

Heritage Community Charter School



Student Handbook 2021-2022

Heritage Community Charter School

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Greetings from the Board

It is with great pride that we welcome you to Heritage Community Charter School. We would like to introduce you to aspects of the school's vision, mission and philosophy as well as its operational procedures in this student handbook. We strongly encourage you to read it in its entirety each year and refer to it often throughout the school year— not only will the handbook answer many of the practical questions you may have about the operation of the school, but it will also deepen your understanding of the purpose and intent of our school.

The HCCS Vision: To develop within our students an individual belief that they can attain High academic achievement, through which they develop a Continuous love of learning throughout their lives, and gain the skills necessary for Communication that is effective, all in a Safe and respectful environment in which they contribute.

The Mission of Heritage Community Charter School is to educate students so that they graduate prepared for success in post-secondary and career environments, committed to lifelong learning, bi-literate and able to serve as leaders in their communities.

A rigorous curriculum in a community of friends

Any student who has the desire to know and the willingness to work hard can find success at HCCS. HCCS founders strongly believe that every student should have the opportunity to learn and grow and feel individual success throughout their time at HCCS. This learning and growth takes place in a community of friends, a community formed through the pursuit of academic excellence and growth in moral character. Our mission is to provide an environment that allows every student who is curious and diligent the opportunity to fulfill his or her full potential.

Our commitment to your children

You have chosen HCCS for the education of your children, and for this we are profoundly grateful. We speak for everyone involved in the HCCS family when we say that we accept this responsibility with seriousness of purpose and with a dedication to serve your children and this community with integrity. The faculty and administration at HCCS have been selected on the basis of character, academic distinction, leadership ability, and foremost for their ability to work well with children. We are all committed to act in accordance with the highest levels of professionalism.

Sincerely,

Heritage Community Charter School, Board of Directors

HCCS Belief Statements

The **vision** of Heritage Community Charter School is to achieve:

- High Academic Achievement
- Continuous Love of Learning
- Communication that is Effective
- Safe and Respectful Environment

Mission: The Mission of Heritage Community Charter School is to create an atmosphere of mutual respect where students feel safe and are challenged to become their best selves. Our students will develop a curiosity and love of learning that will continue throughout their lives and prepare them for post-secondary education, careers, and service in their communities. They will become well-educated leaders who desire to preserve a democratic society and who act with integrity and character.

- We believe all students should enjoy and be excited about learning.
- We believe all students can contribute to the classroom and to the learning environment.
- We believe HCCS students will understand and embrace their American heritage and the foundations of Western civilization.
- We believe it is important for each HCCS student to understand and value his/her own heritage as well as respect the diversity within our community.
- We believe students should graduate from HCCS able to communicate fluently and effectively in more than one language.
- We believe all students will be able to succeed at HCCS and in post-secondary education.
- We believe all members of the HCCS community should be involved in meaningful service to others and to our community.
- We believe the HCCS Board, staff and students will create a culture that promotes respect and values learning.
- We believe that HCCS will create a culture that promotes sharing of opinions and encourages dialogue in which different opinions are respected.
- We believe HCCS Board members and faculty should model the core characteristics of HCCS which are: Self Discipline, Compassion, Responsibility, Friendship, Work, Courage, Perseverance, Honesty and Loyalty.

Academic Information

Philosophy of Education- Each student is a unique person, and an HCCS education properly addresses that uniqueness. Teachers structure their classrooms and courses of study for the benefit of the students. Each teacher encourages students and challenges them to achieve their full potential. Friendship and community are absolutely essential to education. At Heritage Community Charter School we strive to create a “community” where all individuals are valued and nurtured. The atmosphere of the school and the classrooms will reflect mutual respect so that students feel empowered to take risks necessary for growth and learning.

HCCS has many separate components that work in unison to create well educated, biliterate graduates who are ready for post-secondary pursuits and contributions to society.

Classical Education is teaching by the same educational principles and toward the same educational pursuits as the ancients. To do so is known as the Trivium, Latin for —the three roads. The three classical subjects are called Grammar (Elementary years), Logic (Middle School years), and Rhetoric (High School years). Levels of development in the classical sense are Knowledge, Understanding, and Wisdom. The picture is that human beings have three areas of mental capacity: one for gathering up information (**Knowledge**), a second for arranging the information in a logical order (**Understanding**), and a third for putting this information and this ordering to practical use (**Wisdom**). These three capacities are mutually dependent upon each other, but have a logical and developmental order between them. They all develop at the same time, from birth, yet they each pass through periods of intensive development until they finally meet each other and work harmoniously together.

Dual Language Immersion Program - The primary years at HCCS offer some of the most optimal developmental stages for language development. HCCS primary grade teachers will use innovative teaching approaches that promote the instruction in both Spanish and English in all core content areas. In the intermediate grades students will continue receiving instruction in a dual language environment so that they will move to secondary grades able to communicate effectively in both Spanish and English.

The **Core Knowledge® Sequence** is a classical, liberal arts-based education focused on a comprehensive kindergarten through 12th grade education utilizing a traditional approach that is focused on a strong foundation in history, literature, art, music, reading, writing, mathematics and science. At HCCS, knowledge builds as students move through each grade, allowing each student to build a strong foundation for the future.

HCCS staff members are extremely excited to be teaching with the Core Knowledge Sequence. We believe that this framework enables us to bring many parts of history to life for our students in many ways. One of the subjects that we teach is visual arts. In this subject we are able to look at and discuss beautiful pieces of art throughout history. All of the works of art are tied to the history and geography we will be studying. We want to help students gain maturity and the ability to discuss the aspects of the form of art and the time period. We also study classic works of literature that will help our students

develop a foundation in both the history of Western Civilization and in our Core Characteristics. All of the works are located in the Core Sequence for you to look at and a description of what students study (by grade level) is available on the Core Knowledge Foundation website. We also have an overview and materials in our classrooms for you to review before we discuss them in class. If you have any questions or concerns, please feel free to discuss them with your student's teacher.

Spanish, Latin and Additional Languages – Foreign Languages are included in HCCS's middle school program, furthering additional language acquisition.

The Western tradition is one of great depth and diversity of peoples and cultures, and as HCCS is a public, non-sectarian institution, all members of the HCCS community—the administration, faculty, parents, and students—will show profound respect and tolerance for the religious, political, and cultural traditions and perspectives of others. HCCS teachers are not permitted to encourage a particular religious or political perspective in the courses they teach. Rather, they encourage a civil and tolerant discussion of ideas when such topics naturally arise in class or on campus.

Our graduates will be confident, articulate, bi-literate, well-rounded and prepared to live full and productive lives. They will have studied some of the greatest works in the history of the world; they will understand the intellectual foundations of the world in which they live; they will have been trained in advanced mathematics and science; they will appreciate art and culture as expressions of the human spirit; they will have studied multiple languages in depth; and they will possess the intellectual skills and disciplines that make a lifetime of learning possible. The formation of our students' characters and imaginations involves an exposure to great works and thinking over time, and it is a lifelong endeavor. HCCS does not claim to offer a definitive or exhaustive education, for as the great American philosopher and teacher Mortimer Adler once wrote, —Education stops only with the termination of life; the only fully educated human being is a dead one.

Academic Honor Code

The objective of the HCCS Honor Code is to build trust among students and to maintain an academic community in which a code of values is shared. The HCCS Honor Code is stated below:

As a student and citizen of Heritage Community Charter School, I agree to the following:

- § *I will not lie, cheat, or steal in any of my academic endeavors.*
- § *I will forthrightly oppose each and every instance of academic dishonesty.*
- § *I will not give or receive un-permitted aid in class work, homework, in the preparation of reports, or in any other work that is to be used by the teacher as the basis of grading. I will understand the difference between studying and reviewing with others (which often is acceptable) and producing written documents that are submitted under my name for credit (which can only be done alone).*
- § *I will not copy from or collaborate with others in completing homework (unless authorized by my teacher). When I put my name on a homework assignment, I attest that all of the work on the assignment is my own in origin and content.*
- § *In the case of all essays and research papers, I will carefully cite all external sources. I will not represent someone else's work as my own. I will do my very best to learn from my*

teachers the clear distinctions between appropriate research and plagiarism, intentional or unintentional.

- § *I will never use any “study aids” such as Cliff’s Notes, Sparks Notes, or other materials, nor will I watch a movie/video version of a work of literature before or during study of it in school (unless authorized by my teacher). I will do the reading for myself and strive to understand it for myself.*

Note on Academic Dishonesty: Cheating, plagiarism, and other forms of academic fraud will not be tolerated. All teachers are required to report all incidents of academic dishonesty to the Principal. The consequences of academic dishonesty are severe.

Homework Policy

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the teachers at HCCS to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, prepare for upcoming lessons, complete unfinished class assignments, and develop independence. Homework grades are modified based on students’ individual needs (i.e. IEP, 504 Plans).

Homework assignments include:

- Practice exercises to follow classroom instruction
- Preview assignments to prepare for subsequent lessons
- Extension assignments to transfer new skills or concepts to new situations
- Creative activities to integrate many skills toward the production of a response or product

As a general guide for the amount of time spent daily on homework and study activities, students and parents should budget the following:

- Elementary: 10 minutes per grade level (i.e., Kindergarten=10 minutes, 1st grade=20 minutes, 2nd grade=30 minutes, etc.)
- 6th-8th: approximately 20 minutes per subject
- Reading: In addition, students are encouraged to pursue non-assigned, independent, leisure reading. We encourage parents of K-1st grade students to read to their children for at least 20 minutes daily. In 2-3rd grade, parents are encouraged to be available to listen to their children read orally for at least 20 minutes and monitor pronunciation, fluency and comprehension. In 4-8 grades, students are encouraged to read independently for at least 20 minutes daily.

Actual time required to complete assignments will vary with each student’s study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time doing homework, **you should contact your child’s teachers.**

Late Work Policy

Students are expected to turn work in on time. Students who turn in late assignments on a consistent basis will receive any of the following based upon individual teacher discretion or grade level policy.

- partial credit
- no credit

- missed reward activity
- communication with parents

Students who miss homework because of an absence will receive the opportunity to make up missed work. Students are given one calendar day for each day absent plus one extra day to turn in their work. It's the students' responsibility to get work missed due to illness or absence.

Major Projects

Major Projects include research reports, book reports, major essays, and other assignments teachers designate as major projects. Work on these projects may exceed the maximum minutes per night.

Academic Responsibilities of Teachers:

- Assign relevant, challenging and meaningful homework that reinforces classroom learning
- Give clear instructions and make sure students understand the purpose
- Give feedback and/or correct homework
- Communicate with other teachers in scheduling major tests and projects (students will have no more than two major tests on a given day)
- Involve parents and contact them if a pattern of late or incomplete homework develops
- If applicable, keep an updated class website for parent and student reference

Academic Responsibilities of Parents:

- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Monitor student's organization and daily list of assignments in their agenda
- Help student work to find the answer, not just get it done
- Be supportive when the student gets frustrated with difficult assignments
- Contact teacher to stay well informed about the student's learning process
- Seek support and assistance directly from the teacher as questions or problems arise
- If applicable, refer to class website for information regarding assignments/ class work

Academic Responsibilities of Students:

- Write down assignments daily
- Be sure all assignments are clear; don't be afraid to ask questions if necessary
- Set aside a regular time for studying
- Find a quiet, well-lit study area
- Work on homework independently whenever possible, so that it reflects student ability
- Produce quality work
- Check class website (if applicable)

Grading

We maintain high academic standards for all students. Course content is designed to challenge and educate students in the core curriculum.

In grades 6-8, grades will be computed and reported on a 4 point scale as follows:

A	4.0 (93-100)	B+	3.3 (87-89)	C+	2.3 (77-79)	D+	1.3 (67-69)	F	0 (0-59)
A-	3.7 (90-92)	B	3.0 (83-86)	C	2.0 (73-76)	D	1.0 (63-66)		
		B-	2.7 (80-82)	C-	1.7 (70-72)	D-	.7 (60-62)		

In grades K-5, please consult your child's teacher regarding a specific grade level reporting policy.

Communication

Daily Announcements will be shared with the student body and staff via the P.A. system. Announcements of upcoming events will also be posted outside the school office.

Parents will receive information from teachers and staff via newsletter, Schoolmessenger, email, or other written correspondence. If you are not receiving regular updates from the school, please inform your child's teacher or notify the front office.

Parent-Teacher Conferences are scheduled throughout the year and noted on the official school calendar. Parents are encouraged to schedule additional conferences with a teacher as soon as any concern or question arises.

The school office is open from 7:30 am until 4:00 pm every day that school is in session and will be closed during the month of July. The school phone number is (208) 453-8070. E-mails or phone messages left after hours will be returned the next working day.

Middle School Accountability Plan

The goal of Heritage Community Charter School is to ensure that each middle school student demonstrates the knowledge base needed to become successful in high school.

Each middle school student will be expected to:

Students enrolled in 6th, 7th & 8th grades will be required to maintain a 2.0 GPA.

Students enrolled in 6th, 7th & 8th grades will be required to meet attendance requirements (absent no more than 6 days per semester per handbook)

Alternate Route

7th and 8th grade students may demonstrate proficiency of required content standards through an alternate route to determine eligibility for grade level promotion. The alternate route will be determined on an individual basis. A school leadership team will review each petition to determine if a student has demonstrated proficiency of the appropriate content standards.

The Alternate Route You must meet 3 of the following 4 requirements
2.0 cumulative yearly Grade Point Average (GPA)
Pass at least 80% of ALL courses
Spring to spring growth in both ISAT's (Math and ELA)
Meet attendance requirements.
*Students on an IEP or a 504 will have the guidance of the IEP team

If a student is not able to pass the course under the above two requirements, he/she must take the ***CREDIT RECOVERY PATH**

Parents must meet with the school team to discuss options: Teachers, Counselor, Special Education teacher and Principal. Options MAY include those listed below.

Idaho Digital Learning Academy (Parents responsible for tuition)

Grievance Policy

The daily conduct of the business of HCCS is under the direction of the principal and he is the authority over all daily decisions, such as disciplinary issues, uniform compliance, and attendance/absentee issues. HCCS teachers strive to challenge our students academically, pushing them to achieve more and grow more than they have before. We encourage students to come to teachers with questions or concerns. However, a student may have a serious grievance that requires parental involvement.

HCCS has adopted the following procedure for dealing with such issues:

- Student approaches teacher outside of class with the problem. If the problem is not resolved,
- Parent contacts the teacher outside of class. **Student, parent and teacher will meet.** If the problem is not resolved,
- Student, parent, **and teacher meet with the principal or counselor.** If the problem is not resolved,
- Student, parent, teacher, and principal meet with the HCCS Board of Directors. The student will be present but may be excused at the discretion of the board. The decision of the Board is final.

In exceptional circumstances, when the safety of any party is threatened, or when other legal authority prevails, this policy may be disregarded.

Along each step, the faculty, administration, and the Board of Directors will attempt to resolve the grievance to mutual satisfaction, consistent with the mission and policies of the school.

Attendance and Tardy Policy

Daily School Hours

School starts each day promptly at 8:00 A.M. and ends at 3:00 P.M. For safety reasons, students should not arrive on campus earlier than 7:30 A.M. Students are expected to leave as soon as school ends unless they are attending an organized, adult-supervised program associated with the school.

Heritage Community Charter School has a closed campus. Once a student is on campus, he or she may not leave, except under parental supervision or under supervision of an authorized faculty member.

Absences

In the event of a student absence, parents should call the school office (preferably between 7:30 A.M. and 8 A.M.) to report that their child will not be attending school that day. In the event of an unplanned absence, parents should contact the school to acquire homework assignments.

If a student absence is anticipated, the student should also request assignments prior to the absence no later than 3 school days prior to the planned absence. It is the responsibility of the student to make up all missed assignments after any absence, planned or un-

planned. Each faculty member will have an established make-up policy, including required deadlines, for missed work.

Excused and Unexcused

A student may have no more than 6 unexcused absences in each semester, for a total of 12 unexcused absences throughout the school year. Excused absences include absences of a medical/health or academic nature, and must be verified by the parent/guardian. We extend to parents and guardians the same honor code as we do our students regarding verification of the nature of such absences.

If your child is ill, it is best to keep the child at home, rather than send him/her to school where others may be exposed to infection. Students who come to the reception desk with a fever will be excused from school and must be picked up by a parent or guardian. Each family should have an emergency card on file that specifies what medicines may be administered by the school and what action to take in the event of illness, accident or an emergency. Please see the section on medication for additional information regarding prescription and OTC medications.

Tardiness Grades 6-8

A tardy is defined as the condition or situation when a student is not in his/her assigned seat with all of the necessary study materials at the start of the class period.

Rationale: The first few minutes of class at HCCS set the stage for the day's lessons. Generally a teacher has an "anticipatory set" which engages the students' inquiry or curiosity and prepares the students for the day's lesson. Class time at HCCS is valuable. Teachers design lessons so that learning is maximized and interruptions are minimized within the allotted time. When a student is late to class, the entire class is interrupted, the teacher is interrupted, and the tardy student has missed a vital part of the day's lesson. Timely attendance at HCCS is mandatory. Punctuality to class and all activities is paramount. There is no excuse for habitual tardiness.

Students are welcome to class when they arrive on time. If a student arrives to school after the tardy bell rings at 8:00 A.M. a **parent** must sign him/her in at the front office unless the student is a registered driver, in which case the student must sign in. Upon arrival to school, students are required to obtain a tardy/admission slip from the front office with the time the student checked in and a signature from the front office staff. This slip is required for admission to class and must be given to the teacher upon arrival. Students who arrive to class without a tardy slip will be sent back to the front office.

To allow for reasonably anticipated issues the following tardy policy applies:

- Late to **period-one** class (late to school): Late to period-one class (Middle School), Late to school (Elementary); To allow for travel difficulties (e.g. traffic jams, flat tires, etc.) students will be permitted two period-one tardies without penalty per quarter. On the third and subsequent period-one/late to school tardy, students will receive Friday afterschool detention from 3-4 PM. Parents

must provide transportation. Tardies are excused for dental, medical, and legal appointments, and for health reasons.

· Middle School Students late to all other classes (periods 2 – 8):

To allow for issues that may arise during the day, students will be permitted two tardies without penalty per quarter. On the third and subsequent tardy, students will receive Friday afterschool detention from 3-4 PM. Parents must provide transportation.

Note: If a student is tardy to the same class period more than one time in a given week, the student will be given a lunch detention for each tardy.

Continued Enrollment/Truancy

As per Idaho Code 33-206, Any public school pupil who, in the judgment of the board of trustees, or the board's designee, repeatedly has violated the attendance regulations established by the board [is considered to be habitually truant]. Additionally those students who are considered habitually truant may be subject to discipline including, but not limited to, detention, suspension, expulsion, and/or ineligibility to participate in athletics, school activities and/or continued enrollment at the school.

Additionally those students who are considered truant may be subject to Detention, Suspension, Expulsion, and or ineligibility to participate in athletics or school activities, and or continued enrollment at the school.

If a student does not attend school for ten (10) consecutive days, and the parent has not communicated with the school or responded to contacts from the school during that period of time, the student will be considered as having withdrawn from the school. Further, the student will be reported to juvenile authorities as truant. Such Truancy will also result in loss of credit for classes missed.

School Calendar and Website

The official school calendar for each academic year is posted on the school website (www.hccs481.org) and distributed to each family the summer prior to the start of school. Any updates and revisions will also be found on the web version of the calendar. This calendar should be carefully coordinated with each family's own calendar and should be consulted on a regular basis throughout the year. The calendar identifies school vacations as well as the first and last day of the school-year and each grading period. Please visit our website for HCCS employee contact information, updates on extra-curricular schedules and locations, and other school related events and information.

Character and Behavior Expectation

At HCCS, we believe that habits of behavior play a significant part in forming habits of the mind. The faculty at HCCS will make every effort to enforce the rules consistently, informatively, and with a heart of mercy for each student's overall well-being.

At HCCS, school wide expectations are focused on creating an environment that values the three “Rs:”

- RESPECT
- RESPONSIBILITY
- RELATIONSHIPS

All classroom expectations will reflect those elements as well as our nine Core Characteristics. Monthly Core Characteristics assemblies will honor students who have gone above and beyond to demonstrate the Core Characteristic of the month.

Positive Behavior Intervention Support is an integral part of the school culture. Students who demonstrate the three R’s and the Core Characteristics will be randomly given a “Caught you Soaring” card. Weekly drawings will occur to honor those students.

Expected Behavior

Students at HCCS are expected to be courteous and well mannered, respectful of teachers, staff members, and each other. They are expected to be honest and trustworthy. The following rules shall pertain to all students of HCCS and shall be in effect during school hours, on bus routes to and from school, and at all school-sponsored activities.

Prohibited Behavior

Students may be assigned detention, lose the privilege of lunch-time recess or extra-curricular activities, or be required to perform some work detail such as cleaning, depending on the nature and frequency of offenses. The following is a partial list of some of the misbehaviors that will be dealt with by the staff of HCCS:

- Any violation of civil law
- Academic Dishonesty
- Violence or Bullying
- Willful Disobedience
- Vulgarity or Profanity
- Dress Code Violations
- Use of cell phones and other electronic devices during school hours
- Stealing
- Any activity that could be perceived as gang-related
- The operation of any motorized vehicle in a dangerous manner on or near school property
- Outward displays of affection that exceed a high five, a pat on the back or a handshake
- Disregarding classroom policies related to eating, drinking, and chewing gum in class
- Any behavior that is harmful to the school, the school community or any individual

HCCS expects appropriate conduct at all times. The range of consequences for any inappropriate behavior includes, but is not limited to, parent contact, detention, out-of-school suspension, and expulsion.

Multiple infractions of unacceptable behaviors will result in compound consequences. The HCCS staff follows a progressive discipline model to encourage positive changes in behavior.

Pink Slips

Discipline of students is the responsibility of the classroom teacher as he or she sees fit. If actions taken in the classroom fail to solve the problem, the student may receive a referral to the office to see Administration. At a minimum, following such a referral, the parent will be contacted and other disciplinary measures may be taken.

Threats of violence and physical, verbal or sexual harassment are illegal and will result in parents or guardians being contacted and, depending on the nature of the offense, may result in other disciplinary measures, including notification of law enforcement authorities, suspension, and expulsion.

Suspension/Expulsion Procedure

A student can be suspended for up to ten (10) school days for an offense. The Board of Directors, upon request of the principal, can extend a suspension for up to a total of fifteen (15) days. Any student recommended for expulsion will immediately be placed on suspension pending Board of Directors' approval of the expulsion.

In the case of a suspension or an expulsion proceeding, parents will be notified immediately regarding the nature of the offense and the consequence. Suspensions can be appealed first to the principal, and then to the Board of Directors.

The parent/guardian of the suspended student will also be required to attend a re-admission conference with the student and a school administrator. The parent/legal guardian shall be held liable for all damages caused by a student.

The Principal may recommend to the Board of Directors suspension for over 10 days and/ or expulsion of a student for serious cause, including but not limited to the following: defiance of authority, repeated disregard or disobedience of school rules and regulations as outlined in the Student Handbook, verbal abuse of adults or students, disruptive or disorderly behavior, bullying or harassing conduct including cyber bullying and harassment, hazing, violent or threatening behavior, fighting, vandalism, destruction or theft of school property or personal property of others, truancy, persistent absenteeism that is not due to certifiable medical illness or disability, persistent tardiness, possession of firearms or other dangerous weapons, possession of controlled substances, including illegal drugs, alcohol, tobacco, and prescription drugs, and possession of over-the-counter drugs for non-medical use. In cases where the student has committed a crime or violation of local, state or federal law, law enforcement authorities will be notified.

HCCS will meet all applicable requirements of Idaho Code, Idaho Administrative Rule, Section 504 of the Rehabilitation Act and the IDEA regarding disciplining of HCCS students.

Bullying-Harassment-Hazing Policy

"Harassment, intimidation or bullying" means any gesture, written, verbal or physical act toward a student that takes place on school property, in the neighboring vicinity of the school, or at a school-sponsored activity and that:

(1) is motivated by any actual or perceived characteristic of the student, such as race, ethnicity, religion, ancestry, sex or sexual orientation, socio-economic status, or disability; and

(2) (a) harms the student or damages the student's property, or threatens personal harm or damage to his property; or (b) insults, demeans or intimidates the student or a group of students in such a way as to substantially interfere with the student or students' educational or social activities at school or cause a substantial disruption of the orderly operation of the school.

Bullying and harassment is not tolerated at Heritage Community Charter School. The Principal, in consultation with relevant HCCS Staff and or Board of Directors, is responsible for determining whether an alleged act constitutes a violation of this policy. All violations shall be treated in accordance with the discipline procedures and penalties in effect for violation of the school's

--Hazing is defined as any intentional, knowing or reckless act committed by a student, whether individually or with other persons, against another student, and in which both of the following apply:

* The act is committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution; and

* The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.

Organization means an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

Hazing, or solicitation to engage in hazing, and aiding and abetting another person who is engaged in hazing is strictly prohibited. A person is considered a —student who has enrolled, who has been accepted for enrollment, or intends to enroll within the next 12 calendar months. This policy applies to all students until graduation, transfer, promotion, or withdrawal from the school.

Violation of Behavior Code

Students or parents who would like to report an instance of harassment, intimidation, bullying or hazing may ask for a confidential report form from the front office. Reports may be made anonymously but formal disciplinary action may not be based solely on the basis of an anonymous report. Moreover, there will be a consequence for any student submitting a false claim. The form will then be forwarded to the Principal or Board of Directors if such instance involves any administration.

Violations of this policy do not include customary athletic events, contests or competitions that are sponsored by an educational institution or any activity or conduct that furthers the goals of a legitimate educational curriculum or legitimate extracurricular program.

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. All students, teachers, and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Students and others should report hazing to the administration, but may also report haz-

ing to another HCCS staff member. If an individual besides the Administrator receives the report, the individual receiving the report will submit a report of the incident to the Administrator. The individual shall respect the confidentiality of those involved, disclosing the incident only to those with a need to know or as required by law. Any incident of hazing that includes possible violation of state or federal statutes shall be treated as required by statutory requirements and reported to law enforcement.

A professional staff member who fails to inform the Administrator of an incident of hazing no less than the next school day after the member becomes aware of the incident may be subject to discipline. All violations of this policy shall be treated in accordance with the discipline procedures and penalties in effect for violation of the schools Behavior Code and Discipline.

If an organization knowingly permitted, authorized, or condoned hazing activity, its permission to conduct operations at the school may be revoked or suspended.

Gang Policy

HCCS Charter School recognizes that gangs and gang activities are detrimental to the educational process in our school. All gangs and gang activities, including, but not limited to, wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, gestures, codes, or other things which evidence membership or affiliation in any gang is prohibited and will not be tolerated at Heritage Community Charter School, nor at any school functions.

Guidelines:

This policy will be addressed at the beginning of the school year, the policy will be discussed with the student body.

The student may go directly to a Board of Review or an expulsion hearing if the principal deems the incident is so severe as to warrant their actions immediately.

The administrator will seek ongoing assistance from the Caldwell Police Department and the Canyon County Sheriff's Department in gang activity identification and the names and numbers of local gangs.

For the protection of the student and to avoid disruption in the educational process, a student demonstrating evidence of gang activity will be required to not display this type of evidence (see above), e.g., required to change clothing, cover tattoos with flesh colored bandage wrap, band-aids or make-up, fill in shaved or cut-in designs in hairlines or eyebrows with make-up.

Disciplinary action for violation of this policy is as follows:

First offense – Disciplinary referral is made to the administration and administration will determine appropriate disciplinary action based on the severity of the infraction as stated in the policy. *Parents and the Board will be notified immediately of the infraction.

Second offence—Student is suspended and mandatory re-admittance meeting will be held before student returns to school.

Third offense – Student and parent appear before a Board of Review.

Fourth offense – Student and parent appear before the Board of Directors for an expulsion hearing.

Cell Phones and Electronic Devices

Students: Cell phones, MP3 players, laptops, and all other personal electronic devices are not permitted during school hours [8:00-3:00, including passing time and lunch]. Before and after school, student cell phones are prohibited inside the school building, **in the parking lot or on the playground**. Students found to be in possession of these devices will have them confiscated. Repeated violations will result in short-term suspension.

Parents and volunteers: Cell phone use is restricted to the area directly in front of the main office. We ask that all visitors turn off and put away their cell phones during their visit if they are visiting classrooms.

Other Prohibited Items

I-pods or other portable music players, pagers, cameras, electronic games, laser pointers, skateboards, roller blades, and other toys that are not part of the academic or extra-curricular program are prohibited on campus. Students may be disciplined, and such items will be confiscated and returned only to the legal guardian or parent.

Tobacco and other legally controlled substances, lighters, **vapes**, matches, pocket knives, weapons of any kind, and sexually explicit materials are also prohibited on campus at all times. Possession of these items will result in immediate disciplinary action.

Weapon Possession/ Use

Any student found to be in possession, using, or attempting to use any object as a weapon will result in the student's immediate suspension or possible expulsion. Any student expelled from HCCS for a weapons violation will be reported to appropriate law enforcement authorities. Any person not a student at HCCS found similarly engaged will be removed from the school property and referred to law enforcement authorities. The safety of our students will take priority over any other considerations.

Medication Policy

Students requiring prescription medication during the school day must bring the medication to the office upon arrival at school, in its original container with the student's name clearly visible on the bottle. (No Baggies or pillboxes allowed.) Clear instructions from the parent or guardian must accompany the medication, specifying the time (s) and amount (s) of required dosages. If the medication is to be administered at different times or in different amounts from what is specified on the label, a physician's signature is required. The medication will be administered to the student by the school secretary (or other authorized staff member) in the school office. No medicines of any kind may be retained by the student in lockers or backpacks, with the following exception: A student who has been instructed in the self-administration of medication for treatment of a serious condition (e.g. asthma, allergies, diabetes) shall be permitted to possess and use a prescribed medication (e.g. inhaler or Epi-Pen) at all times, provided the school has received, and administration has approved, a signed prescription or written direction from his/her physician or health care provider stating that the carrying of such medication is medically

necessary. No over-the counter medications may be shared at any time from one student to another. There will be disciplinary action for students who violate this policy.

Lockers

Each student in grades 6-8 will be assigned a locker. HCCS requires that students keep their locker locked throughout the day. The school is not responsible for items stored in lockers. This includes theft of text books (considered to be the property of the school) and personal belongings such as books, lunch boxes, jackets, etc. It will be incumbent on students to ensure their lockers are locked at all times, and to conceal their lock combination numbers to avoid lock tampering. HCCS reserves the right to inspect student lockers at any time, with or without notice. Students are not permitted to write on or otherwise deface school lockers, inside or out. They may tape non-offensive posters or photos inside their lockers using only blue "painters tape" that will not leave a sticky residue. Students may not glue or paste stickers, and no decoration may be placed on the outside of any locker. If a student is found to have violated these guidelines, the student may face a fine and/or assist in the cleaning of the locker. All students at the end of the year are responsible to go through a locker/cubby check out procedure with their home room teachers to verify cleanliness standards.

Students may use a backpack or book bag to carry books to and from school, but they must store their bags in their lockers during the school day. Students may carry a pencil pouch to classes along with their books and binders.

Students must have a combination lock. The combination must be shared with the school office.

School officials may search and seize property when there is reason to believe that some material or matter is present that is detrimental to the health, safety, or welfare of students.

Food and Drink in Class

HCCS offers a school nutrition program and will allow food in designated areas approved by the HCCS administration and/or staff. No food or drink will be allowed during class with the exception of water, unless otherwise directed by a teacher. No gum will be allowed during class; students may make use of throat lozenges as needed but they must be stored at the front office.

There are several water sources available on the campus if not in the individual classroom. Students are encouraged to bring a reusable water bottle to school each day with their names printed on them. HCCS staff may inspect the contents of the bottle at any time without cause. Students may refill containers from any of the water sources on campus. As a precaution against sickness, students should not share or drink from the same bottles.

School Safety

Closed Campus/Visitors

HCCS is a closed campus. A student may not leave the campus between the scheduled time of arrival and the scheduled time of departure without permission from the office and his/her parent or guardian. Students leaving and returning to school and all visitors must check in at the office before proceeding to class or other locations in the building. All visitors must wear a visible visitor pass while on campus. No loitering by any person on school grounds will be allowed.

Emergency Drills/Procedures

Fire and lock-down drills will be conducted at unannounced times during the school year. During the first week of school, students will be instructed by their classroom teachers as to routes and procedures to be followed. Instructions will be given regarding responding to intruders in the building, hazardous material exposure, and other safety issues. It is crucial that all students follow these rules for the safety of all persons in the building.

Transportation

HCCS provides transportation services to students living in the primary attendance area through a contract with Brown Bus. Please contact Brown Bus for specific information regarding bus routes and bus stop locations.

Students will **not** be released to leave school with any adult except the parent/guardian indicated on the enrollment form, or **an approved adult on file** in the school office. If another adult will be picking up your child from school, or your child will be riding a different bus home with another student, please notify the office via telephone, email, or with a hand written note prior to 12:00 PM on the day of the change. **A 24 hour notice is appreciated.**

Once a student is on campus, he or she may not leave except under parental supervision or under the supervision of an authorized teacher or coach.

Student Drop-off / Pick-up & School Visitors

For the safety of our students, please follow the traffic route outlined by the administration. When dropping off or picking up students, please enter at the east end of the lot and exit at the west end of the lot. When dropping off students in the morning, please let students out of the vehicle at the cross walk near the flag pole in the second traffic lane (between the first and second rows of cars closest to the school). After school, please park and meet your students near the flag pole.

In order to properly supervise and protect the students, HCCS maintains a closed campus. Therefore, anyone wishing to enter the school property between the hours of 7:30 A.M. and 4:00 P.M. must come directly to the school office and receive a Visitor's Badge. This will assist us in our responsibility to monitor the students and account for all adults on campus.

Fingerprinting and Background Checks

All employees of HCCS, and all adult school volunteers who work with either school finances or students on a regular basis (e.g. as a chaperone, a tutor, a coach, or an office or campus volunteer), are required to be fingerprinted and have a criminal background check completed.

Lost and Found

A lost-and-found bin will be maintained during the school year. Students or parents may check the receptacle at any time for missing items. The bin will be emptied as needed, and all unclaimed items will be taken to a local charity outlet. All uniform articles look alike; therefore identify yours by putting your name on the label.

Media Policy

All videos/movies shown in the classroom must have serious academic value and approval from the principal prior to being shown to students. G-rated videos/movies may be utilized by classroom teachers without parental notification. PG and PG-13 videos/movies will be shown only if parents have been notified in advance. Parents have the right to restrict their child from viewing those videos/movies without penalty to the student. R-rated videos/movies will not be shown at HCCS.

Student Life

General Guidelines

All students will arrive on campus in uniform and stay in uniform until they leave for the day.

Parents and students are expected to know and follow the uniform policy. Team/activity/spirit wear clothing must be approved by the school administration before being worn as part of the uniform.

Commentary on Expectations of the Uniform Policy

School uniforms are an important facet of our school culture and an integral part of our mission and purpose. A distinctive uniform is a unifying factor within our school community and underscores the school's seriousness of purpose by encouraging students to think of their attire as an aspect of their work. In addition, neatness and modesty are important aspects of the school environment at HCCS. We want our students to distinguish themselves by their academic performance, their citizenship, their behavior, and their attitude and effort on a day-to-day basis. Additionally, we strive to eliminate the self-consciousness and social competition which popular fashion trends tend to promote. Clothing or accessories that are worn with the obvious intent of being different or unique are not in keeping with the purpose of the uniform policy.

All clothing must be clean, neat, reasonably pressed, and in properly fitting condition. If a child is deemed to be wearing inappropriate attire, the parent will be notified and a change of clothing may be required for attendance that day. If in doubt about the appropriateness of an article of clothing, check with the school office before purchasing. Questions about the appropriateness of apparel may be referred to the Principal whose judgment will be final.

Our desire is not to limit students' individuality, but to secure their commitment to scholarship and character development, goals which can potentially be obscured by a focus on the latest trends or fads. We ask not only for the students' commitment to this concept, but for the parents' as well. The dress code of HCCS supports and reinforces our academic goals. The uniform assists us in staying focused on the true individuality offered by healthy dialogue and the development of the mind for each student.

Students must stay in uniform whenever they are on campus. The HCCS Board of Directors is committed to providing children with many clothing options while being considerate of families' budgets.

HCCS Boys and Girls Dress Code

Shirts: Shirts must be buttoned such that only the uppermost one or two buttons remain undone. Oxford shirts must always be tucked in, and shirttails must be long enough to stay tucked in. For Boys: If worn, undershirts must be a neutral white or skin tone so they do not show through the shirt. For Girls: Undershirts or camisoles may be worn under the polo or oxford blouse as long as it matches the color of the shirt or is solid white.

Pants: Pants that reach to the shoe but are not dragging on the ground. **Visible holes should be patched or repaired.** Pants should be worn at the waist and no boxers or undergarments may be visible, including at sports practices and games. Oversized belt buckles or additional embellishment is not allowed. No jeans, **leggings, joggers, skinny jeans, capris**, cargo or painter style pants, no oversized or super-baggy pants, extra pockets, extra zippers, or extra seams will be permitted.

Formal Uniform Description

Formal Uniform Days will be designated for some field trips and special assemblies, or other days identified by the administration. Formal Uniform days will always be posted on the school website.

- § **Elementary Boys and Girls (K-5th):** khaki-tan pants (or skirt for girls), navy polo shirt.
- § **Secondary Boys (6-8):** khaki-tan pants, white oxford shirt, navy/red plaid tie, solid navy tie or solid red tie, and navy cardigan or blazer.
- § **Secondary Girls (6th -8):** navy/red plaid skirt, white oxford shirt, navy cardigan or blazer.

Purchasing

Many components of the uniform may be purchased from a variety of local vendors or online vendors with varying prices. Please see the vendor information available from the HCCS Office.

Specific Approved Items

Polo Shirt– Cotton only, no dry-fit or polyester material

- Color: navy or red
- Style: short or long sleeve; embroidered with HCCS logo (upper left)

Shirt (wrinkle/stain resistant recommended)

- Color: white or light blue
- **Style: oxford**; long or short sleeve- pocket optional; peter pan collared blouse (girls only)

Sweaters and Sweatshirts

- Color: Navy; embroidered with HCCS logo.
- Style: Crew Neck/V-neck Pullover, Cardigan or Vest (no hoods or zippers)

Shorts

- Color: Khaki-tan, Navy .
- Style: dress code guidelines (knee-length, no **cargo shorts** or capris)
- Seasonal Restrictions: Shorts are permitted from the beginning of school through Fall Break and from spring break through the end of school.

Pants

- Color: Khaki-tan, Navy .
- Style: cotton/polyester twill-pleated or flat front; no cargo or painter style. No additional or visible zippers or embellishment (e.g. chains etc.), must fit properly. **No jeans, leggings, joggers, skinny jeans, capris, cargo or painter style pants, no oversized or super-baggy pants, extra pockets, extra zippers, or extra seams will be permitted.**

Jumpers (K-5 Only) - Girls Only.

- Khaki or Navy Color.
- **HCCS Logo must be embroidered on front.**
- School approved shirts and leg wear only.

Polo Dresses (K-5 Only) - Girls Only.

- **Khaki or Navy**, knee length with HCCS Logo.

Skirt or Skort – girls must wear white or navy colored bike shorts under skirts

- Color: khaki-tan or navy (for optional every day wear); navy/red plaid (required for secondary Formal Uniform days) middle school only.
- Style: kick pleat, full pleat or long length;

Belt

- Color: brown or black (required with any pant or short with belt loops)
- Style: No large belt buckles, adornments e.g. chains-spikes, or logos

Socks

- Color: predominantly solid white, black, brown, grey, **navy** or khaki (when worn with pants and shorts). Plain, dark socks must be worn with dress shoes for middle school boys formal attire.

Leg Wear (girls only-for use with skirts)

- Color: white or navy (elementary)
- Style: knee length or tights (elementary)
- Color: white or navy tights or plain nylons (secondary)

Footwear

- Tennis shoes: Predominately white, brown, black or grey with accents or logos permitted, and as plain and simple as possible (no large logos, heelies, light-up shoes, character designs or fluorescent or bright colors), accents and logos should not be

fluorescent or brightly colored. Laces should not be fluorescent or bright colors. No High-top shoes or boots allowed.

- Dress shoes: solid brown or solid black with plain, dark socks.
- Style: loafer, slip-on or lace-up style dress shoe (boys); loafers, ballet flats, Mary-Janes (girls)

Tie (for secondary students – required on formal uniform days, not required on other days)

- Color: navy/red plaid, solid plain navy, solid plain red

V-neck Cardigan

- Color: navy
- Style: Cardigan: v-neck; button front-no zippers; embroidered with HCCS logo-upper left.

Blazer

- Color: navy (with brass buttons preferred). **No Logo on Blazer.**

Hair (Boys): Hair should be neatly trimmed above the ears and combed; no long spiked hair-styles. Hair should not be so long as to hang below the eyes if combed forward nor long enough to bring into a ponytail. Crew cuts are permitted, but the head must not appear shaved or skin widely visible underneath, except as caused by medical treatment. The following are not permitted: Mohawks, rat's tails, braids, **buns, shaved designs**, hairnets, bandanas, dyed hair, or shaved heads. If for any reason a haircut or hairstyle is deemed inappropriate by an Administrator, the student must alter his hair in accordance with the Administrator's directive. All students must be clean-shaven; no facial hair of any kind is permitted.

Hair (Girls): Should be neatly combed or styled. No shaved heads, unless as a result of medical treatment. Conservative bows, flowers, barrettes, headbands, and "scrunchies" are permissible. Hair should not be arranged or colored so as to draw undue attention to the student. Hair must be natural looking and conservative in its color (no unnatural bleaching or streaking/highlighting, no deep/bright reds or oranges, no artificial jet-black coloring, no unnatural colors, and no unnatural extensions such as feathers or tinsel).

Jewelry (Boys): No nose-rings, earrings, or other body-piercing jewelry will be permitted for boys. No bracelets or anklets may be worn. A total of one watch and one ring are permissible. Students may wear a necklace, but it must be worn inside the shirt. All jewelry must be tasteful and may not be distracting.

Jewelry (Girls): Girls may wear one pair of short earrings only on the ear lobes. —Short means that the earrings should not hang more than ½ inch below the ear lobe. Large hoops or other dangling or distracting earrings are not permitted. Loops are not to be larger than the size of a nickel. No body-piercing jewelry except traditionally-located earrings in the ear lobe will be permitted. One simple ring on each hand is permitted. One wrist bracelet, one watch, and one small necklace are permissible. Only simple, fine-gauged, 16 to 20 inch, silver or gold chain necklaces (with or without a pendant) are permitted. The following will not be permitted: chokers, beaded necklaces (colored or otherwise), leather necklaces, shells, large or elaborate chain-link, and large or elaborate pendants (larger than an inch in length, width or diameter).

Makeup: Girls may wear subtle makeup applied tastefully and in moderation in 6th – 8th grades only. Heavily lined eyes or brightly colored lipstick or eye shadow, glittered or white-powdered faces will not be permitted (e.g. gothic looking). Fingernails should not be excessively long. Fingernails may only be painted in shades of red or pink or colors matching one’s skin tone. Tasteful French manicures are acceptable. No shades of blue, green, yellow, purple or black are permissible, nor glittered, speckled, or patterned nail polish.

Outerwear: Jackets and sweatshirts may be worn to school for warmth but must be free of logos and messages, with the following exceptions: apparel brand name logos (e.g., Columbia, North face) are acceptable, provided they are tasteful and do not make inappropriate allusions. Students must store their jackets and sweatshirts in their lockers or cubbies by the start of first period. Jackets and sweatshirts must remain in the lockers for the remainder of the school day. HCCS uniform sweaters with HCCS Logos may be worn throughout the school day, all year long.

Additional Guidelines:

- § Hats and sunglasses may not be worn on campus and must be stored in student lockers. Winter hats are an exception outside.
- § No tattoos, temporary or permanent are permitted. This includes pen and ink drawings on the skin.
- § No oversized or baggy clothing will be permitted.
- § No hoods (e.g. hooded sweatshirt) will be permitted to be worn during class or inside the buildings. Hoods will only be allowed to be worn on the head outside during cold weather.

Athletic Practice and Physical Education Dress Code

For participation in physical education at HCCS, 6th–8th students will be required to wear a solid color T-shirt, thick enough that it is not transparent to any degree, and long enough to cover the midriff. Shirts worn for athletic practices at HCCS should be modest, loose fitting and in good repair (no holes, torn sleeves, etc), no tank tops, camisoles, or sports bras may be worn as outer garments. Shorts-plain black, red or blue, White or Grey Non V-Neck t-shirt-plain, Plain tennis shoes and all white socks. Sweatshirt and sweat pants are needed for colder weather. They must be plain.

Pants and shorts for physical education are required to be a solid color (small stripes and logos are permissible) and should be modest, and in good repair (no holes, torn sleeves, etc.). Pants or shorts should be worn at the waist and should meet HCCS uniform guidelines to be no shorter than 2” above the knee, and no-longer than ankle length. For athletic practices no short-shorts or long baggy shorts or pants may be worn. No boxers or undergarments may be visible.

Sweatshirts may be worn to school for warmth but must be free of logos and messages. Footwear should be athletic in nature: no sandals, open-toed, or platform shoes. Sunscreen is highly recommended, if the students will be in the sun. Hats to be worn during athletic events and/or practices should be conservative in nature and have no obscene or inappropriate logos or writing and should be used for sun protection.

Semi-Formal Events Dress Code

There are specific, semi-formal dress requirements for special events, including periodic fine arts concerts, social activities including dances and the end-of-year ceremonies (such as commencement and graduation).

The semi-formal dress code for young men is as follows: dress slacks (no jeans or patched pocket pants), a dress shirt, tie, dress socks, dress shoes. Dyed/bleached hair or hats are not permitted. Hair should be trimmed and styled appropriately.

The semi-formal dress code for the young ladies is as follows: modest-length skirts or dresses (no shorter than the uniform skirt); ladies may not wear strapless, spaghetti-strap, or tank style tops or dresses. Blouses and dresses must have a full or cap sleeve or be worn with a bolero style jacket or cardigan. The length of the blouse should completely cover the midriff. Girls should wear dress shoes or dress sandals (open toed dress shoes may be worn), flip-flops are not permitted. No dyed/bleached hair.

Extra-Curricular Activities

To be eligible for extracurricular activities sponsored by HCCS, the student must maintain passing grades in all subjects and must have displayed good behavior. If a student is failing any course at the midpoint of a quarter or later, he or she will be suspended from all HCCS extracurricular activities for two weeks. In the case where a student fails the quarter/semester, the student will be suspended from all HCCS extracurricular activities for three weeks. At the end of this probationary period, the student is responsible for asking teachers to verify that they are passing ALL classes. Students must be present during the school day to attend any after school events and/or activities.

Extra-Curricular Fees

Some extra-curricular activities will require a fee for supplies, rented venues, and equipment. All extra-curricular programs, events and clubs at HCCS are to be self-supporting through ticket sales or fundraisers. The primary, academic budget of the school is not able to manage such costs. The fee for an extra-curricular activity must be paid prior to the student joining the team or activity, even for practice. The school is not able to carry balances for fees or manage payment plans by parents. The school will however accept payment by check for such fees.

Field Trips

Students may have the opportunity to take field trips from time to time. These field trips will be approved by the administration and must provide a purposeful and meaningful academic enrichment experience for students. Some field trips may incur a fee for participation, and may be the responsibility of the participant. Fee waivers are available at the front office, if students are unable to participate in these educationally enriching activities due to financial difficulties.

Patron Conduct at HCCS Programs and Activities

The HCCS Board of Directors and Administration has an obligation to maintain an atmosphere of respect, order, and professionalism on school grounds and at school-sponsored events and activities. Chaperones supervising school related functions act as a representative of the school and will be expected to uphold and exemplify the Behavior Code expected of HCCS faculty and students.

Any conduct, including, but not limited to, verbal and/or physical assault of another individual, on school premises or at school-sponsored events is prohibited, and may result in removal from attending any future HCCS sponsored events and activities. Additionally, all persons are prohibited from willfully threatening, by word or act, to use a firearm or other deadly or dangerous weapon to do violence to any other person. Such threats, if known to school personnel, will be immediately reported to law enforcement.

Student-Faculty Relationships

Heritage Community Charter School highly values the working relationship between faculty (or staff) and students. This is a relationship best characterized as a professional friendship grounded in mutual respect. Faculty will treat each student as a unique individual and will serve the student with a heart of charity. Students will be expected to treat each faculty member with the respect properly accorded his or her role as an authority figure and leader at HCCS. With this in mind, students should address faculty and staff by their formal titles, i.e. Mrs., Ms., Mr., Dr., and their last names. HCCS administration, faculty, staff, and coaches will maintain a proper professional boundary with all students. They will not be overly familiar with students or get involved in the details of the students' personal lives not pertinent to success in school. The faculty/staff/coaches of HCCS will maintain appropriate physical boundaries, and will not meet in a room alone with a student with the door closed. It is also school policy that faculty/staff do not transport students in their personal vehicles.

Many of our faculty and staff live in the same neighborhoods as our students; hence, it is appropriate to offer a word regarding off-campus relationships. The same professional rules governing on-campus relationships apply to off-campus relationships or chance meetings between students and faculty. Furthermore, students should not contact or visit teachers off campus unless the faculty member has spoken with the parents and explicitly invited such contact, nor should faculty (or staff) contact students off-campus (other than phone calls regarding academics or school-sponsored extra-curricular activities). Social networking via the internet between faculty and students should be avoided.

Photography and Public Internet Postings

1. The name, logo and crest of Heritage Community Charter School are the property of the school and may be used only for official school business. Any HCCS student who, without written permission from the administration or board, posts the logo or crest of HCCS on the internet or in any other public forum for purposes of identifying themselves or other students is subject to school disciplinary action.
2. All personal photography is banned on campus unless permission for it has been obtained, in writing, from the administration. No photos taken on campus, whether authorized or not, may be posted on the internet or in any other public forum without written permission from the administration. No photos of minors may be publicly displayed without the consent of the parent or guardian.
3. Any public display or posting by a HCCS student, on the internet or in any other public forum, of derogatory, offensive, or harassing speech directed against the school, another student, faculty, or other member of the school community is in violation of the standards of Heritage Community Charter School and is subject to school disciplinary action.

HERITAGE COMMUNITY CHARTER SCHOOL

Guidelines for Personal Use of Student -Owned Electronic Devices in School

PURPOSE:

Heritage Community Charter School will provide students access to its wireless network and the option of bringing in an electronic device as a means to enhance their education. The purpose of these guidelines is to assure that students recognize the limitations that the school imposes on their use of electronic devices. In addition to these guidelines, the use of any computer or electronic device in school, requires students to abide by the School's Policy of Acceptable Use of Computer Network/Computers and Resources.

HCCS provides students with access to school-issued Chromebooks, laptops, and or iPads for their education. If the need arises for a student to bring in their own electronic device, they must adhere to these guidelines.

During the course of the school year, additional rules regarding the use of electronic devices may be added. If this occurs, any new rule will become a part of this policy.

General Usage

Heritage Community Charter School provides the opportunity for students to bring an electronic device to school to use as an educational tool. The use of these devices will be at teacher discretion.

- Students must obtain teacher permission before using an electronic device during classroom instruction. Student's using laptops will be allowed access to the Internet and note taking or word processing at the teacher's discretion.
- Student use of a electronic device must support the instructional activities currently occurring in each classroom and lab.
- Students must turn off and put away a electronic device when requested by a teacher.
- Students may use their electronic device before school and after school in adult supervised areas only, such as the Library, or classrooms when the teacher is present. The electronic device should be used for educational purposes during these times. No electronic devices will be allowed during school's recess and if an adult asks a student to put his/her laptop away because of playing games or other non-instructional activities during these times, the student must comply.

Expected Student Behaviors and Responsibilities

Heritage Community Charter School accepts no responsibility for personal property brought to the school by students. Students who choose to bring an electronic device to school assume total responsibility for the device. Electronic devices that are stolen or damaged are the responsibility of the student and their parents or guardians. Students should take all reasonable measures to protect against the theft or damage of their electronic device.

(Excerpt from Heritage Community Charter School Policy)

1. Use only the district assigned personal account (username and password).
2. Access appropriate information, images, data, and use appropriate language, images and information.
3. Ask for permission before accessing the Internet with personal portable devices.
4. Never view, use, or copy passwords of another user.
5. Only access or share other people's data after permission has been given. Assume the group will share files during collaborative projects.
6. Never distribute personal information regarding yourself or anyone else, to any -one online – such as, but not limited to:
 - . Phone numbers, addresses, or last name.
 - . Arrangements to meet someone online unless this is part of an approved school assignment, pre-approved by school personnel, and with a teacher present.
 - . Photos or videos of anyone – as per the media policy.
7. Immediately report threatening, discomforting, indecent, or inappropriate materials, found on the internet or in a file, to a teacher or someone in authority.
8. Never buy, sell advertise or otherwise conduct business, unless this is approved as a school assignment.

School Board Amendments To Handbook:

10-8-2012

6-25-2013

7-3-2014

9-1-2015

9-6-2018

3-3-2022