

Heir Force
Community
School

2016-2017



Parent- Student Handbook

SECTION I – GENERAL POLICIES

Article I – School History

The Heir Force Community School began as a Private School founded by Cornerstone Harvest Church in Lima, Ohio, called Heir Force Academy. In January 2001, the HFA School Board was established. In 2004, the HFA converted from a Chartered Nonpublic to a Chartered Community School; known as the Heir Force Community School.

Article II – General Purpose and Policy Statement

The main purpose of the Heir Force Community School is to assist parents with their responsibility of training and educating children. The HFCS guides and establishes learning experiences that assist each student in discovering and developing his or her individuality and talents in becoming a mature, responsible, civil and productive member of society. In this endeavor cooperation and participation from all families is necessary for this model to flourish. The policies of the HFCS are determined by the HFCS School Board (*the Board*). To achieve and maintain both academic and social success, parents and students are expected to cooperate fully with the school policies set forth in this handbook.

Article III - HFCS Mission Statement

Our school mission is to meet all applicable *state academic indicators*. We will achieve this by increasing scores in all AIR based subjects on a quarterly basis. Our staff supports this mission by assessing student readiness, organizing instruction, and establishing individual learning strategies for use in positive interactive classrooms ran by highly effective teachers.

Article III –Staff

The HFCS is an equal opportunity employer.

Article IV – Admissions Policy

- A.** The HFCS exists to offer an alternative educational foundation to children of Lima/Allen and County and Ohio that will set higher expectations, further enhance creative abilities and talents, and focus each child’s strengths on achieving a higher level of learning at an early age, therefore fostering an environment of self-esteem, courage, and purpose in life.
- B.** Acceptance of a student will be based on availability within our open enrollment period. If more students have enrolled than are openings, a lottery system will be used to accept students. Pre-1 and Kindergarten screening is required for children entering those grades.
- C.** Siblings of returning students will have priority in enrollment.
- D.** All students new or returning must register each year.
- E.** Registration is not complete until all necessary forms are returned and the non-refundable book fee is paid.
- F.** **Notice of Non-Discriminatory Policy**

The HFCS admits students of any sex, race, color, or national and ethnic origin to all rights, privileges, programs and activities of the school. It does not discriminate on the basis of sex, race, color, or national and ethnic origin in the administration of its educational policies, financial aid programs and athletic programs.

Article V – Attendance Policy

It is the responsibility of the parents and the student to create the habit of being punctual and regular in attendance. We are certain you as parents will want to cooperate with the school in seeing that your child does not miss school unless absolutely necessary.

A. Community School Closed Campus Policy

The Heir Force Community School follows a closed campus policy; students must stay on the school grounds from arrival time until dismissal time. A written note or phone call from a parent is required for the student to leave the school for any reason.

B. Reporting Absences or Tardies:

Regular attendance is required of all students and is the parent’s responsibility to report any changes to a student’s normal schedule prior to 8am on the day of the absence. The school will attempt to contact the home of the student by phone after 9am.

Reporting absences to HFCS: 419-228-9241
Option 1: for Kindergarten-2nd Grade
Option 2: for 3rd-8th Grade

Normal School hours: 8:15am-3:10pm
~Before School breakfast: 7:30am-8:05am
~After School tutoring (by appointment): 3:10pm-4:30pm

****If a note or phone call is not received by the school office within 24 hours of the student’s return to school, the absence will be considered UNEXCUSED.*** Administrators will use their discretion to issue a letter of concern regarding the number of absences a student has for any reason (excused or unexcused).

C. Arriving Late or Leaving Early

The school building opens at 7:30 a.m. Students are expected to be in their homeroom classes by 8:15 a.m. each day. Classroom instruction will begin promptly at 8:15 a.m.

Students arriving after 8:15am and before 10:00am are considered TARDY. Any students arriving after 10:00am or leaving before 1:20pm will be counted ONE HALF DAY ABSENT. If arriving late or leaving early, **Parents must sign students in and out at the school office.**

Doctor/Dentist/Counseling appointments: Any appointments causing a student to be late or leave early will be considered an EXCUSED absence, but will be subject to the tardy and half day absent criteria.

D. EXCUSED Absences/Tardies

Excused absences/tardies entitle a student to make up any school work missed. These absences are based on one or more of the following conditions:

1. Personal illness
2. Death or illness of immediate family (parents/siblings/grandparents)
3. Observance of a religious holiday
4. doctor/dentist/counseling appointments
5. Other circumstances, which may constitute an excused absence, will require prior approval from the Principal.

A student must have a medical excuse from a doctor when absences due to personal illness exceed fifteen (15) days in a school year and are not verifiable by other known circumstances. Any absence thereafter not accompanied by a medical excuse will be considered UNEXCUSED. **Any student missing 105 consecutive hours of school will be automatically withdrawn.**

Vacations

Parents who wish to take students out of school for vacations should contact the school at least one (1) week in advance of the anticipated trip. Contact should be made in writing stating the specific days the student will be out.

1. When on vacation, it is the responsibility of the student to complete the make-up work. Students can make arrangements with the teacher prior to their trip to receive all work. Make up work for vacations are due upon return, based on returning date submitted by the parent / guardian and approved by administration.

School year vacation days will be considered UNEXCUSED after the fifth (5) day when school is in session, unless excused by the principal prior to the vacation days.

Medical Appointments

Students who have a scheduled medical appointment during the school day must bring a note signed by the parent/guardian no later than the morning of the appointment. Notes should be turned into the office.

Make-Up Work

When absent from school, it is the responsibility of the student to make-up work as soon as he/she returns to school. If a student is absent for an extended period (three or more days), the assignments can be obtained upon request from the office. One day for make-up is allowed for each day of unanticipated excused absence. *(Example: a student who has been absent for 5 school days will have 5 school days to complete the assignment after return.)*

An excused absence does not excuse a student from making up work that is missed.

E. UNEXCUSED Absences/Tardies

Absences that do not meet the criteria for those excused and do not receive administrative approval, will be handled case by case by the administration.

Unexcused absences/tardies usually consist of, but are not limited to, one or more of the following conditions:

1. Truancy-No acceptable excuse

Examples of, but not limited to:

- a. Needed at home/baby sitting
- b. Transportation issues (parents having to work/no transportation)
- c. Oversleeping and/or missing the bus
- d. Running non-emergency errands of any kind
- e. Personal reasons-unless reason is specified and Principal approved
- f. Extended vacation days in excess of five days (5).
- g. Head lice-refer to communicable disease policy

Note: It must also be emphasized that if an unexcused absence occurs, the parent must accept the primary responsibility for the child's educational needs that are usually delegated to the school, and should not expect teachers to overcompensate for the child's lack of attendance. No academic credit will be given for class work missed while the child was absent.

In addition to the Student Code of Conduct these attendance procedures may be followed in cases of HABITUAL Absences:

- Step 1: **3 days unexcused absence:** Letter of Concern will be issued to parent/guardian.
- Step 3: **5 days of unexcused absence:** Letter of warning will be requested from Juvenile Court and the Allen County attendance officer will be requested to become involved.
- Step 4: **7 days of unexcused absences:** Student and Parent/Guardian will be referred to Juvenile Court for its intervention. First truancy report filed and parents may be required to attend parenting classes.
- Step 5: **10 days or more of unexcused absences:** 2nd truancy report filed and ungovernable charges may be filed on the student with Juvenile Court. Educational Neglect charges will be filed with Allen County Children Services.

Procedures in cases of HABITUAL tardies:

- Step 1: **3 days of unexcused tardies:** Letter of Concern will be issued to parent/guardian.
- Step 2: **5 days of unexcused tardies:** Notification sent to Juvenile court to begin truancy process.
- Step 3: **8 days of unexcused tardies:** Special Intervention Meeting scheduled with Juvenile Court. Parent's attendance is MANDATORY.
- Step 4: **10 days of unexcused tardies:** Student and Parent/Guardian will be referred to Juvenile Court for its intervention. First Truancy report filed and parents may be required to attend parenting classes.
- Step 5: **15 days or more of unexcused tardies:** 2nd truancy report will be filed and ungovernable charges filed on the student with Juvenile Court. Educational neglect charges will be filed with Allen County Children Services.

F. Any student missing 105 consecutive hours of school will be automatically withdrawn.

Article VI – Enrollment Procedure

A. Complete all registration forms.

- B. Submit all necessary enrollment paperwork, including a copy of legal birth certificate, immunization records, social security card, proof of residency, Camera Surveillance Waiver Form and Release of Records Form.
- C. Read this Parent/Student Handbook carefully sign and return the agreement form on the last page of this handbook.
- D. The school office will notify parents of the student’s admission status.

Article VII – Elementary Admission Requirements

The admission policy for Kindergarten is as follows:

- A. Child must be 5 years of age on or before August 1st and complete a kindergarten screening given by the school.
- B. Before a child can be admitted to school, the following records must be on file: all necessary enrollment paperwork, including a copy of legal birth certificate, immunization records, social security card, proof of residency and release of records form.
- C. Early First Grade Program – Once a 5 year old has met all the admission requirements above, he or she can be tested for placement in the early first grade program.

Article VIII– Payments

A. Book Fee

- 1. The book fee is determined each year by the Director and School Board.
- 2. The book fee is due at the time of registration.
- 3. The book fee covers the cost of workbooks and additional classroom consumables.
- 4. The book fee is **NON-REFUNDABLE.**

B. Financial Aid

- 1. The Heir Force Community School participates in Ohio’s C.E.O. (Community Eligibility Option) Program and all students are eligible a free lunch.
- 2. Donations: The HFCS welcomes individual gifts and corporate donations.

Article IX – Parent Involvement, Communication, Technology and Title Services

A. Parents are strongly encouraged to be active in the education of their children. We depend on parents for their cooperation and involvement in the following areas:

1. Parent/Teacher Open House

- Scheduled shortly before the opening of each school year.

2. Parent-Teacher Conferences

This is often the first step in the communication process concerning students and classroom activities. Formal, required parent-teacher conferences for all parents are scheduled by the office following the completion of 1st and 3rd quarters. Also, additional conference can be scheduled per parent or teacher request throughout the school year. Please contact the teacher during school hours or the office to set up a conference.

3. Homework

- Will be assigned to each student based on the needs of the student as well as meeting academic content standard goals. Additional homework can be requested at any time.
- Text Books can be requested to be sent home by submitting a HFCS Materials Request Form located in the office.
- Homework may also be assigned for extra credit.

4. Parent Association - Volunteering

The HFCS Parent Association is designed to allow parents to have a greater level of involvement with school operations. The Parent Association will have 4 distinct functions. Any person wishing to volunteer must first fill out a volunteer request form that must be approved by the Executive Director first.

a. **Classroom Reps** - Will work directly with homeroom teachers in supporting classroom matters (ex. Field trips, parent reminders, parties, academic initiatives, etc.)

b. **School Volunteers** – Will be able to work in other areas of the school such as the cafeteria or in the school office.

c. Parent **Association Leaders** – Will be made up of parent reps or other parents from the various grade level teams. Parent Association Leaders will work closely with Administration in providing input, assistance, and support regarding school wide matters.

d. Student **Mentors** – Will work directly with students referred to the Mentoring Volunteer Program (MVP). Parents looking to be Student Mentors must have volunteered at least one quarter in one of the other three volunteer capacities.

5 Fund Raisers

- The HFCS will hold various fundraisers throughout the year for the purpose of raising monies for education related events, activities and supplies.

Our philosophy as a school is to provide as many opportunities as possible for communicating with parents. The following are some of the current communication processes:

5. School/ Home Folders

- These folders are supplied by the school.
- Folders must be checked daily by parents and teachers.
- School and student information, and additional notes will be sent home in this folder.

6. Director Conferences

- Please call the office at (419) 228-9241 to set up a conference with either the Executive Director or Director of Education.

7. Correspondence to the School Board

- Written correspondence addressed to the School Board may be sent to: Heir Force 150 W. Grand Ave. Lima, Ohio 45801. All requests to be on the school board agenda must be received in writing at least one week prior to the meeting. Once approved the office will make contact confirming the request.

8. Parent Surveys/Suggestions

- The Board will design, disseminate, and collect questionnaires periodically, and especially when issues arise requiring feedback from parents. Survey responses and suggestions will be handled in a professional manner, and will receive a timely response when necessary.

9. School Website

- The HFCS website is meant to be a service to students and parents regarding school updates and information, as well as academic assistance. To locate the site please go to www.heirforcecs.com. Look for new additions to the website throughout the school year.

10. The HFCS chain of command contact for parents is as follows.

- Teachers (*if applicable*)
- School Directors
- School Board.
- Contacting teachers can be made by phone, letters or e-mail. Meetings with Directors can be conducted via the HFCS Meeting Information Form. To be put on the agenda of a HFCS Board Meeting, parents must contact the school in writing at least one week prior to a school board meeting.

11. Use of Technology

The use of technology and computer resources at the School is a revocable privilege. Failure to abide by this policy may render you ineligible to use the School's computer facilities and may bring additional disciplinary action.

Students are expected to use the technology available at the School in a manner appropriate to the School's academic and moral goals. Technology includes, but is not limited to, cellular telephones, beepers, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, electronic devices, software, Internet, e-mail and all other similar networks and devices.

Students are expected to be responsible and use Technology to which they have accessed appropriately. Obscene, pornographic, threatening, or other inappropriate use of Technology, including, but not limited to, e-mail, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the School community, is prohibited, even if such uses take place after or off School property (i.e., home, business, private property, etc.).

Failure to adhere to this policy and the guidelines below will result in disciplinary action.

Unacceptable uses of Technology/Internet include but are not limited to:

1. Violating the conditions of federal and Ohio law dealing with students and employees' rights to privacy. Trespassing in others' folders, work, or files; copying other people's work or attempting to intrude onto other people's files; using other users' e-mail addresses and passwords.
2. Using profanity, obscenity or other language which may be offensive to another user; sending messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin or physical attributes via the Internet or Technology; bullying, insulting, intimidating, or attacking others; transmitting any material in violation of federal or state law.
3. Accessing profanity, obscenity, abusive, pornographic, and/ or impolite language or materials, accessing materials in violation of the Student Code of Conduct. A good rule to follow is to never view, send or access materials that you would not want your instructors and parents to see. Should a student encounter any inappropriate materials by accident, he/she should report it to their instructors immediately.
4. Violating copyright laws by illegally downloading or installing music, any commercial software, shareware, or freeware. You are required to strictly comply with all licensing agreements relating to any software. All copyright laws must be respected.
5. Plagiarizing works through the Internet or other Technology. Plagiarism is taking ideas of others and presenting them as if they were original to the user.

6. Damaging Technology devices, computers, computer systems or computer networks (for example, by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software settings, etc.).
7. Using the Technology or the Internet for commercial purposes or activities, which is defined as offering or providing goods or services or purchasing goods or services for personal use, and includes, but is not limited to, the following:
 - A. any activity that requires an exchange of money and/or credit card numbers;
 - B. any activity that requires entry into an area of service for which the School will be charged a fee;
 - C. any purchase or sale of any kind; and
 - D. any use for product advertisement or political lobbying.
8. Neither the Internet nor any other Technology may be used for any purpose which is illegal or against the School's policies or contrary to the School's mission or best interests.

All users are expected to be responsible, courteous and thoughtful when using Technology and the Internet. Common sense should prevail. The use of the School computer network system should be in support of education and research, consistent with the educational mission or objectives of the School and in accordance with federal law, Ohio law and the Student Code of Conduct.

Students have no expectation of privacy with respect to the use of Technology, the Internet, intranet or e-mail. Maintenance and monitoring of the School network system may lead to the discovery that a student has or is violating School policy or the law. Violations of School policy, the Student Code of Conduct or the law may result in severe penalties, up to and including expulsion.

12. Title I Services

The Board elects to augment the educational program of educationally disadvantaged students by the use of Federal funds and in accordance with Title I of the Amendments in the Elementary and Secondary School Improvement Act of 1965.

The Executive Director or his/her designee shall prepare and present to the Department of Education a plan for the delivery of services which meets the requirements of the law, including those described below. The plan shall be developed by appropriate staff members and parents of students who will be served by the plan.

A. Assessment

The School shall annually assess the educational needs of eligible children, as determined by Federal and State criteria. Such assessment shall include performance measures mandated by the Department of Education, as well as

those determined by the School professional staff, that will assist in the diagnosis, teaching, and learning of the participating students.

B. Scope

The School shall determine whether the funds will be used to upgrade the educational program of the entire School and/or to establish or improve programs that provide services only for eligible students in greatest need of assistance. The program shall include the components required by law as well as those agreed upon by participating staff and parents.

C. Participation

The Title I program shall be developed and evaluated in consultation with parents and professional staff members involved in its implementation. Appropriate training will be provided to staff members who provide Title I services. Parent participation shall meet the requirements of Section 1118 of the Act.

D. Comparability of Services

Title I funds will be used only to augment, not to replace, State and local funds. The Executive Director or his/her designee shall take steps as necessary to achieve comparability of services.

The determination of the comparability of services may exclude, in accordance with Federal regulations, State and local funds spent on compensatory education programs, bilingual education programs, and programs for educationally-disabled students. The determination of comparability will not take into account unpredictable changes in student enrollments or personnel assignments.

E. Professional Development

The Executive Director or his/her designee shall develop administrative guidelines whereby members of the professional staff participate in the design and implementation of staff development activities that meet the requirements of Section 1119 of the Act and:

1. Involve parents in the training, when appropriate;
2. Combine and consolidate other available Federal and School funds; and
3. Foster cooperative training with institutions of higher learning and other educational organizations including other school districts.

F. Simultaneous Services

In accordance with law, a school offering Title I services may also serve other students with similar needs.

Article X– Non-Solicitation Policy

To avoid disruption of business or educational operations or the disturbance of faculty, staff, visitors, and students; the Heir Force Community School has implemented a Non-Solicitation Policy.

Solicitation shall be defined as the promotion or sale of products, merchandise or services for the benefit or profit of employees or students. Promotion includes the distribution of materials on H.F.C.S. campus grounds by advertising materials, e-mails, and telephone solicitation.

Solicitation by employees, students, or visitors during school hours or at any time on the H.F.C.S. campus grounds is prohibited.

This policy does not apply to solicitation that will benefit not for profit institutions that are approved and promoted through school wide initiatives from the direct approval of the H.F.C.S. Executive Administration and/or School Board.

SECTION II – STUDENT CONDUCT AND DISCIPLINE

Article I – Student Conduct and Discipline

At the Heir Force Community School, we have standards of conduct and dress that we feel should be a part of the student’s mode of living. Most of the standards are simply for the protection of our students and for the orderly operation of our school.

Article II – Boy/Girl Relations

Boys and girls cultivate friendships with the opposite sex. In some instances, these associations will deepen into more than passing friendships. This is both natural and expected. Any public display of affection, however, is considered inappropriate and unacceptable during school hours, school functions, or on school property. Any form of inappropriate touching, groping, fondling, lewd or obscene gestures or speech will not be tolerated and are subjected to student discipline.

Article III – Student Behavior

Each student will be required to obey all the rules and regulations of the HFCS. A Student and Parent handbook is provided to each student yearly as a guide to many essential expectations. Our primary objectives are to develop respect for authority and to develop self-discipline on the part of the student. All students are subject to the authority of any teacher or staff member at any time on the school grounds during the school day or during school functions. Students are to be courteous and respectful to all, students, teachers, aides, secretaries, administration and visitors.

- 1. Minor Offenses (See complete list under HFCS Behavior Offenses by Category)**
 - a. Examples are chewing gum, eating candy without permission, running in the building, littering, minor dress code violations, excessive talking, disruptive behavior, possession of unauthorized items (*radios, tapes, etc.*) and minor property damage.
 - b. These offenses will result in the Discipline Procedure listed on the next page.

- 2. Major Offenses (See complete list under HFCS Behavior Offenses by Category)**
 - a. Examples are hitting, unexcused absences, truancy, profanity, cheating, lying, inappropriate boy/girl relations, theft, and vandalism.
 - b. These offenses will result in Discipline Procedures listed on the next page.

- 3. Zero Tolerance Offenses**

- a. Examples are severe physical violence (biting, fighting, etc.), smoking, bringing drugs or alcohol onto school grounds, bringing weapons (knives, guns, etc.) to school, physical threats towards teachers or students, and sexual harassment of any kind.
- b. These offenses could result in automatic suspension or expulsion.

4. Outside Rules

- a. No stone, dirt, or snowball throwing.
- b. All equipment is to be used per its original intent.
- c. When a ball goes outside the HFCS property, the student must get permission from the teacher or aide to retrieve it. If it goes across the street only an adult may get it.
- d. Good sportsmanship and a positive attitude are expected.
- e. Outside games are to be followed according to the rules.

5. Weapons

Weapons of any kind, real or play, are not to be brought to school. Possible exceptions that would enhance classroom studies must receive both teacher and administrative approval. Safety procedures outlined by the Director, which would include no ammunition or explosives, will be strictly enforced.

Article IV– Discipline Procedure

***HEIR FORCE COMMUNITY SCHOOL'S
2016-2017 BEHAVIOR AND CHARACTER EDUCATION PROGRAM***

BEHAVIOR PROGRAM

The discipline program of HFCS will be based on a 4 step system that will progress throughout the school year. Each step will be monitored closely and conducted by the Discipline Coordinator with the help of teachers, mentors and other school administration to aide the student in modifying their behavior. The 4 steps are as follows:

Step 1. In-Classroom Discipline/Intervention – In the classroom the teacher is the ultimate authority. With this in mind the teacher will observe and assess student behavior and if necessary determine an appropriate intervention or disciplinary measure (i.e. moving seat, sitting student alone, extra work, clean up duties, lunch duties, meeting with student, the loss of certain privileges, etc.). The teacher may choose another more rigid discipline measure with the approval of the Discipline Coordinator. If the student's behavior becomes an issue as to negatively effect the student's learning ability and/or safety, the learning ability or safety of another student, or the overall classroom and/or school climate, the student may be written up and will move to step 2 where a cooperative discipline plan will be written with the involvement of the student's parents. Upon being written up the student may also meet with the Discipline Coordinator regarding their behavior in the classroom. The student may be written up at any

time for committing any major offense or the insistent committing of any one or more minor offenses.

Step 2. Parent Meeting – If step 1 is not effective in modifying or altering the student’s behavior the student will move to Step 2. During this step a meeting is scheduled with the student’s parents to create a Cooperative Discipline Plan (CDP). The plan will be set up with incentives or rewards built in to it to assist in motivating the student to modify their behavior. This plan will be implemented with the student’s teacher in the classroom. The student’s teacher and parent will keep in contact with one another to monitor and report how the student is doing with the plan. If a student continues to exhibit 2 weeks of negative behavior while on the plan, the student will then move to Step 3, while still continuing to work on the plan. Depending on the behavior of the student and the offense(s) committed by the student, the student can also be recommended for suspension or expulsion at this time.

Step 3. HFCS Discipline/Intervention per Matrix– During this step the student may be referred to the School-Wide matrix of behavioral infractions and it's corresponding consequence; including but not limited to Saturday School, Suspensions, and Expulsion. If intervention is found to be necessary, HFCS will establish a **Behavioral IEP** (see below). The student may also be referred to an **outside counseling resource** such as C.H.O.I.C.E.S, Family Resource Center, or SAFY.

Behavioral IEP: The Intervention Assistance Team (IAT), made up of the student’s parents and teacher(s), as well as the Discipline Coordinator and other school administrative staff, will meet to discuss the possible need for a Behavioral IEP as an intervention tool to assist the student in modifying their negative behavior. This process may include interviewing the student, his/her parents and/or teachers, as well as other testing and assessment of the student. Upon completion of any necessary information gathering, a determination will be made on whether the student qualifies for a Behavioral IEP. If the student does not qualify, it is possible that the student may be recommended for suspension or expulsion.

Student Behavior and Consequence Matrix

Behavior	Consequences			
Description	1 st Offense	2 nd Offense	3 rd Offense	4+ Offenses
Discs Code Violation (needs next quarter)	Notification to student	Notification to the parent	1 Day Saturday School	2-5 Days Saturday School (per offense)
Defiance/ Insubordination	1 Day Saturday School	5 Days Saturday School	5 Days Saturday School	1-5 Days Out of School Suspension
Refusing to Complete Homework/Cheating/ Plagiarism (needs next quarter)	Notification to the parent	1 Day Saturday School	5 Days Saturday School	1-5 Days Out of School Suspension
Bullying/ Intimidation/ Harassment (Individual/Group)	1 Day Out of School Suspension and a CDP/CDP Review or 4 Days Saturday School	5 Day Out of School Suspension and a CDP/CDP Review or 4 Days Saturday School	5 Day Out of School Suspension and a CDP/CDP Review or 4 Days Saturday School	10 Day Out of School Suspension or 10 Day Out of School Suspension plus Expulsion
Tuency/ Excessive Tardies	At risk of being un-enrolled and/or retained (See Attendance Policy for Details)			
Abusive Language/ Profanity	1 Day Saturday School	5 Days Saturday School	4 Days Saturday School or 1 Day Out of School Suspension and a CDP/CDP Review	5-5 Days Out of School Suspension and a CDP/CDP Review
Physical Aggression/ Fighting/Misuse of school property	5 Day Out of School Suspension and a CDP/CDP Review	5 Day Out of School Suspension and a CDP/CDP Review	10 Day out of School Suspension	10 Day Out of School Suspension plus Expulsion
Indecent Exposure	5 Day Out of School Suspension and a CDP	5 Day Out of School Suspension and a CDP/CDP Review	10 Day out of School Suspension	10 Day Out of School Suspension plus Expulsion
Leaving School Grounds without Permission	5 Day Out of School Suspension and a CDP	5 Day Out of School Suspension and a CDP/CDP Review	10 Day out of School Suspension	10 Day Out of School Suspension plus Expulsion
Physical Aggression OR Threatening Harm towards Staff and/or Students/Vandalism	5 Day Out of School Suspension and a CDP	5 Day Out of School Suspension and a CDP/CDP Review	10 Day out of School Suspension	10 Day Out of School Suspension plus Expulsion
Possession or Threat of Illegal Drugs/Deadly Weapons/Bomb Threat	5 Day Out of School Suspension and a CDP	5 Day Out of School Suspension and a CDP/CDP Review	10 Day out of School Suspension	10 Day Out of School Suspension plus Expulsion

Step 4. Suspension or Expulsion – Once the Discipline Coordinator has gathered documented proof of consistent, chronic violations of classroom/school rules and policies during steps 1-4, the student will meet with the Discipline Coordinator and a recommendation for suspension or expulsion will be made. The Executive Director will approve the recommendation and the student’s parents will be contacted by letter and phone regarding the suspension. The student’s parents may appeal the decision for suspension if they so desire. Suspensions can be 3, 5, or 10 days out of school depending on the severity of the offense or number of occurrences. An expulsion is when a student is permanently dismissed from the school for the remainder of the school year.

Please Note: the length of time a student is suspended can be determined or altered by an HFCS Administrator’s Determination.

All suspensions will begin the day following the infraction provided the parent/guardian has been given proper notice. During a suspension students may not participate in any school functions. Parents are responsible for picking up all make up work from the school office and making sure all work is complete and turned in to the school office on the first day the student returns to school from the suspension period. Academic Credit will be given at 75% for work completed during the suspension period. **Any work not completed or returned upon the first day following the suspension period will receive zero academic credit.**

Expulsion hearings will be held within the ten day suspension period if necessary. Expulsion hearings allow for parents to state questions, comments or concerns regarding the expulsion

process. The hearings allow both parties to express their sides; however will not change the disciplinary action taken.

HFCS Behavior Offenses by Category

Minor Infractions:

1. Unprepared for class (pencils, pens, etc)
2. Violation of dress code
3. Talking in the class or hallways
4. Violation of school bus rules (out of seat, playing, etc)
5. Excessively loud talking
6. Food or beverage consumption in an unauthorized area
7. Chewing gum
8. Possession or use of CD players, radios, games, Ipods, MP3 players
9. Running in Hallways
10. Tardiness to class (unexcused)
11. Misuse of technology (unauthorized websites, emails, downloads)
12. The unauthorized use of any school supplies
13. Being out of seat during classroom instruction without permission

Major Infractions:

1. Disrespect to Staff – (Ex: Name calling, threats, physical violence)
2. Disrespect to Staff - (Ex: rolling of eyes, non-verbal gestures, etc.)
3. Inappropriate social behavior that intentionally interferes with classroom instruction
4. Failure to accept discipline or punishment
5. Insubordination
6. Falsification of information (lying)
7. Failure to obey reasonable request
8. Failure to identify oneself to school personnel when requested
9. Selling of unauthorized merchandise
10. Damage to textbooks (plus restitution)
11. Misuse of lockers (damage, kicking, vandalism)
12. Use of laser pointers
13. Misuse of technology (damage, abuse, tampering, etc.)
14. Stealing test and / or test materials
15. Cheating on test (plagiarism)
16. Establishment and conduct of unauthorized clubs and organizations.
17. Fraud / forgery of school or parent documents
18. Truancy to class (skipping or cutting)
19. Theft
20. Damage or destruction of school or personal property.
21. Unauthorized use of school building or property
22. Unauthorized entry of school building before or after hours
23. Present in an unassigned location
24. Initiating without cause a fire alarm or falsely reporting a fire, or falsely reporting and impeding bomb or catastrophe
25. Tampering with building surveillance, electrical or plumbing
26. Violation of school bus rules (fighting, disrespect to driver, damage)
27. Profanity, or profane, vulgar or improper language or gestures

28. Violation of smoking policy including smokeless tobacco products
29. Possession, use, arranging or attempting to purchase, offering to sell or Transmit; or being under the influence of any narcotic, hallucinogenic drug, or intoxicant or and kind of look a like drug
30. Possession, use, arranging or attempting to purchase, offering to sell or Transmit; or being under the influence of any alcoholic beverage (including non-alcoholic beer)
31. Possession or use of dangerous weapon, firework and or explosives (or look alike weapons)
32. Food fighting
33. Possession or use of a cell phone
34. Physical Altercation (fighting)
35. Agitating a fight
36. Bullying (intimidation tactics, threats, of physical violence, blackmail)
37. Horseplay, rough housing, "fake fighting"
38. Inciting a riot or disruption of the operation of the school
39. Ethnic intimidation or racially hurtful remarks
40. Sexual harassment, assaults, acts, gestures directed toward students, staff and or other individuals
41. Sexual contact as defined as touching a body part of another student or self
42. Gang related activity
43. Leaving a classroom or the school without permission
44. Blazing as defined as talking about another student in a negative way

Article V – Damage to School Property

It is expected that all damage, even accidental, will be acknowledged by the student(s) involved and that a plan for restitution will be made.

Article VI – Dress Code

The purpose of having a dress code is to help create an atmosphere of unity and discipline in the school and to present to the community at large a visible expression of our attitude toward education and values.

Knowing that dress can set the tone for good learning, work, or any other endeavor, we have set a school appearance standard that we believe will bring mutual respect. This appearance includes modesty, neatness, cleanliness, and good taste.

All students enrolled in the Heir Force Community School are expected to adhere to the following dress code regulations.

Dress Code Policy

Daily Attire - Students are required to wear specific uniform apparel as selected by HFCS. Students will be expected to be in the appropriate uniform on a daily basis. Acceptable uniform items are listed below.

Girls: Plaid # 41; Jumpers (*K – 3*), skirts (*4 – 8*), Long sleeve yellow blouse.

Optional; skorts, short sleeve blouses, navy blue sweater, hair accessories; scrunchies and headbands. **Sweatshirts and hoodies will not be allowed to be worn as substitutes for sweaters.**

Boys: Navy blue pants, long sleeve light blue oxford shirt and * **Plaid # 41**; neck tie.

Optional; shorts, short sleeve light blue oxford shirt, navy blue sleeveless vest. Shirts and blouses are to be tucked in at all times. Only plain, white undershirts may be worn with uniform shirts and blouses. The sleeves of any undershirt must be as short as or shorter than the uniform shirt or blouse it is worn under. Black or dark brown belts must be worn with pants, and pants must be worn at waist. Shorts, skirts, jumpers and skorts must be no shorter than two inches above the knee and no longer than knee-length. **Sweatshirts and hoodies will not be allowed to be worn as substitutes for sweaters.**

Shoes & Socks - Black or dark brown casual dress shoes are to be worn. No sandals, tennis shoes may be worn to school. Boots can be worn from Thanksgiving to March. Socks must be worn at school and should be dark-colored (navy or black) for boys and white or navy for girls. Girls may wear white or navy tights as an alternative to socks. Leggings for girls can also be worn from Thanksgiving to March.

Jewelry - Girls may wear stud earrings or hoop earrings 1/4 inch in diameter or smaller. Students may wear watches without alarms. All other jewelry is prohibited.

General Appearance- Face artistry, visible tattoos and body piercings are prohibited. Hair may not be dyed unnatural colors. Girls may wear modest make-up.

Dress Code Violations

Disciplinary steps will progress as outlined in the Student Conduct and Discipline Policy section of the HFCS Handbook for any student that violates the dress code. HFCS is not responsible for lost or damaged clothing items.

Article VII – Bus Riding

Riding the bus is an essential part of the educational process. Busing is provided to us by Lima City and Elida school districts and we consider riding the bus an extension of our school environment. Therefore any student Kindergarten through Eighth grade found misbehaving or disobeying rules established by the various bus transportation districts will be subject to those school districts' individual discipline policies. Please contact your school district's bus transportation office if you are unsure of what their discipline policy is. Students may be reprimanded for any number of violations on the bus at the bus districts discretion up to expulsion of bus privileges for the school year.

Article VIII – School Events

We at the HFCS believe that school events, and extra curricular activities are important tools in enhancing a students academic experience. Events held on or off of school property during or after school hours fall under the umbrella of the school environment. If a student's conduct is dissatisfactory while attending or participating in one of these events, that student will be

subject to the HFCS Disciplinary Policy. For example if a student fights while participating in an athletic event the discipline goes directly to the discipline measure for fighting.

SECTION III-BASIC ACADEMIC MATTERS

Article I – Faculty and Staff

All faculty and staff at the HFCS have been carefully selected on the basis of their education, experience and qualifications. The most outstanding requirements are dedication to the education and development of children, and a character of integrity and moral responsibility.

Article II – Facilities

The Central office and 3-8 Grade Building of HFCS is located at 150 W. Grand Avenue, Lima, OH. 45801. The Annex K-2 Building of HFCS is located at the Impact Center at 2000 N. Cole Street, Lima, OH 45801. All school activities will take place on the school grounds unless parents are otherwise notified.

Article III – Course of Study

- A. The HFCS uses a variety of texts, manipulatives, and supplemental material to educate our students, including such publishers as Scholastic, Carson Dellosa, Frank Schaffer, Holt and Harcourt.
- B. The HFCS course of study meets and exceeds the state requirements for public schools for all grades.

Article IV—Student Report Cards and Progress Reports

- A. Reporting student progress is an important part of parent/teacher communication. The reporting process is intended to convey the individual growth of the student, rather than focus on the class or comparison within the class.
 - 1. Report Cards- Quarterly report cards will be sent home at each quarter's end.
 - 2. On-Line updates of student's progress will be reported and able to be accessed by parents and students through a **Power School** link available on our web site.
 - 3. Paper Copies of progress reports of grades only will be given only if requested by the parent.
 - 4. Conference- Parent conferences will be scheduled at the end of the first and third quarters. At least one parent must attend the 15-minute conference. A copy of the report card will be given to the parent at the conference.
 - 5. Parent Involvement-Parents are encouraged to discuss the student's progress with the teacher or Director at any time. Please make an appointment with the teacher or Director to ensure adequate time for discussion.
 - 5. School Grading Scale: 90% + A, 80-89 – B, 70-79 – C, 60-69 – D, 59 Below –F. Specials (Music and Spanish) will be graded on an O-Outstanding, S-Satisfactory, N-Needs Improvement, U-Unsatisfactory Scale

6. If a student falls below 70% in math or reading mandatory tutoring will be enacted immediately. Tutoring will be done in a RTI period (during a Special) or after school.
If tutoring
7. Any student that falls below 70% in any subject will be put on academic probation and not be allowed to participate in school sponsored extracurricular activities.
8. **Retention**
 - A Student who fails (Receives an F) in two or more subjects for the year will be considered for retention.
 - Other recommendations for retention may occur, without failure of two or more subjects, based on teacher's academic and non-academic concerns.
 - All retentions or recommendations for retention will be communicated to parents/guardians no later than the third quarter report card/Parent-Teacher conference. Final retention status will be decided upon the completion of the fourth quarter, and reported on the student's final year-end report card.
 - Third Grade Reading Guarantee student retention will be finalized after the OAA results are received. Any student not scoring the necessary cut score on the Reading OAA must be retained per the ODE Third Grade Reading Guarantee program.

SECTION IV—SCHOOL ROUTINE

Article I – Change of Address or Phone Number

If your address, phone number, work location, or authorized pick up information changes, please notify the school immediately. It is important that the school have current information to remain in contact with parents or guardians if needed.

Article II – School Calendar *(SEE ADDENDUM FOR CURRENT CALENDAR)*

Article III—School Hours

- A. Your child must be in their seat no later than 8:15 a.m., and school ends at 3:10 p.m. on Monday, Tuesday, Thursday, and Friday and ends at 1:10 pm on Wednesdays for grades Kindergarten through Eighth.
- B. Supervision will be provided for students from 7:30 a.m. until 8:15 during the Before School Program.
- C. The Before School Program Breakfast will be served between 7:45 a.m. and 8:05 a.m.
- D. During school hours, the student is the responsibility of the HFCS. The school will not be responsible for students prior to 7:30 a.m. and after 3:30 p.m. Monday, Tuesday, Thursday, Friday, or after 1:30 p.m. on Wednesday; unless the student is a participant of the Before School Programs or After School Tutoring or awaiting Bus Service transportation.
- E. After School is not provided by HFCS. However, the Heir Force Academy Day Care is offering our students and parents an after school program. The program is state licensed with qualified teachers. Students can be transported from HFCS to Heir Force Academy Day Care daily.

Article IV—Office Hours

The school office hours are 7:30 a.m. – 4:30 p.m. Parents or visitors must report to the school office; **please do not go directly to the student’s classroom.**

Article V—Telephone Calls and Messages

- A. All telephone calls and messages to students or faculty must be made to the school office. Faculty and students will not be called from the classroom except in an emergency. Student use of the telephone will be limited to necessary local calls.
- B. Voice mail will be available to accept messages after hours. All messages will receive a prompt response on the following business day.

Article VI—Emergency School Closings and Delays

- A. In case of inclement weather or epidemic, school may be delayed or closed. You will receive a Phone Tree Message with details about the delay or closing. WLIO T.V. 35 will post updates. The school answering machine will reflect any delays and cancellations as well as the school website. The decision to close or delay school will rest with the administration. Parents driving from a distance should attempt to call the school, and the student(s) will not be counted tardy.
- B. There will be no before school or breakfast program on days that the school is closed or delayed.
- C. Delays that occur on an Early Release Wednesday will result in a no early release day, with school ending at 3:10 p.m.

Article VII—Communicable Diseases

- A. Please telephone the school immediately if your child is diagnosed as having a contagious disease.
- B. **Your child must be fever-free and symptom-free (e.g. diarrhea or vomiting) for at least 24 hours before returning to school.** In the case of any contagious disease or illness, your child must be on the medication for 24 hours before returning to school. If your child has pink eye, do not send him/her back to school until there is no longer a discharge from the eye.
- C. **Your child must be picked up immediately if found to have a contagious disease.**
- D. **If a child has a temperature of 101° or higher parents will be notified and that child will be placed in the office until the parent's arrival.**

Article VIII—Illness During School Hours

If a student becomes ill during the school day, she or he may be excused. It is important that the school have the current telephone numbers of all contacts. Each student is required to have an up-to-date *Emergency Contacts* on file.

Article IX—Medication

HFCS discourages students bringing medication to school unless absolutely necessary. No medications can be administered by the faculty or staff. Students with a written consent note can be observed taking medication by a faculty or staff member.

Article X--Student Injury

- A. In case of serious injury, the faculty and staff of the HFCS retains the right to seek professional help, including the ambulance, physician, dentist, or emergency room services. Parents will be responsible to pay for the service obtained on the child's behalf.
- B. Written permission for emergency care is required from the parents, including a preference for the physician, dentist and hospital.

Article XI—Health Records and Immunizations

Each child is expected to be current on immunization according to Allen County standards prior to Kindergarten entrance. A detailed list of immunizations (types, what ages required, etc.) along with an immunization certificate can be obtained from your family doctor or the Allen County Health Department at 219 E. Market St. Lima, OH 45801; (419) 228-4457. A copy of an immunization certificate must be present in the student's file.

Article XII—Right of Access

- A. The Buckley Amendment of the Family Educational Rights and Privacy Act of 1974 grants the right of access to educational records accumulated subsequent to December 21, 1974. Access must be granted within 45 days of written request to the Directors office. Available records include grades, evaluation, and standardized test results. **These records cannot be released to persons or institutions outside the school without the written request of the parents.**
- B. The Buckley Amendment affords the right for challenging the accuracy of recorded information. The parent may write a statement of positions, which will be inserted in the student's records.

Article XIII—Parent Visitation

Parents are welcome to visit the school; however, preschool age children and school-age guests are not permitted to visit the classroom without the Director's prior approval. Parents who plan to visit the student's classroom should call or write a note to the school office at least 24 hours in advance.

Article XIV—Fire and Tornado Drills

There will be unannounced fire and tornado drills throughout the year. When the fire alarm or tornado announcement sounds, all persons in the building will file out in a quiet, orderly fashion. All doors must be closed, lights turned off, and absolutely no talking. Each student is to remain with his/her class at all times. All classes will have an assigned exit. A signal will be given to re-assemble in the classroom.

Article XV—Field Trips

Field trips are planned for your child's educational value. Notes giving details of each field trip will be sent home with a permission slip. It is essential that parents sign the permission slip and return it to the school. No student will be permitted to go on a field trip without the permission slip and a current Emergency Contacts on file in the office. If a student is serving and In School or Out of School Suspension they are prohibited from participating in field trips.

Article XVI—Parties

- A. There will be various occasions for parties during the school year: examples are Thanksgiving, Christmas, and Valentine's Day. Parents may be asked to help furnish food and supplies, or to help supervise the parties.

- B. If a parent wishes to send a birthday treat to school for the student's birthday, please notify the HFCS office with a note or a telephone call at least one day in advance. Birthday treats are served only during the student's lunch period and not in the classroom.

Article XVII—Lunch

- A. All students have the option to receive a hot lunch or bring a packed lunch from home. **Lunch items brought from home must come ready to eat. No food preparation will be given at school for packed lunches.** Please include the necessary cutlery for eating (spoon, fork, etc.)
- B. In accordance with state guidelines, all meals must include at least one serving from the meat group, one serving from the bread group, one serving from the milk group, and two foods from the fruit and vegetable group.
- C. Students are required to use quiet voices and stay in their seats during lunchtime. When a teacher or Director enters the room, silence is required to hear instructions. Students are responsible for discarding their own trash into waste containers after eating.
- D. The Heir Force Community School participates in Ohio's C.E.O. (Community Eligibility Option) Program and all students are eligible for a free lunch.
- E. Extra a la cart items can be purchased for lunch, for a published fee noted on the lunch menu. There are NO FREE extras. Purchase of extras must be recorded in the morning so appropriate lunch count can be given to the catering company.

Article XVIII – Transportation

Parents have the right to request transportation from the public school district in which they reside. If your district of residence refuses transportation for your child, they are required by law to pay you in lieu of transportation, provided you reside within 30 minutes of the HFCS. For more information, please contact the Director.

Article XIX – Lost and Found Items

The HFCS recommends labeling ALL clothing, lunchboxes, supplies, and items brought to school. HFCS discourages students from bringing laptops, CD players, cell phones, and other valuable items to school. Any item the school finds to be a distraction to the educational environment will be confiscated by the office and can be picked up by the parent/guardian at the end of the day. HFCS is not responsible for lost or stolen or damaged items brought to school. **All "found items" should be brought to the school office. Lost items left unclaimed will be donated to the Salvation Army.**

Article XX – Missing Child Policy

In the event that a student is missing during school hours, the following procedures will be taken.

- **Initial Contact Procedure:**

Each staff member will have a dismissal list to check at the end of the school day. The staff member will call the school office if a child is missing at dismissal time. The staff member will circle the name of the missing child on the dismissal list and will document the last time the child was seen.

- **Inquiry Procedure:**

The school secretary will contact the transportation departments and each school to see if the child has been put on a bus. If the child is on a bus, the transportation department will be asked to return the child to school.

The Director of Education or Executive Director will do a school-wide page to search for the child.

- **Search Procedure:**

The executive secretary and executive director will do an external search of the premises, no longer than ten (10) minutes. All administrative personal will communicate via walky-talky as to the progress of the search.

While the external search takes place, the director of education will search exit cameras for the missing child.

After the ten minute search, parents will be contacted and notified of the steps taken thus far. Parents will be asked if child may have gone home and will be notified that police and emergency contacts will now be called. Parents will be asked for a contact number, and we will leave the contact number of the school so that we can remain in contact during the search. Parents will be asked to contact us with any updates.

Police are contacted and provided with a description and picture of the child from the child's cumulative file folder.

The executive director will take a copy of the child's photo and description along with an area map and drive to the child's neighborhood to search for the missing student.

The director of education will conduct a more thorough camera search.

Parents will be contacted by the school every fifteen (15) minutes for updates.

- **Found Procedure:**

The school will call the parent, executive director and police when the child is found.

The director of education and executive director will then contact the parent and child for follow-up details to prevent reoccurrence of this situation.

SECTION V—ENDING REMARKS

We at The Heir Force Community School believe it is our responsibility to set full behavior standards for our students. Each student and his/her parents make the decision to attend the HFCS, and thereby agree to accept the standards, principles and requirements set forth in this handbook. To affirm your agreement with this handbook please sign the very last page and return to the school office.

We appreciate the confidence you have shown us by enrolling your child here at the HFCS. We aspire to instill in each child the social, academic, and moral tools necessary to realize and actualize their full potential by way of their talent and abilities. Again, thank you for allowing us to *“Shape Tomorrow’s Leaders One Child at a Time”*

Pastor David Roberts
School Board President

Darwin O. Lofton
Executive Director

Janelle Anderson
Director of Education

**HFCS Student and Parent Handbook
Agreement Form**

PLEASE NOTE:

I have read and agree to all the policies, practices and procedures to be conducted by the Heir Force Community School. I will explain to my child the rules outlined in the handbook and take full responsibility in ensuring that my child(ren) will abide by the guidelines outlined in the handbook. I agree to work in conjunction with all teachers, aides, administrators and school board members as defined in the handbook.

Student's Name Date

Parent's Name Date

**Pastor David Roberts
School Board President**

**Darwin O. Lofton
Executive Director**

**Janelle Anderson
Director of Education**