

HERITAGE CHRISTIAN SCHOOL

Parent-Student Handbook



2107 6th Street SW, Canton, OH 44706

Main Office: 330-452-8271 Fax: 330-452-0672

www.heritagechristianschool.org

email: offices@heritagechristianschool.org

Revised 8/2018

TABLE OF CONTENTS

DAILY SCHEDULE AND ATTENDANCE INFORMATION (3-7)

- Admissions 3
- Daily Schedule 4
- Student Arrival and Departure 4
- Dismissal During the School Day 4-5
- Transportation 5
- Extended Day Program (Super Room) 5
- Emergency Closing 5
- Attendance Policy 6
- Tardiness & Truancy 6
- Excused & Unexcused Absences 7
- Missed Work 7
- Chapel and Assemblies 7

ADADEMICS (8-9)

- Grading Scale 8
- Renweb Grade Reports 8
- Testing 9
- Parent/Teacher Conferences 9
- Student Retention 9

BEHAVIOR AND DISCIPLINE (9-12)

- Behavior Expectations and Discipline Procedures 9
- Behavior in the Halls 10
- Classroom Procedures 10
- Discipline Policy 10-11
- Disciplinary Probation 12
- Suspension 12
- Expulsion 12
- Sexual Harassment, Abuse, or Misconduct 12

DRESS CODE (13-14)

POLICIES AND PROCEDURES (15-19)

- Bus 15
- Cafeteria Services 15-16
- Cafeteria Rules 16
- Candy and Gum 16
- Computer and Network Use Policy 16
- Damaged or Lost Materials 17
- Field Trips 17
- Library and Reading Room 17
- Lockers 18
- Lost and Found 18
- Personal Electronics and Cell Phones 18
- Playground Rules 18
- Safety Drills 18
- School Pictures 19
- Telephone Use 19
- Transfers and Withdrawals 19
- Visitation 19

MEDICAL (20-22)

- Medical Staff 20
- Medical Information 20
- Medical Guidelines and Immunizations 20-21
- Inhalers/Asthma or EpiPen Severe Reactions 21
- Health Screening 21
- Nonparticipation in Physical Education 22

FINANCIAL (22-23)

- Tuition Payment 22-23
- Activity Fee 23

APPENDIX A: Community Eligibility Provision (24)

HERITAGE CHRISTIAN SCHOOL CONSTITUTION AND BY-LAWS (25-33)

INTRODUCTION

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

CHARTER STATUS

Heritage Christian School is an independent, nondenominational, nonpublic, Christian school directed by a Board of Education elected by the membership of the Association. The school is chartered and accredited by the State of Ohio Department of Education and offers preschool through grade five. All teachers are licensed by the State of Ohio.

DAILY SCHEDULE & ATTENDANCE INFORMATION

ADMISSIONS:

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

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

- Available capacity and student readiness is the main criteria for admission to any grade. General achievement should not be more than three months below grade placement. Any exceptions may be considered for probationary status.
- Age: Kindergarten children must be five years old by September 30. Exceptions may be granted based on testing for student readiness.
- Older students who have developed contempt for the Christian way of life or who express unwillingness to be in a Christian school should not be admitted.
- Emotionally disturbed children, students with special needs, or those who are physically disabled can only be admitted if, in the judgment of the principal, the school offers sufficient programs to meet the child's needs.
- Parents of enrollees must sign the Parents' Pledge of Acceptance.

DAILY SCHEDULE:

6:30	Before-School Care opens (enrollment required; fee applies)
7:30	School auditorium opens to students
7:45	Students can report to class and breakfast begins
8:00 (tardy bell)	School day begins
8:01 – 10:30	Tardy (Students are not considered tardy if their bus is late.)
10:30	Students arriving after 10:30 are considered absent ½ day
1:30	Students leaving before 1:30 are considered absent ½ day
3:15	School day ends—dismissal
5:30	After-School Care closes (enrollment required; fee applies)

STUDENT ARRIVAL AND DEPARTURE:

Students are dropped off and picked up at the Greenfield Street entrance only. At the end of the school day students wait in the back of the auditorium until their ride has arrived. Parents display their student card in the car windshield, and the monitor at Greenfield will call the auditorium when their ride has arrived. Parents without a card must show ID at the security booth. Parking is not permitted on 6th Street or Harrison Avenue because of buses loading and unloading.

At 3:30 p.m., the monitor will take ALL elementary students who have not been picked up to the Super Room where they will be signed in. Parents will pick them up there. There is an additional fee for this service.

DISMISSAL DURING THE SCHOOL DAY:

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

The parent or guardian must report to the Greenfield Street Security Booth when picking up a child during the school day.

- Early dismissal notes must include the **reason for leaving**.
- Early dismissals can be accepted by phone for emergencies only.

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

TRANSPORTATION:

Many local districts such as Canton City, Canton Local (Canton South area), Jackson, Louisville, North Canton, Perry, and Plain Local school districts provide free bus transportation for our students, depending on student enrollment. Some school districts within a thirty-minute driving time to Heritage will reimburse parents a mileage rate for student transportation. It is the responsibility of the parents to contact their school district regarding transportation and/or reimbursement including obtaining all necessary forms.

EXTENDED DAY PROGRAM (SUPER ROOM):

The Super Room is an excellent way to receive before-school and/or after-school care right here at Heritage. JOBS childcare is accepted. Super Room is open from 6:30 a.m. before school and until 5:30 p.m. after school. Separate enrollment into the Super Room is required if before-school or after-school care is desired. Super Room is coordinated by the preschool; the direct number is (330) 452-3523 ext. 304. Students enrolled in the Super Room are provided a separate handbook with program specific information.

EMERGENCY CLOSING:

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

ATTENDANCE POLICY:

Parents are to call the school office whenever it becomes necessary for their student(s) to be absent from school. **All calls should be made by 9:00 a.m. to 330-452-8271.** Students who have been absent are required to bring a **signed written excuse the following day to their teacher.** Time away from school for absences and/or tardies is recorded by the Ohio Department of Education. Excessive time away from school may result in loss of EdChoice Scholarship and other scholarships, in addition to other possible consequences.

TARDINESS AND TRUANCY:

Tardiness is any student arrival after the tardy bell (8:00 a.m.). Students are considered tardy if they are not in their assigned seat when the bell rings. Truancy is any unauthorized absence from school. Students who arrive after the tardy bell (8:00 a.m.) **must** report to the school office before going to class. The office will classify all tardiness excused or unexcused.

House Bill 410 (H.B. 410) became law on April 6, 2017. As of that date, school districts must measure absences in hours, rather than days, and must adhere to new laws regarding student discipline.

The new law eliminates the concept of “chronic truancy” and instead categorizes all students with excessive absences as “habitually truant.” Students are considered habitually truant when the student is absent for at least:

- 30 consecutive hours without a legitimate excuse
- 42 hours in one month without a legitimate excuse
- 72 hours in one school year without a legitimate excuse
- 38 hours in one month regardless of excuse; or
- 65 hours in one school year regardless of excuse.

School districts must calculate absences by hours, rather than days, in conformance with the new definition of habitual truancy.

EXCUSED AND UNEXCUSED ABSENCES:

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

MISSED WORK (vacation policy)

Planned absences (short trips, family vacation, etc.) must be pre-approved at least two weeks in advance through the Principal's Office. Parents must fill out a "Planned Absence Form" that will be given to the teacher. The teacher will arrange for work to be sent home. ALL work is due when the student returns to school.

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

CHAPEL AND ASSEMBLIES:

Weekly chapels are provided for all students. This is a special time for encouragement, worship, and praise. Students participate and are actively involved in these weekly chapel services. Chapel services are on Thursdays, the time varying by grade level.

ACADEMICS

GRADING SCALE:

Grades are assigned using the following scale:

Numeric Grade Range:	Equivalent Letter Grade:
100-99	A+
98-95	A
94-92	A-
91-90	B+
89-86	B
85-83	B-
82-81	C+
80-77	C
76-74	C-
73-72	D+
71-68	D
67-65	D-
64-0	F

At younger grade levels, mastery levels of skills and learning are reported rather than grades.

RENWEB GRADE REPORTS:

Renweb is the online student system that is used for grades, record keeping, and behavior reporting. Parents will be given an online access code at the beginning of each school year that allows them to check their student's grades and behavior online at any time. Communications are also e-mailed through Renweb, so parents will need to notify the office with any e-mail changes.

There will be a mid-term grade check (as noted on the master calendar) each quarter, at which point parents should check all current grades and address concerns as needed. Printed report cards are issued at the completion of each nine weeks. **Final report cards will be mailed to parents.** Report cards will not be released to families until any outstanding fees, including activity registration fees, are paid.

TESTING:

Each spring, students in grades K-2 take the TerraNova standardized achievement tests. Students in grades 3-5 take the Ohio State Tests. Like all public, charter, and private schools chartered by Ohio Department of Education, our students are subject to the Ohio Third Grade Reading Guarantee.

PARENT-TEACHER CONFERENCES:

Parent-Teacher Conferences are scheduled in the fall and again in the spring each school year. Parent-Teacher conferences are mandatory for all students for a successful school year. Parents who have a concern at any time during the year are encouraged to make an appointment with the teacher.

STUDENT RETENTION:

A student may be retained if he or she has not mastered the basic standards in his or her grade level or has not matured socially, emotionally, or behaviorally. Parents of students to be retained will be notified as early as possible.

BEHAVIOR & DISCIPLINE

BEHAVIOR EXPECTATIONS AND DISCIPLINE PROCEDURES:

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

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

- Follow directions the first time they are given.
- Keep hands, feet, and objects to yourself.
- Keep the building clean. Do not litter or abuse school property.
- Talk quietly.
- No running in the halls.
- No name-calling or teasing.
- No cell phone use permitted during school hours.

BEHAVIOR IN THE HALLS:

Students are asked to be courteous at all times when moving in the halls. When elementary classes are traveling in the halls, they are to stay together, be quiet, and follow their teacher's instructions. Do not skip or jump steps when using the stairways.

CLASSROOM PROCEDURES:

A copy of the elementary classroom procedures and policies will be given to each family.

DISCIPLINE POLICY

Behavior is a reflection of the heart. To show respect for the teacher and others in authority also shows respect for God (Romans 13:7). School-wide and classroom discipline is necessary to ensure safety and the best possible learning environment. Students are, at all times, responsible for their own behavior.

Possible forms of discipline may include any of the following:

- Recess Detention
- Time in the Principal's Office/Impact Room
- After School Detention
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Expulsion

Minor Offenses:

- Not following directions
- Unauthorized talking
- Inappropriate laughing
- Nuisance items/toys
- Hallway violations (running, not in line, talking, etc.)

*This is not an exhaustive list.

Medium Offenses:

- Multiple minor offenses
 - Teasing/insults
 - Throwing objects
 - Deceitful behavior
 - Being in undesignated areas
 - Missing homework
 - Misuse of materials
- *This is not an exhaustive list.

Major Offenses:

- Multiple medium offenses
 - Any threat made to a Heritage student or the school
 - Profanity/obscenities/racial slurs/inappropriate gestures
 - Fighting/assault
 - Refusing to work
 - Derogatory notes/pictures
 - Insubordination/arguing with teacher
 - Plagiarism
 - Forgery/falsification
 - Vandalism
 - Bullying/intimidation
 - Stealing
 - Spitting
 - Pulling fire alarm/false alarms
 - Possession of weapons
 - Leaving school grounds
 - Sexual harassment
 - Inappropriate use of technology or social media
- *This is not an exhaustive list.

A behavior contract may follow depending on the severity and frequency of offenses. Authorities will be notified when laws have been violated. Students may be subject to citation or other legal consequences. Heritage's behavior policy extends beyond the school day because our goal is to develop whole-person character. As such, inappropriate behaviors outside of school may also have school consequences.

DISCIPLINARY PROBATION:

Students may be placed on Disciplinary Probation if they do not respond positively to the school's disciplinary code. Students placed on Disciplinary Probation must improve their behavior or be dismissed from the school. A student who is placed on Disciplinary Probation at any time during the school year is disqualified from taking part in all extracurricular activities for a period of time to be determined by the Principal.

SUSPENSION:

If an **in-school** suspension is given, credit for make-up assignments will be given, and the student must keep up with the class assignments.

If **out-of-school** suspension is given, students are expected to keep up with all class assignments while at home. Make-up work is required except in the case of a test or major project, which is at the discretion of the teacher. Credit cannot be earned in out-of-school situations. This can greatly affect a student's grade. Students may not attend any extra-curricular activities during suspension. A student may be asked to come to school for required Ohio State Testing during suspension.

EXPULSION:

Expulsion of a student will be for the remainder of the school year in which the violation(s) took place and is generally permanent for future years.

SEXUAL HARASSMENT, ABUSE, OR MISCONDUCT:

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

Sexual harassment, abuse, or misconduct of a student by a student is strictly forbidden and could be grounds for expulsion. Any student exposed to sexual harassment, abuse, or misconduct by any student or any employee or teacher should report it to the Principal or Superintendent immediately.

DRESS CODE

Uniform Shirts/Tops Options: Polo Style with HCS Logo or Dress Shirt/Blouse Style

1. Polo shirts must be solid red, black, or white with the HCS logo. Polos **MUST** be purchased and embroidered **directly** through Hub Victor located at 710 30th Street NE, Canton, Ohio. Shirts should be sized and fit appropriately, not oversized. (You may continue to wear polo shirts with the HCS logo from French Toast.) POLO SHIRTS MAY NOT BE WORN ON CHAPEL DAYS, only solid white button-down dress shirts/blouses may be worn, and they may be purchased at a retailer of your choice.
2. MANDATORY CHAPEL ATTIRE: WHITE DRESS SHIRTS (boys) AND BLOUSES (girls), BLACK TROUSERS OR SKIRTS AND RED TIES AND SCARVES, BLACK DRESS SHOES. No spirit wear, hoodies or sweatshirts may be worn on chapel days. CHAPEL DAY IS THURSDAY.
3. Winter Wear may include the following: zip-up hoodies, pull-over hoodies, V-neck sweaters, crew neck sweaters, cardigan sweaters, or light fleece jackets. Acceptable colors are solid red, black, white, or gray. A small brand logo (no larger than baseball sized) is acceptable. These items may be purchased at a retailer of your choice.
4. No stripes, shapes, words or pictures on any uniform clothing except "Winter Wear" logo. No rips or tears. Shirts must be long enough to cover midriff. Shirts may not display logos, mascots, or names of other schools. Long-sleeved shirts stacked under polo shirts must be in the red, white, black, or gray color scheme.
5. Shirts must be modest in fit. If the material has to stretch to fit, it's too tight; please get the next larger size.
6. Spirit wear and fleece jackets may be purchased from the main office. **Spirit wear t-shirts may only be worn on Fridays for jeans days.**
7. Jackets and winter coats are not permitted to be worn during the school day. For those occasions when it is cold in the building, wear the "Winter Wear" item (See #3)

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

1. Students may use the IZOD or ARIZONA brand from JCPenney, or French Toast Brand, and must be boot-cut pants or Bermuda shorts. (Girls, Arizona-"Schoolgirl" style; Boys, Arizona-"Original Straight, Flex".) All brands must be boot-cut pants or Bermuda shorts. **No skinny pants, cargo pants, or jogger/sweat pants are permitted any time.**
2. Pants, shorts and skirts must be modest and loose in fit. You may purchase skirts at the store of your choosing. You should be able to easily pull some fabric away from your leg. If your pants are stretching across your legs and back side, they are too tight; please get the next larger size. Shorts and skirts should be pop-can length when kneeling. No shorts on chapel days with the exception of extremely hot-weather days when the principal may allow shorts. Pants must be secured at the waist; no sagging or falling down. No rips, tears or stains. Shorts may be worn from August through October and April through June.

Socks, Shoes and Tights/Leggings:

1. Students' shoes must be close-toed; any tennis shoes or dress shoes or boots are acceptable. No sandals, flip-flops or high heels. Sandals must have a back strap. No flip-flops. No high-heeled or over-the-knee boots. **ON CHAPEL DAYS STUDENTS MUST WEAR BLACK DRESS SHOES.**
2. Socks must be red, black, white, or gray.
3. Leggings and tights may be worn under a skirt. The skirt must be pop-can length when kneeling. Leggings and tights must be red, black, white, or gray. Leggings are not permitted to be worn alone as uniform pants.

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

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

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

Please note: No dress code list is entirely exhaustive. Dress with modesty and good discretion. If you are uncertain about any item, it is always best to bring it to school for permission and clarification before wearing it. Ignorance is not an excuse for breaking dress code. School administration has the authority to decide what is and is not appropriate. Guidelines may be adapted as need arises.

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

Friday Spirit/Jeans days: On Fridays students may wear jeans if they bring \$1. The dollar is earmarked for fundraising. **Only boot-cut jeans are acceptable** and must be clean, with no tears, frays, rips or words. They must be solid blue or solid black denim. **No skinny jeans permitted.** Pants must be secured at the waist; no sagging or falling down; no rips, tears or stains. Jean shorts are also permitted on Fridays; they must be pop-can length when kneeling.

POLICIES AND PROCEDURES

BUS (RULES AND DISCIPLINARY PROCEDURES):

On all bus systems, students will be disciplined as if they were in the classroom. Students being transported are under the authority of the driver. Cases of misbehavior will be referred to the principal for disciplinary measures. Continued misconduct may result in the loss of transportation privileges. Students are encouraged to be at the bus stop five (5) minutes before pick-up. Also, students are to keep off the private property of residents while waiting for the bus and after unloading.

The rules and consequences are as follows:

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

CAFETERIA SERVICES:

The cafeteria provides wholesome breakfasts and lunches each day for students. H.C.S. offers the free/reduced program and is offering all free breakfast and lunch for the 2018-2019 school year. If you or a family member receives SNAP or OWF benefits, provide the name and 10 digit case number. No income amount is needed. If you are applying by income, all income for each family member is needed. Also, the bottom section of the form is very important to be filled out completely. We need your signature and printed name (first name, middle initial, and last name), the date you are signing the application, and your complete address (house number, street address, city and zip code, and your phone number). If the form is not filled out completely, your application will be sent home to be filled out properly.

All applications need to be turned into Sharla Elton in the main office. You will also be able to complete your application during the Open House on Monday, August 27th.

Breakfast is served every morning from 7:45 a.m. – 8:15 a.m. in the classrooms.

Once again we will be following a rotation menu.

Students will still be able to choose between the main entrée, a sub of choice, or p.b.&j. The students will be deciding this in the classroom each morning, but it is a good idea to go over the choices with your child. Students are permitted to pack a lunch if they prefer.

If you have any food allergies, please contact Chris Render, Head Cook, at crender@hscanton.org to discuss any substitutions that might be needed.

CAFETERIA RULES:

- When the lights are off, everyone is quiet.
- All food and trash is to be PLACED in the trash receptacles.
- The monitors will dismiss tables.
- Permission is needed to leave the cafeteria.
- Good manners are expected. No inappropriate behavior.
- Elementary students are to remain in their seats during lunch.
- Students in grades K-3 are not permitted to bring food that requires the use of a microwave.

See Appendix A for Public Release.

CANDY AND GUM:

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

COMPUTER AND NETWORK USE POLICY:

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

- Students will not use the school network to access games or social media websites or services (such as Facebook, Twitter, etc.).
- Website access is limited to education purposes, as directed by a faculty member.
- Students will not log into any system using another person's user name and password.
- Users will not load software, games, files, or any other media onto the school's computers.
- Students will not tamper with the school's computer hardware, wiring, or network equipment. This includes altering the basic settings on a school computer, changing the settings or options of an operating system, or attempting to access networking devices or wireless access points.
- Students cannot connect their personal laptops, handheld devices, smart phones, or other electronic equipment to the school's network.
- Users will not create, transmit, or receive any materials of a defamatory, abusive, profane, or inappropriate nature.
- Financial transactions of any kind are prohibited over the school network.
- Students will not attempt to bypass the school's content filtering system.

DAMAGED OR LOST MATERIALS:

A fee will be charged for school material, books, and equipment that have been damaged or lost:

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

All basic textbooks are loaned to students for use during the school year while the student pays for other supplies. Textbooks are to be kept clean and handled carefully. **STUDENTS ARE EXPECTED TO HAVE BOOK COVERS ON ALL BOOKS.** The student's name and grade must be written on the book label in case the book is misplaced. Payment must be made to cover the cost of lost or damaged books.

FIELD TRIPS:

At certain times during the year, teachers plan field trips that will enhance a particular lesson or topic being studied. Each student must take home a field trip permission slip to be signed by the parents and return it by the day of school prior to the trip, or the date determined by the teacher. Students who do not return signed permission slips will be required to remain at the school. *All activity fees and tuition balances must be current for students to attend field trips.*

LIBRARY AND READING ROOM:

General information:

- All books must be signed out at the checkout desk.
- Books may be checked out for one week. Fines for overdue books are five cents per school day. Fines accumulate until the book is returned, and report cards are held until fines are cleared.
- Students who lose a library book will be charged the cost of replacing the book.
- Defacing furniture or books will require payment for damage or replacement. Students will be referred to the principal for additional disciplinary action.
- A quiet atmosphere conducive to study must be maintained at all times.

Ben Carson Reading Room:

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

LOCKERS:

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

LOST AND FOUND:

All students' belongings need to be labeled. Students who have lost an item may visit the Main Office to ask if it has been found. Articles that remain unclaimed for one grading period will be donated to a charitable organization.

PERSONAL ELECTRONICS AND CELL PHONES:

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

HCS realizes that cell phones have become a part of daily life. Cell phones are to be in the student's locker from the time of arrival until the bell rings at 3:15. Students are not permitted to use their cell phones on the school campus. Any necessary phone calls can be made, with permission, through the office. If cell phones are seen or used during the day, they will be taken and placed in the office until the end of the next school day, or parents may personally pick up the cell phone in the main office.

PLAYGROUND RULES:

- Always listen carefully to the Recess Teacher and/or Monitor.
- No playing of dangerous games (tackling, pushing, tripping).
- Play only in designated areas.
- Line up when the whistle is blown three times.

SAFETY DRILLS:

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

SCHOOL PICTURES:

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

TELEPHONE USE:

Generally, students will not be permitted to use the school phone during school hours. Only emergency calls will be made by the school office for critical situations such as illness, injury, or missing the bus. A student receiving a call will be called out of class only in case of an emergency. Normally, phone calls for students will be handled before school, during lunch, or after school.

TRANSFERS AND WITHDRAWALS:

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

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

VISITATION (PARENTS):

All visitors must sign-in with photo ID at the security booth. As visitors, parents are requested to call and pre-register in the office. Conferences with teachers should be prearranged. In order that the learning environment is not interrupted, unscheduled visits and/or impromptu conferences are not permitted.

MEDICAL INFORMATION

MEDICAL STAFF:

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

MEDICAL INFORMATION:

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

MEDICAL GUIDELINES AND IMMUNIZATIONS:

According to the Ohio Revised Code, Section 3313.671, regarding immunizations: "Each student is required to present proof in writing that they have received or are in the process of receiving proper immunizations again."

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

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

General health information:

1. Any communicable disease, such as head lice, ringworm, chickenpox, etc., should be reported to the school. If a child has live lice in his or her hair, the parent of the child will be asked to take the child home and follow treatment instructions.
2. All food and environmental allergies and special health needs should be brought to the attention of the school nurse and a plan of care established between the parent, physician, and staff.
3. When a child becomes ill at school, the parent/guardian is contacted.
4. To return to school after an illness, a child should have been fever-free for 24 hours, or as indicated on *The Communicable Disease Chart*, located in the nurse's office.

5. Rule 3301-37-04 of *The Ohio Administration Code* specifies the requirements for administering any Prescription or nonprescription medication to children:
 - The principal and trained designees are all authorized to administer the medication at school when deemed necessary. Two forms, which are available in the school office or from any physician in Stark County, must be completed:
 - A Licensed Prescriber’s Order for Prescribed Oral Medication – A written order from a licensed prescriber detailing the name of the drug, dosage, and the time interval the medication is to be taken.
 - Parent’s Authorization to Give Medication – A written permission from the parent or guardian.
 - Medication must be brought to school by the parent in the original labeled container and given to the school nurse/office.
 - Liquid medication shall be the responsibility of the parent and will be administered only at the principal’s discretion.
 - Heritage Christian School shall provide secure, lockable storage facilities.
 - The employee responsible for administering the medication shall keep a daily record.

INHALERS/ASTHMA OR EPIPEN SEVERE REACTIONS:

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

HEALTH SCREENING:

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

Vision:	Grades PS, K, 1, 3, 5, new students, or by referral
Hearing:	Grades PS, K, 1, 3, 5, new students, or by referrals
Speech/Language:	Grades PS, K, 1, 2, 3, new students, or by parent or teacher referrals
Scoliosis:	By request or by referral
Dental:	Grades, PS, K, 1, 3, 5, new students or by referral
Blood Pressure:	By request or by referral
Height/Weight:	Grades PS, K, 1, 3, 5, new student
Pediculosis: (Head Lice)	By referral or as needed

NONPARTICIPATION IN PHYSICAL EDUCATION:

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

FINANCIAL

TUITION PAYMENT:

See current tuition schedule available from the Main Office.

Tuition may be paid in one of two ways:

- OPTION 1: Entire annual tuition paid in advance. **A discount is available if the annual tuition is paid by July 31st.**

- OPTION 2: Tuition may be paid in **10, 11, or 12** equal monthly payments beginning July through June. Heritage Christian utilizes the services of FACTS, a tuition management service.

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

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

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

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

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

Activity Fee:

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

Letter to Households in Schools/Districts Participating in
Community Eligibility Provision

Dear Parent or Guardian:

We are pleased to inform you that Heritage Christian School will be implementing a new option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for School Year 2018-2019.

What does this mean for you and your children attending the school(s) identified above?

Great news for you and your students! All enrolled students of Heritage Christian School are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2018-19 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

If we can be of any further assistance, please contact us at 330-452-8271.

Sincerely,
Heritage Christian School

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), found online at www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

Revised 02/2014

CONSTITUTION AND BY-LAWS
OF THE
HERITAGE CHRISTIAN SCHOOLS OF OHIO

Article I - Name

The name by which this Association shall be known and incorporated is: Heritage Christian Schools of Ohio.

Article II - Philosophy

The education philosophy of Heritage Christian School is dependent upon the Bible, the inerrant, infallible Word of God, as our basis and reference for all truth (II Tim. 3:16). It is our final authority in all matters of faith and practice.

The educational process is viewed as a means used by the Holy Spirit to bring the student to God through personal faith in Jesus Christ as Lord and Savior and to develop a Christian mind to fulfill God's will for his life, both vocationally and personally (Colossians 2:3). Through this process the student can mature spiritually, mentally, physically, emotionally, and socially to be a Christian witness in our society (Luke 2:52).

The mandate for Christian education comes from God directing His people to teach their children diligently the laws of the Lord (Deuteronomy 6:7). The Christian school acts as an extension of the family and of the church to help families bring up their children in the "nurture and admonition of the Lord" (Ephesians 6:4).

Article III - Purpose

The Association is charitable in nature, and its purpose is to give to the youth of the community instruction in subjects usually taught in public and private schools. Such instruction is to be given in accordance with the tenets of biblical faith and the instructions from our Founding Fathers in the Constitution of the United States of America; to the end that the students may grow in the grace and in the knowledge of God through our Lord and Savior, Jesus Christ, and to become worthy citizens of our great nation.

It is the purpose of the Heritage Christian School to provide a quality program of elementary and secondary education which, while meeting or exceeding state standards, has its integrating center in God and fosters vital Christian living.

Heritage Christian School seeks to complement the home and church in their efforts to bring the students to his or her fullest God-given potential in respect to his or her relationship to God and others and his or her own unique capacities and personality.

Article IV - Objectives

Heritage Christian School intends to implement its stated purpose and philosophy by providing each student with educational experience which will enable him to:

- Believe that the Bible is the inerrant written Word of God.
- Believe that God is the creator and sustainer of the universe and of man.
- Believe that the Lord Jesus Christ is the Son of God who died and arose for man's sins.
- Grow as a Christian as he obeys the Word of God and maintains fellowship with Him.
- Integrate school subjects with the Bible (integrate faith and learning).
- Practice the application of Biblical principles to every part of daily life.
- Become a life-long learner.
- Have a command of basic learning skills.
- Apply himself to his work and fulfill his responsibilities.
- Develop self-understanding and a feeling of self-worth.
- Work independently and cooperatively.
- Understand and use valuing processes.
- Develop creative skills.
- Acquire habits and attitudes associated with responsible citizenship.
- Understand our American heritage and the current problems facing our country and the world.
- Develop and engage in wholesome recreation.

Article V – Membership

The membership of the Association shall consist of parents, legal guardians, persons standing in the place of parents or guardians of students enrolled in school. Those who provide a full scholarship for any students will also be considered a member of the Association.

Article VI- Tenets of Faith

- We believe in the Scripture of the Old and New Testament as verbally inspired by God and inerrant in the original writings and that they are of supreme and final authority of faith and life. (II Timothy 3:16)
- We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit.
- We believe that Jesus Christ was begotten by the Holy Spirit, and born of the Virgin Mary and is true God and true Man.
- We believe that man was created in the image of God; that he sinned, and thereby incurred not only physical death, but also spiritual death, which is separation from God; and that all human beings are born with a sinful nature, and in the case of those who reach moral responsibility, become sinners in thought, word, and deed.
- We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice, and that all that believe in Him are justified on the grounds of His shed blood.

- We believe in “that blessed hope,” the personal, premillennial and imminent return of our Lord and Savior, Jesus Christ.
- We believe that all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit and, thereby, become children of God.
- We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost.

Article VII – Voting

Membership of the Board

All members of the Association in good standing shall be entitled to vote at meetings of the Association or by direct mail ballot. “Good standing” means current in tuition payments and financial obligations to the school; adhering to the parent’s pledge, school policies and procedures; and having a child enrolled as a student for the following school year.

Nominations for Board members shall be made to the Board by a nominating committee appointed by the Board. Solicitation of prospective Board members shall take place within the Association membership and/or the community at large. Prospective members shall complete an application for review by the nominating committee for recommendation to the Board.

The chairman of the nominating committee shall present the name, application, and biography of the prospective Board member to the full Board for approval. Nominees shall receive a simple majority of votes cast by Board members present at a regular or special meeting of the Board. If more nominees receive sufficient votes than there are open seats, those receiving the highest vote tallies will be awarded the open seats in order of the vote totals.

At the Board’s discretion, the Administration and Staff of the school may be ex officio members of the Board and of all committees, but shall not be entitled to vote on any matter coming before the Board or its committees. These members shall not be counted into the minimum or maximum numerical make-up of the Board.

Duties of the Board

Each year at the regular Board of Education meeting in the month of June, the Board members shall elect by ballot from among its members a chairman, a vice-chairman, a secretary, and a treasurer. The term of office shall be one year. These officers comprise the Executive committee and shall be the legal representatives (trustees) of the Association. They shall perform such duties as required by law in the business of financial affairs of the Association and in keeping with the directives of the Board and of the Association.

The Board, acting directly or through committees appointed by it, shall:

- Serve as spiritual leaders of the school.
- Exercise management, oversight, and control of the entire school.
- Establish policies for operation.

- Employ and evaluate the Administrator and assist in the employment and evaluation of other personnel as needed.
- Provide and maintain necessary buildings and equipment.
- Establish an annual budget and methods of financing.
- Act as final authority on all matters of policy, finances, administration, admission or expulsion of students; purchase, lease, sale of real property; purchase, lease or sale of personal property; and of all other matters arising out of the operations of the school.
- Authorize all expenditures of Association funds.

Powers of the Board

For the purposes of the Association, to borrow money and, from time to time, make, accept, endorse, execute, and issue bonds, promissory notes, bills of exchange, or other obligations of the Association for money borrowed on in payment of any such obligation by mortgage, pledge, deed, indenture, agreement, or other instrument of trust, or by other lien upon, assignment of, or agreements in regard to all or any part of the property, rights, or pledges of the Association wherever situated, whether now owned or hereafter acquired.

On behalf of the Association to take and hold, by bequest, devise, gift, purchase or lease either absolutely or in trust, for any of its purpose, any property, real or personal, without limitation as to amount or value, except such limitation as may be imposed by law and to dispose of any such property, real or personal, in the accomplishment of the purposes of the Association.

Meetings of the Board

The Board shall hold regular meetings at the times and places designated by them by resolution. No notice shall be required for regular meetings of the Board. Special meetings may be called by the Board Chairman and must be called by the Board Chairman at the request of twenty-five (25) percent of the members. Not less than five (5) days written notice shall be given for all special meetings at which no business shall be transacted other than the business referred to in such notice; however, these limitations may be waived by the unanimous consent of all the members in office. A majority of the Board shall constitute a quorum for the transaction of business.

In emergency situations, the Executive Committee may take official action on behalf of the entire Board. A majority of the Executive Committee shall constitute a quorum for the transaction of emergency business. Emergency situation is defined as a sudden or unexpected occurrence requiring an immediate decision for the best interest of the school, when the entire Board is unavailable or unable to make such a decision, in order to prevent substantial harm, loss, or damage to the school, its facilities, or its reputation.

Robert's Rules of order shall govern the conduct of all regular and special Board meetings, as well as Executive Committee and emergency situation meetings, except as they may be in conflict with the provisions of this constitution and by-law.

Article IX- Duties of the Officers

The officers of the Board shall be Chairman, Vice-Chairman, Secretary, and Treasurer
Chairman

The Chairman shall preside at all meetings of the Board and of the Association and perform the other duties generally incumbent upon his office.

Vice-Chairman

The Vice-Chairman shall perform the duties of the Chairman in the latter's absence or disability, and assume the Chairmanship in the event of a vacancy of the office.

Secretary

The secretary shall keep the minutes of the Board and the Association and also perform other duties associated with his office. He shall also be responsible for the preparation of an Annual Secretary's Report containing policies adopted during the year and any significant events in the life of the school.

Treasurer

The Treasurer, who shall be bonded, shall be responsible for the receipt of all school funds, deposits, and all distributions of such funds in accordance with the Annual Budget and Board authorization. The Treasurer shall submit a complete report of all receipts and expenditures at each regular meeting of the Board and at the Annual Association meeting. A financial review or an audit will be performed each year of the school's financial records. The selection of which method is used is at the discretion of the Board or by a majority vote of the membership at authorized meetings of the Association.

Article X –Committees

The Chairman, with the consent of the Board, shall appoint the following committees:

Advisory Committee

Association Committee

Athletics Committee

Building and Ground Committee

Development/Endowment Committee

Sub-Committee: Program/Internal Fundraising Committee

Education Committee

Finance Committee

Legal Committee

Marketing Committee

Personnel Committee

Spiritual Life Committee

Such other regular, special or ad hoc committee as the Board may deem necessary or proper.

The Advisory, Athletics, Building and Grounds, Development/Endowment, Education, Marketing, Program/Fundraising and Spiritual Life Committees may have additional Association or non-Association members who volunteer to participate in committee functions as NON-VOTING members.

Insofar as practicable, a member of the Board shall be appointed chairman of each committee. The Board Chairman, Administrator, and School Principal(s) shall be ex-officio members of every committee.

Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of original appointment.

Advisory Committee

1. Present suggestions and ideas for the betterment of the school to the Board.
2. Works with Development/Endowment Committee for Fundraising efforts.

Association Committee

1. Acts as liaison between the Board of Education and Association Members.
2. Recommends appropriate response to matters brought to the Board of Education from Association Members.
3. Collaborates with the “Friends of Heritage Association” parent/teacher organization and acts as liaison between them and the Board of Education.

Athletics Committee

1. To provide a way for our athletes to use the gifts and abilities with which they have been blessed to bring glory and honor to our Lord and Savior, Jesus Christ. “..... He that glorieth, let him glory in the Lord.” I Corinthians 1:31.

Buildings and Grounds Committee

1. Responsible for all building maintenance and improvements.
2. Make recommendations for staffing and scheduling of work.
3. Maintain an inventory of furniture and equipment.
4. Oversee the maintenance and repair of all school vehicles and equipment.

Development/Endowment Committee

1. Provide oversight of marketing and students recruitment activities.
2. Develop/maintain a long-range strategic plan for school facilities and growth.
3. Provide planning and direction for all capital campaigns and fundraisers.

Sub-Committee: Program/Internal Fundraising Committee

1. Responsible for administering Board-approved all-school fundraisers.
2. Schedule and oversee special programs and events.
3. With the Administrator and Finance Committee, review and evaluate requests for special-interest fundraisers.

Education Committee

1. Make definite recommendations as to curriculum, size of classes, principles of discipline, school calendar, teacher contracts, scholarships and extra-curricular activities.
2. Provide a forum for teacher representatives to meet with the committee to discuss and present educational matters concerning teachers.

Finance Committee

1. Recommend and maintain the Annual Budget.
2. Make recommendations as to registration fees, tuition, and other special fees.
3. Secure tax exemptions for the school as a non-profit organization.
4. Recommend teacher salaries and fringe benefits.
5. Report monthly and annual financial activity.
6. Provide accounting of the annual, endowment, and scholarship funds as well as other fund raising activities.

Legal Committee

1. Obtain and review materials of legal importance and significance to the school.
2. Report to the Board concerning legal or legislative issues affecting the school or school community.
3. Serve as the liaison and contact source to outside counsel when needed for legal advice or when litigation is filed against the school.
4. When employees are terminated, to confer and coordinate with the personnel committee on legal issues affecting the evaluation, review, and termination of an employee.

Marketing Committee

1. Responsible for communications and public awareness of the school.
2. Works with the Communications Director to effectively promote and advertise our message and mission.

Personnel Committee

1. When needed, assist the Administrator, Principal(s) and Department Heads in evaluating and hiring candidates for personnel positions.
2. Develop and maintain a job description and criteria for evaluating the Administrator.
3. Make recommendations to the Board when new and/or additional personnel positions need to be created.
4. Make recommendations to the Board for the hiring or termination of the Administrator. The Administrator is given authority to hire, promote, or terminate all other personnel, with advice and guidance from the Board as needed.
5. When employees are terminated, confer and coordinate with the Legal committee on legal issues impacting the review or termination of an employee.

Spiritual Life Committee

1. Support the Spiritual awareness and growth of its students, families, faculty, and staff.
2. Promote the Spiritual welfare of the Heritage Community.
3. Monitor Bible curriculum and advise Education Committee with suggestions or concerns.
4. Assist with Chapel schedule, Spiritual Emphasis Weeks and Spiritual events of the school.
5. Keep the Board informed of the Spiritual climate and morale of the school.
6. Encourage the school to understand the plan of salvation, respect themselves and others as being created in God's image, share the Gospel of Jesus Christ and impact our community.

Article XI- Books and Records

The Association shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its meetings, board, and committees having any of the authority of the Board, and shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote.

Approved minutes of monthly Board meetings, including monthly financial summaries and annual reports, policy revisions, and approved minutes of annual meetings may be inspected by any association member or his agent or attorney, during normal business hours, by submitting a written request in advance therein stating the reason and purpose.

Thereof to the Administrator or Board Chairman. Confidential records, including without limitation, student and personnel records, and Executive Session minutes of the Board of Education and the Executive committee, may not be so inspected without a proper release by the persons affected thereby, a lawful subpoena, or court order.

Article XII-Fiscal Year

The fiscal year of the corporation shall begin on the first day of July and end on the last day of June in each year.

Article XIII- Waiver of Notice

Whenever any notice is required to be given under the provisions of the Non-Profits Corporation Act of Ohio or under the provisions of the Articles of Incorporation or the By-Laws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

Article XIV-Amendments

This constitution may be altered, amended, or repealed, and a new constitution may be adopted by a two-thirds (2/3) vote of members of the Board present at any regular meeting or at any special meeting, if at least ten (10) days written notice is given of intention to alter, amend or repeal, or adopt a new constitution at such meeting.

Upon approval by the Board, the amendment, alteration, repeal, or new constitution shall be submitted to the membership for approval at a regular or special meeting, or at any time by direct mail ballot. Upon approval by a majority of the members voting, the amendment, alteration, repeal, or new constitution shall be declared adopted.