program design at Heritage Christian School is called the "Pals" program and its purpose is as follows:
  - Teaching the older students the responsibility they have to honor God with the way they influence their peers and younger students.
  - Training/guiding students on how to be mentors, leaders, and a positive influence on younger students.
  - Providing opportunities for older students to serve the younger students by spending time praying, talking, reading, playing or doing schoolwork with the younger students.
  - Developing unity within the student body.
  - This model targets the development of the leadership skills in all students, not just the ones who are outgoing and assertive.

Parent/Teacher Conferences

In order for parents to know first-hand their child's progress, there will be at least one conference period each year (following the conclusion of the first trimester in the fall) in addition to written reports.

Parents are urged to ask for conferences at any time they believe them necessary, the teachers and Head of School welcome such opportunities. Parents are asked not to come to the school expecting a conference with a teacher unless they have made a prior appointment. When discussing an issue with a teacher, please do so with a loving and gentle spirit. A teacher's authority in the classroom is essential for the best academic outcome of all children.

In respect of teacher's personal time, please refrain from calling/texting the teacher at home. Questions about homework, assignments, field trips, etc., should be answered by checking Google Classroom or calling another parent in the class.

Plagiarism

Intellectual property is protected from deliberate misuse and/or redistribution without authorization. As the learning process is often dependent on the work of others, it is expected that students honor the work of others and exercise integrity in the submission of their own work. Students must avoid the temptation to plagiarize for any reason. Plagiarism can be identified by the following behaviors:

- Sharing answers taken directly from an assignment, quiz, or test before, during, or after the assessment. This is to ensure that the learning process of students absent for the assessment is protected.
- Taking information from any source or paraphrasing ***without giving credit in proper format***.
- Copying such a large quantity from another source (either words or ideas) that it makes up the majority of the submitted.
- Taking papers from the internet, other publications, or other students and submitting as one's own.
- Using summaries (Spark notes, Cliff notes, ChatGPT or other AI) or commentaries (online or other) instead of reading the assigned material.
- Submitting in whole or in significant part an assignment written for another course.

Artificial Intelligence Policy

Artificial intelligence (AI) is a form of technology, developed through resources and creative processes that God has endowed to humanity. As a school, we must view AI through a Christian worldview and equip students to harness the potential of such tools to further the kingdom of God, recognizing how AI can be used to both create beautiful work and how; unfortunately, it can be used to subvert the learning process.

HCS recognizes that we cannot ignore the impact that AI has, and will continue to have, on students' lives. Therefore, HCS will continue to equip teachers with the tools and support necessary to enhance classroom instruction and student learning. Just like any tool is not helpful in all circumstances, there are many instances in education where the use of AI can be detrimental to the learning process. We will monitor how AI is used so that we can adjust or remove its use appropriately. By establishing boundaries for its use, we aim to train our students to embrace AI as a companion to, not a replacement for, the discomfort of learning.

With any emerging technology, it is imperative that students develop an understanding of responsible use. We encourage our teachers to become familiar with the ways in which AI can be integrated into the classroom in order to provide meaningful opportunities for students to engage with AI. We hope this engagement not only enhances student learning but also cultivates moral and responsible use. HCS will hold students accountable to the school's expectations regarding the appropriate use of AI. By instilling these values and principles, we aim to empower students to leverage AI to impact the world for Christ.

1. The Role of AI in Enhancing Christian Education, CACE, accessed January 12, 2024.
2. The Importance of Teaching AI to Students, Renton Prep, accessed January 12, 2024.

Purpose

The purpose of this policy is to provide clarity regarding utilizing AI tools with academic integrity.

Definition of AI

Artificial Intelligence (AI) is a computer's ability to simulate human thinking processes, including some of the following:

- Machine learning
- Natural language processing and text generation
- Image recognition
- Data analysis and problem solving
- Translation
- Photo and video generation

Examples of AI tools include chatbots, generative AI (ChatGPT), and digital assistants (Photomath, Grammarly, Google Scholar, AI tutors).

What is the responsibility of the school to the student?

- Teach students to discern the nature, benefit, reliability, accuracy, and appropriateness of AI generated content in the light of biblical truth
- Provide reasonable guardrails and filters on school devices to promote appropriate use of AI tools. Students below the high school level will only have access to specific AI tools chosen by their teachers
- Instruct, supervise and limit the use of AI tools according to the age of students
- Promote academic honesty and integrity through instruction, practices, and responses
- Communicate acceptable and unacceptable uses of AI to students in learning activities
- Design learning activities that appropriately utilize AI and also deter/minimize improper use
- Address misuse, cheating and plagiarism according to the Plagiarism and Artificial Intelligence section in the Student Handbook

What are the benefits of AI to students?

- Provide personalized assistance/feedback in various formats to enhance learning
- Offer real-time corrections/feedback/examples
- Increase a student's digital literacy
- Receive faster feedback to improve work prior to summative assessments

What are the negative effects of AI to students?

- Over-reliance can decrease fundamental academic skills
- Academic dishonesty in using AI generated material as their own
- Inaccurate information can be misleading and difficult to identify

Acceptable Use of AI by Students	Adhering to the teacher's guidelines and citing it appropriately. Some activities may include: ○ Using Grammarly to improve spelling, grammar, and punctuation in writing ○ Creating flashcards and quizzes to aid in studying ○ Using software to check accuracy after completion ○ Using Google Scholar to find credible sources for research ○ Confirming a student's understanding of a topic ○ Gaining feedback on meeting the requirements of a teacher's assignment ○ Participating in conversation with AI in a target language ○ Use Snorkl to evaluate speaking with instant feedback for the students
Unacceptable Use of AI by Students	• Not following the teacher's guidelines about AI use and not citing it appropriately • Plagiarism and Cheating: Using AI to generate essays or ideas for essays and assignments, passing it off as your work. • Using AI to drastically alter the quality of one's work beyond one's actual ability • Using AI content to bypass learning and understanding. For example, relying on chapter summaries instead of reading the book • Using AI overview as a source for research

EXAMPLE	COMMENTS
Posing an essay question to an AI and then passing this off as your own work	This is plagiarism and is unacceptable.
Posing an essay question to an AI and making edits before submitting this to your teacher	This is still plagiarism (although better than the example above). In this case the majority of the hard thinking has been done by the AI so even if the product here is better than what you could have produced yourself, you are not gaining any information on how you might improve your work in the future.
Providing the AI with some bullet points to include and asking it to create an essay	Given the purpose of an essay assignment at school is to assess your ability to include relevant information and construct a coherent argument, outsourcing the hard thinking on the construction of the argument would not be an appropriate use of AI. In this case, you are better off submitting your bullet points to your teacher and seeking advice on essay structuring.
Ask AI to provide statistics or evidence to back up your arguments	Caution required here. AI can hallucinate and it is often difficult to find out where it is getting its information.
Write a first draft of an essay, ask AI to critique and give feedback, then rewrite the essay based on the feedback	This would be a good way to use AI but should be used with caution. Firstly, it is important you put sufficient effort into the first draft - it should be something you would be happy to hand in to your teacher. Secondly, you must be confident that the AI is assessing your work using the same criteria that your teacher would.
Use AI to generate retrieval practice questions	This could be a good way to use AI but has the potential to lead you astray. You would need to be confident that the AI was asking questions on important information and that it hadn't made any factual errors. The time spent going back and forth with the AI and checking the questions might be better off spent elsewhere.
Asking an AI to translate a passage into English	This depends on the purpose. If this translation has been set by your French teacher to assess your understanding of French, then this would be unacceptable. If, on the other hand, you have come across a source of information in another language that you think might be helpful for a research project then this might be an acceptable use.
Asking AI to produce a summary of longer texts	This would be a good way to do some initial research, for example for EPQ or EE in the sixth form to find out whether the longer texts are appropriate. However, it is then really important you go back to the relevant documents to read in depth as the summary may have missed some of the subtleties of the argument.
Asking AI to explain a concept you are finding tricky	This would be a good way to interrogate your own understanding of a topic as you can have a conversation with the AI and ask it to elaborate or re-explain using different examples. However, it must be used with caution and you must always check your final understanding against other sources of information such as your teacher.
Using AI as a dictation tool	This would be a really good way to use AI as speaking is usually quicker than typing. You could explain a concept to the AI and get it to produce a verbal transcript or a summary. If you don't understand the summary it produces, you probably don't have as good a grasp of the concept as you think.
Use AI as a way of generating multiple different ideas	This would be a good way to use AI as it may come up with ideas that you wouldn't have thought of yourself. The important thing is that you then use your own knowledge and understanding, or other sources of information, to evaluate the different ideas.
Ask AI to provide some suggestions for further reading around a topic	This would be a good use of AI, particularly if you give it some detailed prompts.
Talking to an AI in a foreign language for extra practice	This would be a great way to use AI though bear in mind that some of the information it includes in its conversations may not be factually correct

How to write your school's AI policy (with examples), accessed Jul 10, 2025

AI Guidelines for Teachers:
Teachers may use AI tools to enhance instruction and reduce administrative load. However, all content must be reviewed to ensure it reflects a biblical worldview and age appropriate standards. AI can support but not replace the teacher's creativity, voice and presence.

Appropriate use by teachers	• Creating lesson plans or outlines • Supporting differentiated instruction • Generating supplemental materials (rubrics, prompts, etc.) • Assisting with formatting or grammar for documents
Inappropriate use by teachers	• Putting student data into AI • Allowing AI to create content for students without reviewing it before giving it to students • Using AI to grade or evaluate student work • Replacing meaningful teacher feedback with AI responses
Addressing AI concerns with student work if AI use is suspected	• Teacher will initiate a respectful conversation with student • A point deduction may be applied for unauthorized use of AI • Students may be asked to revise work and/or complete an in-class writing sample or assignment • Honesty is encouraged. Students who admit misuse will receive guidance and a chance to correct their work.

Homework

Homework is assigned to increase self-reliance and self-discipline, to reinforce and extend classroom learning, to provide practice in skills and problem solving, and to provide opportunities for special assignments, such as book reports, compositions, and research projects. To promote good communication between home and school, students are expected to record all short and long-term assignments in their planners/assignment notebooks each day.

Reading and access to literature are critical components to educational development. Heritage Christian School recommends each child spend a minimum of 20 minutes at home reading or interacting with literature each night.

Homework assigned by teachers at Heritage Christian School must be completed by the assigned due date. Parents are expected to hold students accountable for completing homework with excellence and on time. The following consequences will be applied if a student fails to complete homework on time:

1. K-3rd - Students who fail to turn in work when assigned are required to complete unfinished or incorrect work during recess. If the consequence established proves ineffective with a particular student, a K-3rd teacher may, after consulting with the Head of School, employ the late work policy used by the 4th-8th grade classes regarding the reduction of grades.
2. 4th-8th - Students who fail to turn in work on time, fully completed, will face the following consequences:
    a) The grade for an assignment will be reduced by 25% per day for three days, after which, the student will receive a 0%. The exception exists for homework that is initially graded for completion rather than accuracy in which case, late work is given a grade of 0.
    b) Students who fail to turn in 3 assignments for the same teacher within a trimester will receive a behavior notice through FACTS.
3. If conferences with parents and disciplinary action do not produce an acceptable response by the student to fulfill homework responsibilities, parents may be asked to withdraw the student from Heritage Christian School.

Make Up Work

Homework that is missed due to excused absences may be made up. The responsibility of initiating make-up work belongs to the student and parent. The following standard is used for make-up work:

1. For ***Excused Absences*** - Students will have an equivalent number of days he/she missed to make up work. For example, if three days were missed, the students will have three school days upon return to complete any missed assignments, take quizzes and make up tests. With excused absences, the classroom teacher(s) will assume the responsibility to assist the student in making up missed work. Exceptions are made at the discretion of the teacher and/or Head of School.
2. For ***Absence by Withdrawal*** - Students absent for reasons not excused by the school are required to turn in all work and make up quizzes and tests upon their return. With unexcused absences, additional days are not provided to make up work. With *Absence by Withdrawal*, parents or legal guardians assume responsibility to assist the students in making up work.
3. If a student misses only the day a test is given or project or assignment is due, he/she is responsible to take the test/quiz or turn in the assignment the first day he/she returns provided he/she was informed of the due date in advance of his/her absence. If a student returns to school on the day of a pre-announced test or quiz after a short absence, the student is expected to take the test or quiz on the day that it is given.

Materials Selection Guidelines

The Heritage Christian School community includes families that represent the broader Christian community, which means that different perspectives relating to biblical understanding and interpretation surface periodically. Therefore, it is important to understand the criteria by which Heritage teachers choose curricular materials, including films and texts, to be used in classes. The following basic principles inherent in Heritage's Philosophy of Education guide decision making in this area:

- ***Principle #1*:** We believe that all that we do must be designed to clarify the person and work of Jesus Christ and to help Heritage students wrestle with the implications of living in a world that is not in harmony with God's original design for mankind. Therefore, teachers must choose materials for their classes that not only point to the beauty of God's creation and the wonder of His work on our behalf but to the impact of the Fall as well. In this way, students can understand the world in which they live and how they can seek to have an impact upon it under God's direction in their lives.
- ***Principle #2**:* We believe that Heritage teachers bear a great responsibility as partners with the parents and the church in the intellectual, emotional, physical, and spiritual development of our children. Therefore, it is important that Heritage teachers carefully consider the standards and expectations of parents when choosing materials to be used in class.
- ***Principle #3**:* We believe that many materials produced by secular writers and directors are not designed to enlighten or instruct but merely to appeal to the crude interests of those who read or view their work. Material that does not help students better understand the person and work of Christ, the desperate condition of humanity apart from His sacrifice on the cross, and the bankruptcy of worldviews that fail to embrace those truths should be avoided.
- ***Principle #4**:* We believe that all truth, whether it comes from the pen of a Christian or secular writer, reflects the wisdom that can only come from God. The implication of this statement helps to determine the materials teachers choose for their classes since the works of secular writers can offer great insight into the nature of mankind and our estrangement from God. Though philosophies and worldviews of some writers run counter to the truths of scripture, Christian teachers can use their works to show how the world thinks so that students may wrestle with the implications of a life apart from God and are better able to communicate with those who do not embrace the truths of Christianity.
- ***Principle #5:*** We believe that God has placed His people as agents of transformation in a fallen world. With that in mind, Heritage teachers must challenge students to understand how the world thinks and acts so that

Heritage students will leave the school committed to that task. ***Our goal is not to protect Christian students from the world, far from it, but instead it is to prepare them to change the world through service to God***.

Given all of the above, teachers at Heritage Christian School are encouraged to choose curricular materials that will enable students to discover who they are in light of God's truth, embrace the implications of His work on their behalf, and accept their role in carrying out that which God has called them to do. Heritage students should understand that all work is to be done to the glory of God as an act of worship to Him. It is the goal of this school to work with the home and the church to prepare the next generation to be Christ's ambassadors in whatever arena He chooses to place them, and because of that, the materials Heritage teachers use must be geared toward that end.

Student Records

All individual student information maintained by Heritage Christian School are compiled in a *Cumulative File* and stored in a locked, fireproof file cabinet in the school's central office. Student cumulative files are confidential and are only accessible to authorized personnel. Authorized personnel include Heritage Christian School Administration and teachers, office staff, and state employees specifically tasked with reviewing designated file contents.

Report Cards/Progress Reports

Report cards will be generated every sixty (60) school days, three times per year. Report cards indicate the grade earned, social development, attitudes, work habits, and student attendance. Some of the important "non-academic" goals of education are: self-regulation, personal responsibility, and development toward the objectives of the curriculum with emphasis on individual initiative. Grades naturally reflect the extent to which students are meeting the goals of a Christ-centered education.

Progress reports will be issued for each student at least once in the middle of each trimester.

Grading Scale Policy

The grading system is implemented by accumulating the evaluation of both daily work (both oral and written) and proficiency in each subject through a variety of assessment methods. (Policy 620.1) The following scale is used to assess work:

A+=97-100%	B+=87-90%	C+=77-79%	D+=67-69%	F=<60%
A=94-96%	B=84-86%	C=74-76%	D=64-66%	
A-=90-93%	B-=80-83%	C—70-73%	D-=60-63%	

Student performance marks not associated with the grading scale are recorded as follows:

S-Satisfactory
N-Needs Improvement
U-Unsatisfactory

Standardized Testing

Each year, students in 3rd-8th grade take standardized tests. Heritage students take the State of Iowa's standardized assessments in the spring. Data from standardized testing serves to inform instructional decision making at Heritage.

Suspected Learning Disability

Heritage Christian School is aware of its limitations when working with students with moderate to severe learning and behavioral disabilities yet strives to serve parents to the greatest degree possible. If, during the school year, concern arises that a student is struggling for reasons not clearly identified or understood, the following process will be followed:

1. Classroom teachers will attempt multiple strategies to address the perceived struggle, documenting attempts and their effect on student growth.
2. Classroom teachers will communicate with parents, seeking context that may help understand what is occurring, explaining strategies attempted and the results of those efforts.
3. If the struggle continues after using multiple approaches, the classroom teacher will seek permission from parents to contact the appropriate specialist from Grant Wood Area Education Agency (GWAEA) to seek counsel. **This cannot occur without the consent of parents.** If permission is given, the following occurs:
    a. The classroom teacher will coordinate a meeting with the appropriate GWAEA specialist. This meeting should include the classroom teacher, the GWAEA specialist and at least one parent. In the meeting the following will be shared:
        i. Describe the situation that exists and the perception of an academic challenge.
        ii. Discuss the strategies used to date
        iii. Provide data collected on the effect of efforts
        iv. Establish a schedule when the GWAEA specialist can observe the student in the classroom and, possibly, conduct preliminary assessments to gather more data.
        v. Consider additional strategies recommended by the GWAEA specialist
        vi. Seek a timeline from the GWAEA specialist for trying recommended strategies
4. The classroom teacher will implement GWAEA's suggestions, continuing to document and keep data samples of the effectiveness of strategies attempted.
5. **If, during the specialist's visit/observation, evidence suggests a more in-depth evaluation is necessary (a learning disability is suspected), the classroom teacher will work to organize a meeting between the student's parents, the GWAEA specialist, and the classroom teacher as soon as possible**.
6. Parents maintain decision-making authority through the entire process.

Withdrawal Policy

Parents who withdraw a child from enrollment at Heritage Christian School must:

1. Provide written notification requesting withdrawal from enrollment
2. Return all non-consumable textbooks, Chromebooks, or other school property
3. Fulfill contractual agreement documented in Heritage Christian School's Enrollment Contract
4. Request the office of the school where the child will attend to submit a formal request for the delivery of the student's cumulative records.

Co-Curricular Activities

Co-curricular activities at Heritage serve to address the learning of the whole child. Each opportunity that exists for students should reflect the school's understanding of the image bearing nature of our children and seek to develop the strengths and talents entrusted to our students by God.

- **Heritage Singers/Jubilate** is an elective, choral group in which 2nd through 8th grade students are allowed to participate. There are two required all-school performances (Christmas Concert and Spring Concert) and students also perform at Veterans' Day and 5th-8th grade sings at 8th grade graduation. Students must participate in both required events unless an excused absence has been obtained from the Heritage Singers Director or the Head of School. Participation in each event will also have significant weight in each child's music grade. Students who fail to dress within dress code for these events will be given a behavior notice (see standards under Student Dress).
- **Band** is an elective offered to 5th-8th grade students twice per week (12:50-1:30 PM). Individual lessons are also available for a nominal charge.
- **Music Appreciation** is offered to students in PK-4th grade before they are eligible to participate in Band. Music Appreciation provides students at Heritage the opportunity to receive a well-rounded education that addresses the intellectual and spiritual growth of the whole child.

- **General Music** is offered to students in 5th-8th grade after they have completed Music Appreciation. General Music continues to provide students at Heritage the opportunity to receive a well-rounded education that addresses the intellectual and spiritual growth of the whole child as well as an appreciation of the art of music.
- **Art Appreciation** is offered to students in PK-8th grade and, like music, focuses on the intellectual and spiritual development of the whole child. Knowing that aspects of God's nature includes creativity and beauty, our desire is that those attributes of God inherent in our image bearing nature are fostered and developed through the program.
- **Physical Education (P.E.)** is offered to students in PK-8th grade.
- **Drama** is offered to 6th-8th Grade students twice per week. There are opportunities for presenting in chapels as well as a large-scale drama production in the spring.
- **Spanish** is offered to 6th-8th grade students. This elective is currently offered once a week.
- **Yearbook** is offered to 6th-8th grade students as an elective. They collaborate throughout the year to collect photos and compile information to create a yearbook as well as delve into journalism techniques. The focus of this class is how we can use the gifts of communication that God has given us to glorify him. This class meets once a week.
- **Stem Class** is offered to 6th-8th grade students once a week. This class focus on the way that God has created the world in the field of STEM. This class also looks at our response to our scientific discoveries in God's world.

- **Athletics (5th-8th grade) – See Athletics Section (pp. 44-51) for more details about Heritage Athletics**
    - Volleyball – Girls – Fall (Coach – Sarah Franje)
    - Soccer – Co-ed – Fall
    - Basketball – Boys and Girls – Winter
    - Cheerleading – Co-ed - Winter
    - Track and Cross Country – Boys and Girls – Spring (Coach – Sarah Franje)

Participation in athletic activities is an excellent way for students to learn character, team playing, sportsmanship, and humility in a different venue. Athletic participation, though, is an earned privilege. Please refer to the Heritage Christian School's Athletics Manual within this handbook for all pertinent information about athletic participation.

Heritage Christian School Transportation and Field Trip Policy

Heritage Christian School relies on volunteer drivers to transport students to and from off campus activities. Field trips are an important aspect of our curriculum and an integral part of unit studies. The following are important pieces of information regarding field trips at Heritage Christian School.

At registration, parents complete a form giving their child permission to participate in all field trips offered throughout the school year.

- The legal responsibility for the safety of Heritage students rests with the registered owner/driver of the vehicle. As the safety and security of our students is of highest importance, it is imperative that all drivers strictly adhere to the following policy. **Failure to meet, submit to, and/or provide the necessary documentation below, disqualifies a volunteer from transporting Heritage Christian School students to and from school related activities.** All Heritage Christian School volunteer drivers who transport students must:
    - Be at least 21 years of age
    - Submit to a criminal background check that includes a review of driving record;
    - Provide a current copy of their driver's license
    - Provide a copy of their declarations page from the insurance company that insures the automobile used for transporting students. The declarations page should designate the following:
        - Name of the insured
        - Effective dates of insurance
        - Insured vehicle

        - Amount of coverage per passenger/per incident. Liability coverage must meet the following minimums:
            - $100,000 per person - $300,000 per occurrence
            - $ 50,000 property damage
    - The vehicle owner/driver must follow the plan and prescribed route given by the lead teacher. Changes in the prescribed route should be initiated by the lead teacher responsible for the off campus activity.
    - All chaperone drivers must remain in a caravan formation, as much as possible. When one vehicle stops, all vehicles should stop. Unplanned stops must be reported/communicated to the lead teacher who will determine the route and the locations where breaks may need to be taken.
    - Students are assigned to specific drivers in vehicles. Vehicle assignments may not be rearranged without the expressed permission of the lead teacher, coach, or Athletic Director. Children of drivers must be assigned with their parents.
    - Chaperones must make sure that all passengers are wearing seat belts and that only those students that meet federal criteria for front seat passengers be allowed to ride in the front seat. Students required by law to sit in a car seat/booster seat, must have those seats available for volunteer drivers.
    - Chaperones may not take younger siblings on fieldtrips.
    - Chaperones must carry more than one student to and from an off-campus activity ***unless*** the student is their own child/grandchild.
    - Chaperones must provide the school office and lead teacher with a cell phone number. Leave cell phones on and refrain from using cell phones while driving unless answering school field trip-related calls that come through. If a call must be made or taken, it must be made in "hands free" mode.
    - Chaperones must monitor music played on car radios with the understanding that parents have different standards for what their children are allowed to listen to. Remember that all activities during a school-sponsored event should align as closely as possible to the school's mission statement. Videos played in car video systems must be rated G or PG and be approved by the lead teacher and/or Head of School.
    - Chaperones must keep assigned students under constant supervision. Chaperones may not leave the children in the vehicle unattended. Chaperones may not leave the location in which the field trip is taking place.
        - Students are not allowed to leave the chaperone for any reason other than to use the restroom. Restroom breaks should be done in pairs
        - Students are not allowed to change groups without meeting with the lead teacher(s) so that those in authority document the change.
    - Chaperones must uphold and enforce the rules and standards of Heritage Christian School during the field trip.
        - Review the electronics policy. Electronic devices taken away from students for any reason must be given to the lead teacher, coach, or Athletic Director.
        - Disruptive or disrespectful behavior must be reported to the lead teacher(s).
    - Adhere to all vehicular driving laws.
        - If pulled over for a traffic violation, the volunteer driver must report the incident to the office immediately upon return to the school. A copy of the citation or warning, if given in writing, should be provided to the school office.
    - **If involved in a traffic accident while transporting Heritage Christian School students, volunteer drivers must:**
        - Immediately ensure the safety of all passengers.
        - Call 911, if necessary.
        - Perform necessary first aid.
        - Notify the school office with the following information (this may be done through a designee):
            - Which students were in the vehicle
            - Which students were injured, if any, and the severity
            - To which hospital(s), if any, students have been transported

- Where the accident occurred
- Provide a copy of the report taken by law enforcement and a detailed, written statement describing the event that includes all relevant details.
- These documents must be provided to the school office within 3 days of the accident.

- **Heritage Christian School owns a 12-passenger van for coaches to use for athletic games. To use the van, please complete the following steps.**
  1. To reserve the van, please contact Sarah Franje (franjes@hcs-nl.com)
  2. Submit the necessary forms and paperwork to the office to drive.
  3. Obtain emergency forms from the office or athletic director to have with you.
  4. Obtain the keys from Ms. Franje
  5. For first time use, you must walk through with HoS (or designated office staff) the interior understanding the dashboard and operating parameters for driving.
  6. Before leaving the van and turning in the keys, please check the van for any trash or lost and found items.
- **When using the Heritage Christian School van, the following must be followed:**
  - Follow all procedures and policies as outlines above.
  - If the coach plans to stop for *fast food* after the game, this must be communicated with the parents ahead of time.
  - Driver/chaperones must make sure that all passengers are wearing seat belts and that only those students 13 and older be allowed to ride in the front seat. Students required by law to sit in a car seat/booster seat, must have those seats available for volunteer drivers.
  - Only the students and teachers in the grade on the field trip or athletes and coaches on the team may ride in the vans; no younger siblings allowed.
  - Drivers vs. student ratio options:
    - At least three students if one of the students is the driver's own child/grandchild.
    - At least two students if the driver has no relation to the driver.
  - Driving for sports:
    - The coach will only drive athletes from his/her team.
    - A sign-up will go out by the coach at the beginning of the season for the games they plan to drive. Parents must complete it 72 hours before game day to use the van service. The requirements for driver vs. student ratio must be met for both to and from the game, or else the ride option will be canceled.
  - When the gas level falls below ½ a tank, please either notify the school office upon returning the van OR fill the tank and turn in a receipt for reimbursement.

Health and Safety

IN THIS SECTION:

- Health Records
- Physicals
- Immunization Policy
- Medication Administration
- Illness
- Accident/Injuries

Health Records

Student health information is confidential and disclosed only on a need-to-know basis. The school secretary maintains student health records and will contact parents, as needed for clarification of a health concern. Parents are encouraged to contact the office when any significant changes occur in their student's health during the course of the school year.

Physicals

Heritage Christian School requires that all ***new*** students (PK-8th grade) have a physical examination submitted before the first day of school. Updated forms must be provided at least every two years. Athletes in 5th-8th grade must submit an updated physical *each year* prior to the start of the athletic season in which they desire participation. Students without current physicals on file will not be permitted to try out or participate in sports until cleared by his or her physician.

Immunization Policy

Iowa state law requires all students to be immunized. Compliance must be within two (2) weeks after the beginning of school. Failure to comply will result in the student not being permitted to attend school. Parents must supply Heritage with an original copy of proper documentation of their child's immunization records. This can be obtained from the child's doctor. Heritage can use a facsimile if it comes directly from your child's doctor's office. If the parents choose the religious exemption option, a copy of that must be provided to the office.

Medication/Medication Administration

Heritage Christian School recognizes that the law authorizes school administrators, teachers, and other *designated* employees to administer oral medication when requested in writing by parent/guardian in accordance with the instructions and supervision of the student's physician. If students need to take medication while at school or at a school-related activity, it must be delivered to the school office upon arrival with explicit instructions from either the physician or parent/guardian and in a clearly identified container. The following is also school policy:

- School personnel will only administer medications that are not expired, sent from home. The school does not stock nor provide medications of any kind.
- School personnel will not administer the first dose of any new medication ordered by a physician.
- Parents are asked to inform the teacher concerning allergies or other conditions that might require special attention.

Illness Policy

Per the American Academy of Pediatrics, an oral temperature of 100.4 ^{o}F is considered a fever. Therefore, a student with a fever may not attend school or a school-related activity **and remain home until they are fever-free for 24 hours *without the use of acetaminophen, ibuprofen, or other fever reducing medication*.**
Students with severe gastrointestinal symptoms (vomiting and/or diarrhea), persistent cough/respiratory distress, or rash of unknown origin should also **remain home until symptoms subside and be symptom free for 24 hours.**

Heritage follows the State of Iowa Department of Health's guidelines for infectious diseases (including COVID) and quarantines.

Students who become ill during the school day should report to the office. The office will call the parents of those students designated as ill to pick them up from school. **No student with a temperature of 100.4 degrees or above will be permitted to remain at the school.** Parents picking up a sick child should come to the office. Changes in medical information need to be reported to the office to be kept in the permanent record.

Accident/Injuries

First aid for minor accidents/injuries will be administered by the teacher, teacher aide, or the school secretary. An accident report will be filed for all injuries. Parents will be contacted immediately for more serious injuries. If on-the-spot emergency treatment is needed, parents and emergency medical personnel will be summoned immediately. The "Consent for Medical Treatment" form permits the school administration to use its best judgment in contacting a physician or transporting the child to a hospital for emergency on-the-spot treatment when neither parent can be contacted and time is of the essence.

Hearing Screening

Grant Wood Area Education Agency (GWAEA) screens all students in Kindergarten and Grades 1, 2, and 5. Students in grades 3, 4, and middle school, who are new to the school and don't have a documented hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Parent/guardians not wishing their child's hearing tested should notify the office in writing at the beginning of the year. Parents/guardians with concerns about their child's hearing should contact the office.

Business and Finance

IN THIS SECTION

- Fees
- Payment of Fees
- Tuition Payment Plans
- Tuition Assistance
- Education Savings Accounts

Fees

Fees collected at Heritage fall into one of the following categories:

- **Application Fee** – This is a fee paid upon enrollment of a new student at Heritage.
- **Athletic Fee** – This fee is paid by parents of 5th-8th grade students who play on Heritage Christian School athletic teams. The fee is paid for each sport that parents desire their children participation in.
- **Lunch Fee** – This fee is paid to the school by parents who purchase hot lunch for their children on days designated on the lunch menu/order form.
- **Before and After School Fee** – This fee is paid by families who have enrolled children in the Before and After School Program **OR** by parents who do not arrive to school to pick up children prior to 3:25 PM each day. Parents or guardians of students still at school at 3:35 PM who are not enrolled in BASP will be charged $1 per minute that students remain at school.
- **Return Check Fee** – This fee is paid if a check or automatic bank draft is declined due to insufficient funds in the designated account.

Payment of Fees

Associated fees may be paid in the school office with a check or cash. All payments must be given to the school Admissions Coordinator (Sarah Franje) to be processed. The school office is not equipped to accept credit card payments on-site.

The following fees may also be paid online through FACTS:

- Before and After School payments
- Hot lunches
- Incidental Fees

Tuition Payment Plans

Heritage families have the following options for paying tuition:

- Pay in Full in July
- Enroll in FACTS Management (includes an annual fee) with the following payment options:
    - Two (2) payments: due in July and December - $25 enrollment fee
    - Quarterly (4) payments: due July, October, January and April - $55 enrollment fee
    - Monthly payments (10 or 12 months): $55 enrollment fee
        - 10 month plan Due August – May
        - 12 month plan due July – June
        - Bi-monthly payment plans (26 payments) due July-June

*For families utilizing the credit card option, please note that a 2-3% service fee will be applied per transaction.

If tuition is 60 days past due, the Parent(s) will be contacted by the Administrative Office Manager to make alternative payment arrangements and the Head of School notified. At 75 days past due if an alternative payment arrangement cannot be agreed upon or if the arrangement is not adhered to, the Parent(s) will be contacted by the Head of School and the student may be suspended until payment is made.

Tuition Assistance

It is our desire that financial issues never be the reason why families leave or choose not to enroll in Heritage. We recognize that an education at Heritage Christian School is an investment and an additional cost to parents and that tuition can sometimes be challenging to household budgets. Since we know that to be true, the Board of Directors takes awarding tuition assistance seriously. Families with a need for tuition assistance should contact the school Administrative Office Manager (wichhartb@hcs-nl.com) for more information. FACTS Grant and Aid is a 3rd party organization that calculates financial need according to the family's application and supporting tax documents. Upon identifying a need, Heritage Christian School awards 50% of the recommended need determined by FACTS Grant and Aid. Tuition assistance applications must be submitted every year upon re-enrollment.

Education Savings Accounts (ESAs)

- The Students First Act, passed by the Iowa legislature in January 2023, allows families to use state taxpayer education funds towards qualified school expenses - including tuition and fees - at our school.
- These funds are placed in an Educational Savings Account (ESA), and parents direct where they want the dollars to go. Most parents will direct the dollars toward their child's tuition account.
- **Who is Eligible for an ESA?** As of the 2025-26 school year, all families at Heritage Christian School that apply will receive this funding to use towards their child(ren)'s education expenses.
- **ESA applications will be due on June 30 for the 2025-26 school year.** If you qualify for an ESA but miss the application deadline, you will not be able to apply until the following school year.
- **For more information about ESAs,** visit **educate.iowa.gov**
- **Contact Brenda Wichhart, HCS Administrative Office Manager,** wichhartb@hcs-nl.com **with any questions.**

Athletic Information and Policies

IN THIS SECTION

- Goals
- Competition
- Coaching
- Participation
- Program Description
- Team Structure
- Team Structure Contingency Plan
- Coaching Requirements
- Scheduling of Practices & Games
- Playing Time
- Athletic Fees
- Athletic Documents/Paperwork
- Concussion Protocol
- Academic Eligibility
- Behavior Eligibility
- Practice/Game Attendance
- Resolution of Concerns or Grievances
- Athlete Transportation
- School Issued Athletic Uniforms
- Athletic Contract

In all aspects of life, followers of Jesus Christ are called to be excellent (1 Corinthians 9:24-27), not as a means of garnering accolades for themselves but rather for the glory of God (Colossians 3:23). We are called to humbly bring our best effort and seek excellence that focuses on "process" over "accomplishment" and this neatly applies to interscholastic athletics. Heritage Christian School strives to take advantage of every opportunity on the field and court to reinforce the pursuit of these goals through the athletic program:

Goals

1. Compete in a God-glorifying manner. *Colossians 3:16-17 - Let the word of Christ dwell in you richly, teaching and admonishing one another in all wisdom, singing psalms and hymns and spiritual songs, with thankfulness in your hearts to God. And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.*

2. Develop Christ-like character in student athletes. *Titus 2:6-8 - Likewise, urge the younger men to be self-controlled. Show yourself in all respects to be a model of good works, and in your teaching show integrity, dignity, and sound speech that cannot be condemned, so that an opponent may be put to shame, having nothing evil to say about us.*

3. Develop and refine fundamental skills

4. Establish positive relationships

Competition

Competition is a positive challenge and has the ability to bring about a high level of effort from team members and coaches. Diligently working hard to improve skills and grow physically with earnest direction from coaches is God-glorifying. There is value in our athletes' desire to win contests, but "the win" pales in comparison to the value of preparation, effort, and *striving* to win.

Coaching

As Christ-like character development is of highest priority, coaches are carefully selected for their ability to disciple athletes. These men and women realize that teaching and mentoring life skills is more important than the game or its

outcome, yet each expects every athlete to perform at the highest level attainable. They understand the significance of their role model responsibility as described by Jesus in Matthew 10:25-26a.

Participation

Heritage Christian School's desire is to see as many students as possible participate in our athletic programs. **Participation on a team is not a right for students.** It is a privilege to represent Christ, Heritage Christian School, one's family, and oneself to the community. Earning the privilege involves more than being talented in a particular sport. Athletes are highly visible, are given a platform from which they "speak", and are, therefore, held to a higher behavioral standard (1 Corinthians 9:24-27). Athletes and families must uphold the school's mission as well as the goals of the athletic department. Students of both genders may participate in co-ed soccer, cross country, track and field, and cheerleading. Biologically born girls may participate in volleyball and girls' basketball, while biologically born boys may participate in flag football and boys' basketball. This is in accordance with IDE District guidelines. For further clarification on participation, see the eligibility requirements in the policy section of this manual.

****Disclaimer:** Sex-specific locker rooms, changing areas, restrooms, and showers are to be used by members of the designated biological sex only.

Heritage Christian School Program Description:

It is the desire of Heritage Christian School to offer a Junior Varsity (5^{th}/6^{th}) and Varsity (7^{th}/8^{th}) team for the following:

- Girls Volleyball
- Co-ed Soccer
- Boys & Girls Track and Field
- Boys & Girls Basketball
- Cheerleading

Team Structure:

If the total level of student interest does not meet the required team minimum for any particular team, the Athletic Director will determine if that situation can be reconciled using steps outlined in the Team Structure Contingency Plan (See Team Structure Contingency Plan pp. 45).

- Soccer - minimum – 14 student athletes
- Basketball – minimum – 7 student athletes
- Volleyball – minimum – 7 student athletes
- Cheerleading * – minimum – 5 student athletes
- Track* - minimum – 5 students. The athlete to coach ratio must be 1:25 or better.

*While the desire exists to offer two teams for each sport, if only one team exists for Track or Cheerleading, participation may be restricted to 6^{th}-8^{th} grade students only.

Team Structure Contingency Plan:

Heritage Christian School is committed to pursuing the goals of the athletic program. Our ability to affect these goals hinges, to a large degree, on the ratio of student athletes to coaches. If one of the following scenarios comes to fruition during any given year, steps will be taken to bring the athlete:coach ratio into proper proportion:

- *Inadequate number of interested student athletes to field the desired number of teams.* If there are too few athletes from within the school to field even one team for a particular sport, homeschooling students may participate on that athletic team.
- *Inadequate number of coaches for the desired number of teams.*

If one of the above scenarios exists and cannot be reconciled, the following steps will be taken:

- Heritage will offer one team for the sport in which there are inadequate numbers to meet team structure requirements.
- The team will be comprised of 5^{th}-8^{th} grade students with the exception of cheerleading and track, which will be restricted to 6^{th}-8^{th} grade only. The 5^{th}-8^{th} grade team will compete against other 7^{th}/8^{th} grade teams.

- The Athletic Director, working with the Head of School, has sole discretion to determine if circumstances prevent the establishment of a 5th-8th grade team for a certain team/sport.

Coaching Requirements:

Volunteers interested in coaching for the Heritage Christian School Athletic Department will need to take the following steps:

- Submit an application
- Be 21 years of age
- Participate in an interview (if more than one qualified candidate comes forward for coaching vacancies)
- Submit to a criminal background check
- Adhere to the expectations held for coaches

Assistant coaches, when needed, will be chosen by the head coach in collaboration with the Athletic Director. Each will be required to take the same steps (listed above) to be considered eligible. Assistant coaches must be 18 years of age or older. High school volunteers may assist, but must be under the direct supervision of a head coach. It is our desire to have coaches selected prior to the end of each school year for the following year's athletic seasons. If coaches have not been selected prior to the end of the school year, they must be selected prior to the following dates. If these deadlines are not reached, the team will forfeit that year's season.

- Volleyball – September 1
- Soccer – August 1
- Basketball – October 1
- Cheerleading – November 1
- Track – March 1

Scheduling of Practices and Games:

It is the desire of Heritage Christian School that student participation on an athletic team not require more than three days/nights per week when counting practices and games. There are, on occasion, weeks when four days are demanded. Practice schedules are developed through collaboration between the Athletic Director and designated coaches.

Through collaboration between the Athletic Director, coaches, and parents, the possibility exists that morning or evening practices may be scheduled if gym use is limited due to multiple teams needing practice time. Optional Saturday practices may be scheduled. Games and practices will not be held on Sunday.

Playing Time:

While our coaches and Administration believe it to be important to broaden the experience of Heritage Christian School athletes, and that broadening is enhanced by playing time, **no minimum playing time per game provisions or minimum numbers of athletic meets in which athletes must compete are established for the Heritage Christian School Athletic program**. The structure of the JV (5th/6th) teams is a developmental approach where athletes are not necessarily given equal playing time, but significant minutes of meaningful play time to help develop his/her skills are provide. The Varsity (7th/8th) teams offer a more competitive approach where playing time will vary more than at the JV level. Playing time decisions are left up to the individual coaches, but providing meaningful playing time is encouraged.

Athletic Fees:

All athletes pay an athletic fee for each sport, each year. The amount paid for athletic fees is assessed each year in accordance with the financial needs of the program. Fees will be announced at the beginning of each school year.

Athletic Documentation/Paperwork

Each student must have a current physical by his/her personal physician and a signed *Heads Up: Concussion in High School Sports* information sheet before participation in any practices or games. The following athletic forms are for participation:

1. Iowa Athletic Pre-Participation Physical Examination
2. Heads Up: Concussion in High School Sports information sheet
3. Heritage Christian School Athletic Contract
4. Insurance Waiver
5. Emergency Medical Authorization

Concussion Protocol

In accordance with Iowa Code Section 280.13C and in an effort to create an athletic environment that promotes the health and wellbeing of all student athletes, the following concussion protocols will be used for all athletics offered at Heritage Christian School:

1. Each year, parents are required to sign and return the Heads Up: Concussion in High School Sports information sheet.
2. All coaches will be required to view the Concussions in Sports education course offered through NFHS.com.
3. All athletes with a suspected head injury will be immediately removed from play and will not return to play the day of the suspected injury. They may not return to play until they have received written authorization from a licensed health care provider. The "Heads Up" 4 Step Action Plan will be used for any athlete with a suspected head injury.
4. Once athletes have received written authorization from their licensed health care provider that they may return to play, the coaches and athletes must follow the Return to Learn and Return to Play (RTP) Process.

"Heads Up" 4 step Action Plan:

When you suspect a player has a concussion, follow the "Heads Up" 4-Step Action Plan

1. Remove the athlete from play.
2. Ensure the athlete is evaluated by an appropriate health-care professional. (RED FLAGS: if any red flags present, the athlete should go to the emergency department)
3. Inform the athlete's parents/guardians about the possible concussion and give them information on concussions.
4. Keep the athlete out of play the day of the injury, and until an appropriate health-care professional says the athlete is symptom-free and gives the okay to return to activity.

Return to Learn and Return to Play (RTP) Process

Return to participation following a concussion is a medical decision made on an individual basis by licensed health care providers. The following must be in place prior to a student returning to play: The Student must be asymptomatic at rest, and with exertion (including mental exertion in school), AND have written clearance from a licensed medical professional.

- Step 1: **Complete Physical and Cognitive Rest**. No exertional activity until asymptomatic. This may include staying home from school or limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.
- Step 2: **Return to school full-time /normal cognitive daily activities, or normal cognitive functions.**
- Step 3: **Low impact, light aerobic exercise.** This step should not begin until the student is no longer having concussion symptoms and is cleared by the treating licensed health care provider. At this point the student may begin brisk walking, light jogging, swimming or riding an exercise bike at less than 70 % maximum performance heart rate. No weight or resistance training.
- Step 4: **Basic exercise**, such as running in the gym or on the field. No Helmet or other equipment.

- Step 5: **Non-contact, sport-specific training drills** (dribbling, ball handling, batting, fielding, running drills, etc.) in full equipment. Weight training can begin.
- Step 6: **Following medical clearance, full contact practice or training**.
- Step 7: **Normal competition in a contest.**

**Generally, each step should take a minimum of 24 hours. If post-concussion symptoms occur at ANY step in the RTP process, the student must stop the activity and their licensed health care provider should be contacted. If any post-concussion symptoms occur during this process, the student should drop back to the asymptomatic level and begin this progression again after an additional 24-hour rest period.

Academic Eligibility

Any student maintaining a grade average below 70% in core curricular classes other than Bible (which requires a minimum grade average of 74%) is ineligible for all extracurricular activities for a minimum of a two week probationary period or until such time as the grades are brought up to the standard minimum. "Extracurricular Activities" are defined as any activities outside of the classroom that on a frequently, scheduled basis require all or part of a school day including participation in all Heritage Christian School athletic teams (volleyball, soccer, basketball, cheerleading, and track/field) as well as sports/teams play for the local public school district in the dual enrollment program. The probation period begins the day after grades are issued and ends, if standards have been met, at the conclusion of the second week of probation. If the student has been unable to meet the eligibility standards at the time the two week progress report is issued, they will remain ineligible for another two week period.

Students' grades will be checked every two weeks. Students who do not meet the above standard will be classified as ineligible. **Ineligible students will be penalized according to the standards outlined below.** Students classified as eligible are allowed to tryout, practice, and participate during the entire season. However, if during the season, staff notices a decline in grades or behavior, the Head of School may declare the student ineligible for a specific period of time. Such a student will not be allowed to practice with the team and will be ineligible to participate in games.

Ineligibility penalties will be issued according to the following:

- Students with one (D) during a grade-check period may attend and participate in practice but may not participate in games. Students may attend games, and sit on the bench with the team, but may not participate in warm-up activities.
- Students with more than one (D) during a grade-check period or a student ineligible for more than one grade-check period may attend practice, but may not participate in practices or games. Students may attend games, and sit on the bench with the team, but may not participate in warm up activities.
- Students with one or more (F's) during a grade check period may attend practice, but may not participate in practices or games. Students may attend games, and sit on the bench with the team, but may not participate in warm-up activities.

Behavioral Eligibility

As one of the goals of the Athletic Program is the development of Christ-like character (Titus 2:6-8). Student athletes are held to a high behavioral standard both on and off the field/court. If a student athlete earns disciplinary action in school or displays unsportsmanlike conduct during a game, the following consequences will be applied. Unsportsmanlike conduct includes but is not limited to disrespecting the coach, another athlete, spectator, and/or official in word or body language.

1. Unsportsmanlike conduct observed by coaches – even if not called by an official – will result in immediate removal from play.
2. Suspension for grievous reasons (as defined in the Parent-Student Handbook) will result in removal from the team for the remainder of the season.

3. An athlete who earns three (3) or more detentions during the school year will be removed from the team on which he/she is participating and not be permitted to try out for the upcoming athletic team. This consequence is applied only within the boundaries of the school's calendar year.

If a student must be removed from a team for disciplinary action, athletic fees will not be reimbursed.

Practice/Game Attendance

Participating on a Heritage athletic team should be considered a firm commitment by students who sign up to play. The team depends on the consistency of all players in order to grow and develop as a cohesive unit. The following are participation expectations for athletic practices and games. Athletes excused from PE for medical reasons are also excused from, and will not be permitted to participate in, athletic practice and game participation.

1. **Absent from School** – for any reason:
   a. Any student absent from school is ineligible to practice on the day of the absence.
   b. Any student absent from school on the day of a game is ineligible to participate in that game.
2. **Absent from Practice** - for any reason other than illnesses, doctor/dentist appointments, family emergency or family trips that can only be taken during the normal school term:
   a. Absence due to a prescheduled conflict must be communicated to the coach, in advance. This is not a guarantee of playing time and all playing time decisions are left up to the individual coaches.
   b. Athletes with an unexcused absence from practice will not play during the first quarter of the next scheduled game (with the exception of track).
   c. Athletes with three or more unexcused absences from practice will be removed from the team.
3. **Absent from Scheduled Games** – for any reason other than illness, doctor/dentist appointments, family emergency or family trips that can only be taken during the normal school term:
   a. Absence due to a prescheduled conflict must be communicated to the coach, in advance. This is not a guarantee of playing time and all playing time decisions are left up to the individual coaches. Athletes with an unexcused absence from a scheduled game will not play during the first half of the next scheduled game (with the exception of track).
   b. Athletes with two or more unexcused absences from games will be removed from the team.
4. **Joining the Team after the Start of the Season**:
   a. Athletes will not be allowed to join a team after the season has started, with the exception of a newly enrolled family. A newly enrolled student may qualify for a team that has room on the roster only if tryouts have NOT been conducted for the structure of that particular team.

Resolution of Concern or Grievance

When a concern or grievance arises, the first step involves self-examination (Matthew 7:4-5). **This should include evaluating how you (or your child) may have contributed to the situation.** This may involve confession to God and others for sin in your lives. Following this, if a parent still wishes to discuss the actions or decisions of a coach, assistant coach, or the Athletic Director, the parent should follow the procedure outlined by Jesus and recorded in Matthew 18:15-17, namely:

1. The complaint or concern should first be communicated personally and privately to the party who is believed to have committed an injustice or an offense. As we train our children to follow Jesus, we request that athletes bring their concerns directly to the coach. As this is a difficult step of obedience to learn, parents are encouraged, if necessary, to be present when this conversation occurs.
2. If the concern is with a coach, and after the first step the issue is not resolved, the Athletic Director should be contacted. The Athletic Director may set up a meeting with the parent alone or with the parent and the coach (and in some cases the student athlete involved).

3. If there is still no resolution, the parent may contact the Head of School. This contact should be made in writing, specifically explaining the problem and the steps that have been taken. A meeting will then be set up that includes the parent and the involved parties.
4. Following the meeting, the parent will receive a response in a timely manner.

During this process, all parties (parent, coach, athlete, AD, and Head of School) are to maintain an attitude of gentleness and humility.

Failure to follow this biblical procedure is almost certain to result in further serious damages and complications which extend beyond the original problem, perhaps making a peaceful and just resolution impossible. Repeated failure to follow these Biblical procedures could result in the expulsion of the family from the school. If your grievance is with an athletic policy, please give a written explanation of the unresolved issue to the Athletic Director. You will be contacted in a timely fashion. Please, if your grievance is with a coach or assistant coach, do NOT go to the Head of School or a Board member first. It is a violation of school policy to discuss a problem or grievance with anyone, for whatever reason, who is not a direct part of the problem or solution.

Athlete Transportation

Parents of athletes assume full responsibility for the transportation needs of their athletes to and from practices and games, whether home or away. Coaches are responsible to ensure that all athletes are appropriately supervised and may not leave the premises of practices or games until all athletes have been picked up. Parents, legal guardians, and/or carpool drivers responsible to pick up athletes from practices or games must be on time. Pick-up time for athletes will extend 10 minutes from the scheduled conclusion of practice. For example, if practice is scheduled to conclude at 5:30pm, all athletes must be picked up before 5:40pm. Parents, legal guardians, and/or carpool drivers that arrive after the designated pick-up time will be charged according to the late fees assessed in the Before and After School Program ($1 per minute late). Coaches must be contacted immediately if extenuating, emergent circumstances arise that cause a parent, legal guardian, or car pool driver to be late for pick-up.

The coach may use the school van to transport athletes to and from games. If the coach offers the use of the school van, parents must sign up on the Google doc in advance to utilize this transportation option.

School Issued Athletic Uniforms

For sports in which the Athletic Director issues uniforms, the care of those uniforms is the responsibility of the student to whom it was issued. Uniforms must be kept neat and clean. All school-issued uniforms must be returned to the Athletic Director cleaned, in good repair, and neatly folded within one week of the conclusion of the season. Parents will be responsible for the replacement cost of a lost, or otherwise not returned school issued uniform. The cost of the uniform can be obtained from the Athletic Director and fines must be paid in the school office.

Heritage Christian School Athletic Contract

For Parents and Athletes

In all aspects of life, followers of Jesus Christ are called to be excellent (1 Corinthians 9:24-27), not as a means of garnering accolades for themselves but rather for the glory of God (Colossians 3:23). We are called to humbly bring our best effort and seek excellence that focuses on "process" over "accomplishment" and this neatly applies to interscholastic athletics. Heritage Christian School strives to take advantage of every opportunity on the field and court to reinforce the pursuit of these goals through the athletic program:

Goals:

1. Compete in a God-glorifying manner - *Colossians 3:16-17 - Let the word of Christ dwell in you richly, teaching and admonishing one another in all wisdom, singing psalms and hymns and spiritual songs, with thankfulness in your hearts to God. [17] And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.*
2. Develop Christ-like character in student athletes - *Titus 2:6-8 - Likewise, urge the younger men to be self-controlled. [7] Show yourself in all respects to be a model of good works, and in your teaching show integrity, dignity, [8] and sound speech that cannot be condemned, so that an opponent may be put to shame, having nothing evil to say about us.*
3. Develop and refine fundamental skills.
4. Establish positive relationships.

Contract Expectations:

1. I understand the goals established for the Athletic Program at Heritage Christian School and will commit whole-heartedly to the pursuit of stated goals.
2. I will conduct myself in a Christ-like manner during practices and games. I realize that unsportsmanlike conduct is inconsistent with how Jesus asks me to behave and that it is the responsibility of my parents, coaches, Athletic Director and Head of School to guide me in the pursuit of this goal.
3. I will strive for academic excellence as I realize the priority of developing my mind and investing in my school work. I will submit to the **Athletic Eligibility Policy** set for Heritage Christian School.
4. I will strive to be a godly role model for other students at Heritage Christian School by upholding school rules and interacting respectfully with students and authority figures. I realize I am a leader and will act accordingly submitting to the **Behavior Eligibility Policy** set for athletes at Heritage Christian School.
5. I will respectfully submit to the authority of Heritage Christian School coaches and his/her decisions regarding my participation on the athletic team. If a concern arises, I agree to faithfully follow the principles outlined by Jesus in Matthew 18 and reinforced in the **Protocol for the Resolution of Concern or Grievance Policy**.
6. I will respectfully submit to the authority of game officials and his/her decisions regarding my participation in the game.
7. I will faithfully attend all practices and games submitting to the **Practice/Game Attendance Policy**. Any expected absence from practice must be submitted in writing, preferably before practice that day. Those athletes not attending practice (unexcused absence) will not be allowed the same amount of playing time as those who attend all the practices.
8. I understand students of both genders may participate in co-ed soccer, cross country, track and field, and cheerleading. Biologically born girls may participate in volleyball and girls' basketball, while biologically born boys may participate in flag football and boys' basketball. This is in accordance with IDE District guidelines.

****Disclaimer:** Sex-specific locker rooms, changing areas, restrooms, and showers are to be used by members of the designated biological sex only.

I understand the expectations written above and commit, before God, to uphold them to the best of my ability.

_____

Parent Signature Date

_____

Athlete Signature Date

Heritage Christian School Special Events Section

This section answers some of the questions commonly asked about the different events that take place throughout the school year.

August 16, 2025 – Back-to-School Work Day

Time: 8:30 AM – 12:00 PM
Grade levels: Everyone is welcome

What is Back-to-School Work Day?
God has entrusted us with a fantastic facility. Since it belongs to Him, we want to keep it in good condition and be good stewards of an awesome resource. The Back-to-School Work Day is one day dedicated to last minute clean-up and maintenance around the school in preparation for the start of the new school year. This event is organized by the Facility Chair on the Board of Directors. A list of tasks will be developed and emailed out to all families through *Sign Up Genius* (an online sign-up sheet).

What do I wear?
Wear your grubby work clothes. It is a good idea to bring gloves, too.

Do I need tools?
Sometimes. It is very handy to have extra drills (with standard bits/drivers), cleaning supplies, and landscaping tools.

Do children attend?
Sometimes. Older children help with certain jobs and younger children play. By allowing children, we increase the number of parent participants.

August 21, 2025 – PreK Parent Orientation Night

Grade Levels: PreK Parents only
Where: This event is held at the school in the PreK classroom.

What is the PreK Parent Orientation Night?
This is an opportunity for PreK Parents to get important information that will ensure our school year is started off right. There will also be a time for questions/answers.

The basic itinerary for the night is as follows:

- 6:00-6:30pm – Meet in your child's classroom to meet your child's teacher and receive information before the All School Back to School Night begins.

Do I need to bring anything?

- Class supplies if you'd like to drop them off that evening

August 21, 2025 –Back-to-School Night

Grade Levels: School-wide, family event
Where: This event is held at the school with the bulk of activities being in the gymnasium.

What is the Back-to-School Night?
This event is the kick-off for the school year and is designed to accomplish the following goals:

- Provide an opportunity for parents and students to visit classrooms and teachers
- Provide an opportunity for the school community to reconnect after the summer vacation
- Enjoy

The basic itinerary for the night is as follows:

- 6:30-7:15pm – Open House – visit classrooms, drop off school supplies
- 7-8pm – Ice Cream Social in the gym

Will there be anyone present to receive completed school forms, payment of fees, etc.?
Absolutely! During the Open House, Sarah and Brenda will be in the office to assist parents who need to finalize paperwork or payments before the start of the school year.

Do I need to bring anything?

- Any final forms completed for the school office
- School supplies, if you wish

August 26, 2025 – K-5th Grade Parent Orientation

Arrival Time for Teachers: Before 6:15pm
Event Duration: 6:30 - 7:45pm
Grade Levels: K - 5th grade

Time	Event	Location(s)
6:30-6:50	Session #1 Teacher Presentations	Classrooms
6:55-7:15	Session #2 Teacher Presentations	Classrooms
7:20-7:45	Session #3 Teacher Presentations	Classrooms
	Head of School will present during all three sessions in the gymnasium.	

What is Parent Orientation?
Parent Open House is an evening designed for teachers to talk just with parents. Teachers prepare brief presentations (approximately 20 minutes):

1. Introducing themselves
2. Sharing their goals for students' growth during the year
3. Providing logistics for their classroom (schedule, routines, expectations)
4. Providing school wide information

How do I read this schedule?
Teachers will be presenting three times to three different groups of parents depending on which other classes they need to attend. In each of the times listed in the "**Time"** column, parents will choose one presentation to attend. We also encourage parents to attend the Head of School presentation during a time they have open in the schedule. Parents who have students in multiple grades may split up to attend all sessions.

Do children attend?
Most parents do not bring children. Childcare is not provided and teachers are not required to have entertainment or activities ready for them.

August 28, 2025 – 6th-8th Grade Parent Orientation

Arrival Time for Teachers: Before 6:15pm
Duration of Event: 6:30 until 7:45pm
Grade Levels: 6th-8th grade

What is Parent Orientation for middle school parents?
Like the elementary orientation, *Parent Orientation* exists for parents of middle school students. This is an evening designed for teachers to talk just with parents. Teachers prepare brief presentations (approximately 20 minutes):

1. Introducing themselves
2. Sharing their goals for students' growth during the year
3. Providing logistics for their classroom (schedule, routines, expectations)
4. Providing school wide information

Is this held in the classroom like the elementary orientations?
No. This event is held in the gym and the middle school teachers present to parents together.

Why does middle school present together?
Since all middle school students sit under the instruction of all three teachers, the middle school teachers strive for unity and consistency in their approaches. By having a "joint" orientation, parents will experience the teachers' pursuit of this objective while receiving the grade level/subject specific details this night is designed to provide.

Do children attend?
Most parents do not bring children. Childcare is not provided and teachers are not required to have entertainment or activities ready for them.

October 3, 2025 – Donuts with Dads

Time: 7:30-8:10am
Grade Levels: PK- 8th grade
Location: Heritage Christian School gymnasium

What is this event?
This is an opportunity to build community, socialize, and meet other parents you haven't met before in a relaxed, fun atmosphere.

Who is invited?
All students are encouraged to bring their dad, uncle, grandpa, friend, or even your mom to enjoy donuts, coffee and juice before school.

Are there volunteer opportunities for this event?
Absolutely! The following support is needed for this event:

- Set Up (3:00-3:30pm **the day before**)
- Provide donuts, juice, paper goods as needed
- Moms are needed to help serve donuts and juice at the event
- Tear down (8:15-8:45am)

What if I or my child has food allergies?
Gluten free donuts are available! If you have other special requests to be considered, just let us know!

November 11, 2025 – Veterans' Day Celebration

Time: 10:00-11:15am - Prelude music starts at 9:45am
Grade Levels: PK- 8th grade
Location: Heritage Christian School gymnasium

Where do students/guests/visitors sit?
All Heritage students will sit on the upper rows of the bleachers leaving the lower rows for veterans and grandparents. All teachers must sit with the students.

What should students wear?
Students that are in Heritage Singers or band should wear **concert dress:**

- Students should dress up more than they would for a normal day of school or activity in an effort to create a professional mood for the concert. Students' concert dress should also align with the school's dress code guidelines listed in the Handbook's dress code section.

As this is a day to honor the service of our military personnel, all students should be encouraged (not required) to dress nicely.

Is there anything specific that I should know about this program?

- At the end of the program all attending Veterans are asked to form a line leading toward the gymnasium doors. All Heritage students will walk down the line of Veterans and shake their hands and express our thanks for service in the United States military. Please make sure your children know how to shake hands (which hand (right), firm grip, etc.).

- Students that do not participate in band and Heritage Singers should sit with their homeroom teachers.

Are there volunteer opportunities for this event?
Absolutely! The following support is needed for this event:

- Set Up (3:30-4:45pm **on November 10**)
- Provide refreshments for guests (muffins/donuts/coffee/Juice/paper plates/napkins/plastic utensils)
- Serve refreshments to guests (9:15-10am)
- Greeters (9:15-10:15am)
- Tear down (11:30am-12pm)

November 21, 2025 – All School Thanksgiving Day Chapel

Time: 1:30pm-3:00pm
Location: Gymnasium

What is this event?
This is an opportunity for the entire school community to gather together to give thanks through worship and fellowship (including dessert!)

Who is invited?
Parents and Grandparents are invited to join their children/grandchildren for this opportunity.

What does the schedule look like?
1:25pm – Parents and grandparents should be at the school and in the gymnasium.
1:30pm – 2:10pm Chapel
2:15 – Pie and fellowship
Parents are free to take their children home afterwards

November 24-25, 2025 – Parent/Teacher Conferences

Time: 9:00 am – 7:00 pm on Monday and Tuesday
Grade Levels: PK-8th grade

Is this mandatory?
Parent/teacher communication is key to the necessary relationship between parents, teachers, and students, parent/teacher conferences provide one-on-one time to build into that relationship. Due to the importance of communication between parents and teachers, these conferences are considered mandatory.

What are topics covered during Parent/Teacher conferences?
Our desire is that we provide parents with comprehensive information on how their child(ren) is/are developing in all areas of their lives.

- **Character/Spiritual Development**
- **Knowledge/Skills/Intellectual Development**

How much time is designated for each conference?
Each individual conference should last no longer than 20 minutes. Remember that other parents will be waiting. If discussions cannot be completed during the allotted time, a second meeting to be held after Thanksgiving may be scheduled. Teachers are instructed to adhere to the timing of the schedule. Please be considerate of others' time and keep meeting times to 20 minutes.

How do I sign up for a conference time?
In early November, an email will be sent with a link to a signup genius with your child's teacher's available time slots for you to choose from.

December 11, 2025– Christmas Band Concert (7-8pm)

Time for Arrival (Students): 6:40 pm
Grade levels: All Band Students (5th-8th)

What should students wear for this event? Students who are performing in the Band should dress in **concert dress:**

- Students should dress up more than they would for a normal day of school or activity in an effort to create a professional mood for the concert. Students' concert dress should also align with the school's dress code guidelines listed in the Handbook's dress code section.

What about parking?
As the school community grows, parking has become a real issue. It is highly recommended that those desiring to attend carpool as much as possible. It is permissible to park along the curb that borders the retention basin. Please be mindful when parking on the streets to avoid those areas where parking is prohibited.

When I get to school, where should my children go? All Band students should report to gym. Children not performing should remain with parents.

What should I do if I bring one of my younger children to the concert and they get restless? Don't be embarrassed as you will probably be in good company. If you have a young one who gets tired of the musical performance, please step out of the gym so as not to distract others who are listening. Feel free to return once your child is ready.

December 16, 2025– Christmas Choir Concert (7-8pm)

Time for Arrival (Students): 6:40 pm
Grade levels: All Heritage Singers (2nd-8th)

What should students wear for this event? Students who are performing in Heritage Singers should dress in **concert dress:**

- Students should dress up more than they would for a normal day of school or activity in an effort to create a professional mood for the concert. Students' concert dress should also align with the school's dress code guidelines listed in the Handbook's dress code section.

What about parking?
As the school community grows, parking has become a real issue. It is highly recommended that those desiring to attend carpool as much as possible. It is permissible to park along the curb that borders the retention basin. Please be mindful when parking on the streets to avoid those areas where parking is prohibited.

When I get to school, where should my children go? See the newsletter for directions on where students should meet. Children not performing should remain with parents.

What should I do if I bring one of my younger children to the concert and they get restless? Don't be embarrassed as you will probably be in good company. If you have a young one who gets tired of the musical performance, please step out of the gym so as not to distract others who are listening. Feel free to return once your child is ready.

February 27, 2026 – Muffins with Moms

Time: 7:30-8:10am
Grade Levels: PK- 8th grade
Location: Heritage Christian School gymnasium

What is this event?
This is an opportunity to build community, socialize, and meet other parents you haven't met before in a relaxed, fun atmosphere.

Who is invited?
All students are encouraged to bring their mom, aunt, grandma, friend, or even your dad to enjoy muffins, coffee and juice before school.

Are there volunteer opportunities for this event?
Absolutely! The following support is needed for this event:

- Set Up (3:00-3:30pm **the day before**)
- Provide muffins, juice, paper goods as needed
- Dads are needed to help serve muffins and juice at the event
- Tear down (8:15-8:45am)

What if I or my child has food allergies?
Gluten free muffins are available! If you have other special requests to be considered, just let us know!

March 7, 2026 – Heritage Gala & Auction (Educating for Eternity)

Time to Arrive: Before 6:15 PM
Grade Levels: All School Event

What is the Heritage Gala? This gala is Heritage Christian School's largest annual fundraiser that is comprised of a dinner and silent and live auction with all proceeds going toward the preservation and growth of Christ-centered education at Heritage.

Who does all the work for this event? The Gala is executed by a dedicated group of volunteers under the direction of the Fundraising Chair on the Board of Directors. It is imperative that parents look for an opportunity to help with the Gala as the more successful the fundraiser is, the less pressure exists on the Board of Directors to meet financial needs through higher tuition increases.

How can I volunteer? If you would like to help pull off the largest annual fundraiser, please contact the school office and we will put you in touch with the right people. We'd love to have your help!

Where is this event held? In 2026, it will be held at The Midnight Gem in Swisher.

What do I wear? Dress for this event is semi-formal. Ladies traditionally wear dresses, skirts, or pants suits. Men wear suits or slacks and a sports coat.

How can I purchase tickets to attend this event? Tickets may be purchased online through the school's website.

Who do I sit with? Seating is arranged by members of the volunteer committee. Attendees will, at least, be seated with those they invited to the event.

April 24, 2026– Grandparents' Day

Time: All day (students are split and each attend either a morning or afternoon session)
Grade levels: All grade levels

What is Grandparents' Day? This day is set aside to honor grandparents and share a day-in-the-life of a Heritage student with them. All grandparents of Heritage students are invited and encouraged to come and spend the ½ day of school with their grandchildren.

- Students with last names A-K 8:15-10:30 AM (Chapel 8:30-9:10)
- Lunch Break 10:30-12:00
- Students with last names L-Z 12:00-2:15 PM (Chapel 12:15-12:55)

Where should grandparents go upon arrival to the school? Grandparents should go to the gym upon arrival. Coffee will be available.

What if you don't have a grandparent close by, can you bring someone else? Feel free to invite an "adopted" grandparent.

How will everyone be dismissed from school this day?
Students will be dismissed from their classrooms. Grandparents can sign them out in each classroom and take their student. Names will also be called through the carline outside.

Are there volunteer needs for this event?
Absolutely! The following support is needed:

- Greeters
- Traffic directors and escort
- Set-up (3:30-5pm the preceding day)
- Tear down

May 8, 2026 – Operation G.O.O.D. Service Project

Time: 8:45 until 11:40am
Grade Levels: Kindergarten through 8th Grade

What is Operation G.O.O.D.? This event is a "serve-a-thon", much like the fundraising walk-a-thons that other organizations do. Heritage Christian School students obtain sponsorships from friends, family, and neighbors for a 2 hour service project. The last several years, students have partnered with the City of North Liberty doing work at local parks and the Army Corp of Engineers doing work around the Coralville Reservoir. This has been a very successful fundraising event that usually nets $40,000+ in revenue for the school.

How will the sponsorships be collected? Communication on how students will be collecting sponsorships will be communicated when we kick off the fundraiser in April.

What does this day's schedule look like?

- From 8:15 to 9:15am, students should be with homeroom teachers.
- Students will then be split up among different work sites and activities throughout the morning. Specific information on what each class will do and when will be communicated in April and May.
- 9:30-11:00am - Students will work at designated sites.
- 11:30am-3:00pm – **No hot lunch is served this day**. If the school goal is met, there will be an all school celebration that includes lunch. If the school goal is NOT met, students will need to bring a cold lunch and the afternoon will be committed to academic activities. Whether they have met the goal will be known prior to that day and that information will be in the newsletter.

How should my child dress? Wear clothes that can be worked in, gotten dirty, sweaty, and stinky. It is also prudent to wear boots or tennis shoes (flip flops and sandals are NOT recommended). Gloves are important, too. Students may bring a change of clothes for "after work". Keep an eye on the weather. If the forecast holds a chance of rain, ponchos or rain gear is recommended.

How is transportation organized and who transports children to the work sites?
Parents volunteer to provide transportation which is coordinated by the chairperson of Operation G.O.O.D. The chairperson also organizes who is transported in each vehicle and which work site each group is going to. Students MAY NOT change their assignment without expressed permission by the chairperson and BOTH chaperones.

If I volunteer(ed) for this event, what might that look like?
Volunteers for this event are essential. Without them, we are forced to consider very costly forms of mass transportation. If you sign up to volunteer for Operation G.O.O.D, you will be transporting and supervising students working. You will need to be at the school no later than 8:30am and will be free to go once all of your students have been checked in at the school after the service project has concluded. For those that haven't done this, it is *so much fun* to worship God in the beauty of His creation alongside our children through the work that we do in the community.

May 5, 2026 – Spring Choir Concert (PreK-1st 6PM) (2nd-8th grade 7PM)

Time for Arrival (Students): 5:45pm (PreK-1st) 6:40pm (2nd-8th)
Length of Concert: Each concert is under an hour

What should students wear to this event? Students performing in the Spring Concert should come dressed in **concert dress:**

- Students should dress up more than they would for a normal day of school or activity in an effort to create a professional mood for the concert. Students' concert dress should also align with the school's dress code guidelines listed in the Handbook's dress code section.

When I get to school, where should my children go? All Heritage Singers should report to their homeroom classrooms. Children not performing should remain with parents.

What should I do if I bring one of my younger children to the concert and they get restless? Don't be embarrassed as you will probably be in good company. If you have a young one who gets tired of the musical performance, please step out of the gym so as not to distract others who are listening. Feel free to return once your child is ready.

May 14, 2026 – Spring Band Concert

Time for Arrival (Students): 6:40 PM
Length of Concert: 7:00-8:00 PM

What should students wear to this event? Students performing in the Spring Concert should come dressed in **concert dress:**

- Students should dress up more than they would for a normal day of school or activity in an effort to create a professional mood for the concert. Students' concert dress should also align with the school's dress code guidelines listed in the Handbook's dress code section.

When I get to school, where should my children go? All Band students should report to the gym. Children not performing should remain with parents.

What should I do if I bring one of my younger children to the concert and they get restless? Don't be embarrassed as you will probably be in good company. If you have a young one who gets tired of the musical performance, please step out of the gym so as not to distract others who are listening. Feel free to return once your child is ready.

May 20, 2026 *(TENTATIVE)* – Field Day

Time: 12:30 PM until 3:00 PM
Grade Levels: Kindergarten - 4th Grade

What is Field Day?
Field Day is a day of fun and games for kindergarten through 4th grade students that is organized by the P.E. teacher with the assistance of designated teachers.

What does this day's schedule look like? From 8:15 AM until 12:30 PM, the day will operate as a normal day. At 12:45 PM, all students will assemble behind the school (in the gym if raining). At this point, the P.E. teacher, the assisting classroom teachers, and parent volunteers will take over the event.

What do I wear? Students participating in or helping with Field Day should dress to play outside. Water games are common as are those that may have children getting dirty. Volunteers helping with Field Day should dress according to the weather. Getting wet isn't out of the possibility for volunteers either. ☺

What about Middle School students?
Middle School students will have their own activity or assist with field day.

If I volunteer to help out with Field Day, what might I be doing?

- Supervise students while they compete in Field Day events
- Guide student groups from one event to the next
- Run timers or take measurements for those games where student/team performance is timed or measured
- Assist in set-up or clean-up of game stations

May 21, 2026 – 8th Grade Graduation

Time: 7:00-8:00 PM
Grade Levels: 5th-8th grade (graduates, 5th-7th Jubilate Singers and 5th-7th Band)

Where is this event held? Heritage Christian School gymnasium

What should students wear? Graduating students should dress with the decorum of this celebration in mind and within the Heritage student dress code. 5th-7th grade students who will either play in the Band or sing with the Jubilate should follow the concert dress guidelines.

What time should students arrive? Since the Heritage Singers perform for this event, the Jubilate Director and the Band Instructor will communicate with their students on when they should arrive. 8th grade students should arrive no later than 6:15 PM.

May 22, 2026 – Talent Show

Time: 9:00-11:00 AM
Grade Levels: K - 8th Grades

What is the Talent Show? The talent show is an opportunity for students to share their gifts and talents with their classmates and parents. Acts may be singing, playing an instrument, dance, gymnastics, or skits.

How do children sign up to participate?
Sign-ups and rehearsal times are usually held three to four weeks prior to the event. Coordinating teachers will provide specific information as the event draws near. Students must follow the following sign-up rules:

- All participants must sign up for a Talent Show rehearsal time held a few weeks preceding the event. When signing up, students must write their name(s) and say into which category their performance will fit.
- Students may sign up for no more than 2 performances.
- Words, actions, and costumes must be honoring to God.
- Lyrics/Words must be provided for all music (either played or sung) and for any spoken piece.
- No lip sync…recordings with words are not allowed…you must get an accompanist or the karaoke version of the song.
- 3½ minutes for solo…5 minutes for groups.
- All acts will need to be approved.

What does this day's schedule look like?
Once all performers have rehearsed and been confirmed, a program will be created and provided to all families. Specific times will not be assigned to acts as it is difficult to ascertain how long each performance will actually take.

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