ATHLETICS

HIGH SCHOOL ATHLETIC HANDBOOK

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www.heritagechristian.net
# Heritage Christian High School – Athletic Handbook

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INTRODUCTION
The Heritage Christian High School Athletics Handbook is a reference guide for coaches, student-athletes and parents, concerning the policies that govern interscholastic athletics at Heritage Christian High School.

The coach of an athletic team reports to the Athletic Director and is primarily responsible for the compliance by his/her team members to the rules, regulations, and policies governing athletics at Heritage Christian High School. The Athletic Director will administer these rules and regulations as they relate to inter team and inter coach relationships.

Sound reasoning, good judgment, and adherence to the school's core values will be the standard by which situations outside these stated rules and regulations are determined and evaluated.

Interscholastic athletics is a voluntary program. Students are not obligated to participate and participation is not required for graduation. Thus, competition in high school athletics is a privilege and not a right. Accompanying this privilege is the responsibility to conform to standards established for the high school athletic program. This privilege may be revoked if the athlete fails or refuses to comply with the rules.

It should be carefully noted that the policies and procedures detailed in this handbook are reflective of official action by the Heritage Board of Directors and Administration. As such, all policies will be followed as written.

Thank you for your participation in our athletic program. May God bless you as you use your God-given athletic abilities and desire to serve Him in this integral part of school life.

MISSION STATEMENT
The mission of the Heritage Christian School Athletic Department is to glorify God through the discipleship of student athletes and the pursuit of excellence in athletics with the Bible as the foundation and Jesus Christ as our focus.

ATHLETIC DEPARTMENT CORE VALUES
1. Christ
2. Responsibility
3. Integrity
4. Trust
5. Teamwork
6. Enthusiasm
7. Respect

Our Coaches
The coach is the “living curriculum” for the student athlete. Coaches at Heritage Christian School are the most significant components of the athletic program. They are both teachers and active participants at the same time. They have the responsibility to model Christ-like behaviors and attitudes at all times.

In order to be an effective coach and role model, HCS coaches must also be thoroughly knowledgeable in their sport, capable of detailed preparation, able to motivate athletes, be able to make adjustments during competition, and work
effectively under the authority of the athletic director and school administration. Our coaches take seriously the opportunity they have to mold young lives for Christ.

**Our Parents**
Parents of student athletes have a responsibility to both their child and to the team. Without strong parental support the student athlete will not be able to achieve his/her greatest potential and/or the team may suffer. It is important that parents provide positive reinforcement and understand their role as being part of the team. Parents, as well as players, should be supportive and encourage coaches and teammates at all times.

Parents are not coaches and learning to trust coaches is a key step to learning the value of the life lesson experiences athletics provides. It is also important that parents honor the Lord when attending athletic events. In order for HCS’s athletic program to be successful, coaches, student athletes, and parents must make a firm commitment to glorify God at all times.

**Our Athletes**
Heritage Christian athletes should be diligent in preparation, give 100% at all times, demonstrate personal discipline, be respectful in all situations, maintain self-control, show humility, and aggressively pursue excellence regardless of the score, opponent, time, referee, or situation. The ultimate and final responsibility rests upon the shoulders of the student athlete, for it is the student athlete who is accountable to his/her parents, coach, and the Lord.

**Our Team**
Our teams should in all things strive to:
1. Glorify God
2. Play Hard
3. Have Fun

**Our Athletic Department**
Is committed to:
1. Discipleship of our coaches and student athletes.
2. Outreach to opposing teams and fans and to the larger community outside of Heritage.
3. Preparation of student athletes for both competition and life with Christ as our model.
4. Stewardship of our resources.
5. Pursuit of athletic excellence.

**PHILOSOPHY**
Heritage Christian School Athletics is founded on the teaching and principles of God’s Word. Biblical principles and the corresponding philosophies may differ substantially from schools with other philosophies. Such differences, however, do not necessitate unworkable relationships. Instead, our philosophy of athletics should provide an opportunity for others outside the Heritage community to visualize actions and principles that are quite unique in today’s society. The Heritage Christian School’s athletic program is a wonderful opportunity to minister to the non-Christian community through exemplary actions, Christ-like attitudes, and a high level of individual and team
athletic skill. The challenge for our athletes, parents, and coaches is to adhere to the Colossians 3:17 mandate. “And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him”.

The priorities of athletic participants, established by the Heritage Christian School Board of Directors, the CEO, High School Principal and Athletic Director are based on the mission of the school. The priorities are:

1. All participants must honor the name of our Lord and Savior, Jesus Christ and seek to glorify God in word and deed.
2. The Lord’s Holy Name and reputation of His collective agent, Heritage Christian School, must be preserved and protected at all cost.
3. The spiritual, psychological, and physical well-being of the individual athlete must take precedence over any individual or team athletic accomplishment. Athletics at Heritage Christian School is one primary means of accomplishing the school’s mission. Spiritually, this mission seeks to glorify God through the discipleship of students, the pursuit of excellence and outreach to opposing athletes and fans.
4. Athletic excellence and accompanying awards should be taught and established as appropriate goals for any athlete or team.

The hierarchal order of the preceding priorities is extremely significant.
ATHLETIC DEPARTMENT EXPECTATIONS, PRACTICES & POLICIES

Eligibility for Interscholastic Participation
All student athletes at Heritage Christian School must be exemplary members of the student body. Therefore, standards of academic achievement have been adopted in order for student athletes to establish and maintain eligibility.

1. Academics – Heritage Christian School academic standards are high. These standards acknowledge that academic achievement takes precedence over athletic participation. Therefore, HCS academic standards have been established at levels higher than those required in most schools. These standards, as well as specific eligibility/ineligibility information, are as follows:

   a. All student athletes must be enrolled in and receive grades at the quarter and semester in at least six classes (Teacher Assistant, Study Hall and Directed Studies are not to be included in the total of six classes).
   b. Each student athlete will be assigned a letter grade (see Heritage Christian School Handbook) as an evaluation for each class taken. Grades in all classes will count and will be weighted equally. Additionally, online classes must be approved to meet IHSSA/NCAA regulations and a grade must be re-recorded for the class at quarter and semester.
   c. Each student athlete is assumed to be eligible for athletic participation until a declaration of ineligibility is made by the High School principal or his agent, the Athletic Director.
   d. For the purpose of ineligibility declaration, a student’s quarterly grades and semester grades will be the sole basis of consideration. Progress reports can help a student regain eligibility but may not be used to declare ineligibility.
   e. Any failing grade ("F") (at quarter or semester), a quarterly composite grade point average of less than 2.0 or an incomplete (INC) will render a student athlete ineligible. (per IHSSA rules, an incomplete in a class will render the student athlete ineligible until the incomplete grades are made up, a grade is posted and the student-athlete is cleared by the High School office)
   f. Once a student athlete is declared ineligible due to academic shortcomings, the period of ineligibility will last until the next formal, written student academic evaluation (i.e., the progress update) occurs. At that time, the entire academic record of the ineligible athlete will be re-evaluated. The academic criteria applicable for the quarterly grading periods (no “F”s and a minimum grade point average of 2.0) will also be the standard of re-evaluation at the time of the progress report update. After the grades have been re-computed for the progress report update, any ineligible student regaining eligibility status (no “F”s, a minimum grade point average of 2.0 and no incompletes) will be immediately allowed to compete as a team member. If, however, an ineligible student athlete does not re-establish eligibility at the time of the progress report update, that student athlete will be dropped from the team. Furthermore, if a student athlete is declared ineligible at a quarterly grading period, regains eligibility at the time of the progress report update, and subsequently is declared ineligible at the next quarterly grading period, that student athlete will be dropped from the team. In other words, any time a student athlete is ineligible twice during the same athletic season (defined as the time tryouts are held until the last interscholastic contest is completed), that student athlete will be dropped from the team.
g. If a student athlete receives a failing grade (“F”) in any subject for the fourth
quarter or the semester, that student will be placed on the ineligibility list. In
this grading period, unlike the previous three quarters, the student has the
option of enrolling in and passing the recently failed class in an approved
summer school program. A student may regain eligibility by going to
summer school if the following guidelines are met:
   i. Approval must be secured from the high school Guidance
      Department.
   ii. The course receiving a failing grade (“F”) may be made up in
      summer school.
   iii. Students whose GPA is below a 2.0 but did not fail a class must
      contact the high school Guidance Office for course selection and
      summer school approval.
   iv. The final summer school grade will be averaged with the fourth
      quarter grade.
   v. The recomputed fourth quarter GPA must still be a 2.0 or above for
      eligibility.

h. In the event a student athlete has met all academic standards but drops
   significantly in academic performance during a time period when he/she is in
   no immediate danger of being declared ineligible, the coach has the
   authority to institute measures of accountability to help the student athlete
   get back on track.
   i. The appeal procedure relative to any academic problems/policies is similar
      to the one addressing athletic eligibility decisions. Decisions may be
      appealed by approaching the coach first, and if appropriate the High School
      Athletic Director.

2. Conduct – Each student athlete is expected to conduct his/her life in accordance
   with the standards and principles set forth in God’s Word. This includes adhering
   to all appropriate HCS standards of student conduct. Violations of the Student
   Code of Conduct will affect participation in athletic activities.

3. Trying Out for a Team if Ineligible – A student athlete who is ineligible for athletic
   participation at the time team tryouts are held will be allowed to try out for the
   team. It should be clearly understood, however, that the possibility of that student
   athlete not regaining eligibility status at the time of the progress report update and
   the probability that the student athlete will miss some interscholastic competition
   and, therefore, perhaps adversely affect team performance and team
   accomplishment, will be a major consideration on behalf of the coaching staff
   when selecting team members.

4. Remaining on a Team After Being Declared Ineligible – It is entirely possible that a
   student athlete will be eligible when trying out for a team, will make the team, and
   will become ineligible after making the team, either before or after the season has
   started. If this occurs, the student athlete will, of course, be ineligible for the
   prescribed period of time. If this student athlete fails to re-establish eligibility at
   the completion of the first period of ineligibility (progress report update), the
   student athlete will be dropped from the team.

5. Practicing with the Team if Ineligible – Generally speaking, ineligible student
   athletes should be spending time correcting situations that rendered them
   ineligible. Therefore, it would be advised for student athletes not to be practicing
   with the team on a regular basis and they cannot accompany the teams to
   interscholastic contests. There are times, however, when coaches need these
student athletes at practice for the sake of team continuity. The discretion of the coach, with the concurrence of the Athletic Director, will dictate the necessity and frequency of the attendance of a student athlete at practice. At no time will an ineligible student athlete be permitted to miss school to practice or accompany his/her team on an athletic trip.

6. Participating in summer work-outs, practices and camps while ineligible will be at the coach’s discretion with the approval of the Athletic Director.

7. Suspension from School – A disciplinary action severe enough to warrant student suspension will eliminate the student athlete from all participation in interscholastic sports for the duration of the suspension. Therefore, any suspension, whether in-school or out-of-school will render a student athlete ineligible to attend practice or any interscholastic contest. After serving the suspension, further disciplinary action will be assessed according to the Student Athlete code of conduct.

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**Participation Fees**

Participation fees are essential to help fund the cost of interscholastic athletics; transportation to athletic events, game officials, tournament entry fees and supplementary equipment and supplies. Fees will be collected on a three-tiered structure with the fee structure listed below.

- **TIER 1 - $275**
  - Golf (Boys and Girls)
  - Swim/Dive (Boys and Girls)

- **TIER 2 - $200**
  - Football
  - Lacrosse (Boys and Girls)

- **TIER 3 - $150**
  - Baseball
  - Basketball (Boys and Girls)
  - Cheerleading
  - Cross Country (Boys and Girls)
  - Soccer (Boys and Girls)
  - Softball
  - Tennis (Boys and Girls)
Track & Field (Boys and Girls)
Volleyball

Participation Fees are not a guarantee of playing time on a team. This fee is not assessed if an athlete does not make the team. All of the conditions of being a team member apply as if the fee did not exist - and that includes playing time based on the coaches’ determination of a student athlete’s ability.

**Athletic Training (Strength & Conditioning)**
Athletic Trainer – Heritage Christian School through partnership with St. Vincent’s Sports Medicine provides an on-site certified athletic trainer. The trainer is available to all athletes and usually arrives by 2:00 pm Monday – Friday. If your student athlete becomes injured during practice or competition please make sure that the trainer is aware of the injury right away.

Strength and Conditioning – Acceleration Indiana provides a fully integrated speed, conditioning and strength program. All high school teams are given the opportunity to participate, both in season and out of season.

**Concussion Reference Guide**
A concussion fact sheet for parents can be found below. Additional information is available on HCS Connect, entitled “Heads Up Concussion Form”. Questions regarding head or other serious injuries should be addressed to the athletic trainer, athletic department, or a licensed physician.

**A Fact Sheet For Parents**

**What is a concussion?**
A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

**What are the signs and symptoms?**
You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports one or more symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can’t recall events prior to hit or fall
- Can’t recall events after hit or fall
- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
• Concentration or memory problems
• Confusion
• Just not “feeling right” or is “feeling down”

How can you help your teen prevent a concussion?
Every sport is different, but there are steps your teens can take to protect themselves from concussion and other injuries.
• Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.
• Ensure that they follow their coaches’ rules for safety and the rules of the sport.
• Encourage them to practice good sportsmanship at all times.

What should you do if you think your teen has a concussion?
1. Keep your teen out of play. If your teen has a concussion her/his brain needs time to heal. Don’t let your teen return to play the day of the injury and until a health care professional, experienced in evaluating for concussions says your teen is symptom-free and it’s OK to return to play. A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.
2. Seek medical attention right away. A health care professional experienced in evaluating for concussion will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
3. Teach your teen that it’s not smart to play with a concussion. Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don’t let your teen convince you that s/he’s “just fine.”
4. Tell all of your teen’s coaches and the student’s school nurse about ANY concussion. Coaches, school nurses, and other school staff should know if your teen has ever had a concussion. Your teen may need to limit activities while s/he is recovering from a concussion. Things such as studying, driving, working on a computer, playing video games, or exercising may cause concussion symptoms to reappear or get worse. Talk to your health care professional, as well as your teen’s coaches, school nurse, and teachers. If needed, they can help adjust your teen’s school activities during her/his recovery.
If you think your teen has a concussion: Don’t assess it yourself. Take him/her out of play. Seek the advice of a health care professional.
It’s better to miss one game than the whole season. For more information and to order additional materials free-of-charge, visit: www.cdc.gov/Concussion.

Physical Form & Parental Consent- Online Forms

1. For a student to be allowed to try out for a team or practice with a team, he/she must have a current IHSAA Physical Form on file in the Athletic office. The IHSAA requires that physicals be dated between April 1 and the first official practice of each year. These forms are available in the athletic office or on the athletic department website under Forms.
2. For a student to be allowed to participate on any team, he/she and their parent/guardian must have signed electronically through HCS Connect the following forms: Parent Code of Conduct and Consent & Release Form, Student Athlete Code of Conduct Form, Concussion Acknowledgement Form, Consent for Athletic Training Services Form, Acceleration Indiana consent form and the Anti-Hazing/Anti-Bullying Policy, thus agreeing to abide by the terms of the Heritage Christian School athletic code.

3. There are other forms that may be required for participation on a team: a Player Pack/Participation Fee Form, an Impact Testing Form, and/or an updated Contact Information Form may be requested along with the other forms. These will be provided by the coach and/or athletic department.

Transportation

1. All Varsity team members are expected to ride with the team to and from contests when transportation is provided. The mode of transportation will be by either Heritage school bus, Heritage activity bus, or a chartered bus.

2. Junior Varsity and freshman teams will receive one-way transportation to away contests, either by one of our school buses, a Heritage Christian School activity bus, or a chartered bus. It is the parents’ responsibility to make sure their athletes have a ride home from away contests.

3. If the Junior Varsity team travels with the Varsity team, they will have transportation home from away contests. Likewise, if the coach of the team (be it Varsity, JV or freshman) drives the bus to the event, that team will have transportation home from the event.

4. Students may be released to their parents after an away contest with verbal or written consent to the coach. Students may be released to another adult only with verbal or written consent from their parent.

5. At no time should students ride with a student driver without written or verbal consent of their parent.

6. Coaches are responsible to stay with student athletes returning from off campus events at night until all students have been picked up. Likewise, a coach must remain at an away event until all students have been picked up.
ATHLETE CODE OF CONDUCT
All high school student athletes will adhere to the following code of conduct. A violation can result in suspension or expulsion from an athletic team. See Addendum II.

Athletic Conduct and Discipline
All student athletes shall adhere to the Athletic Code of Conduct. Any violation or misconduct shall be subject to the disciplinary measures contained herein, above and beyond those rendered by the appropriate High School authority. It should be noted that the athletic code of conduct both includes and is in addition to the High School Code of Conduct.

The following Heritage Christian School athletic code of conduct rules are in accordance with the IHSAA. The conduct of participants in athletics at Heritage Christian, in or out of school, year round, shall be as follows: 1). Not to reflect discredit upon our school, teammates, coaches or Jesus Christ, and 2). Not to create a disruptive influence on the discipline, moral or educational environment in our school. Any such misconduct violating these principals shall be subject to disciplinary measures above and beyond the high school code of conduct.

The Athletic Director shall enforce all rules and regulations as described in the Code of Conduct for athletes. All rules regarding behavior and /or training as outlined in the IHSAA regulations apply. The Code will be enforced by the coach of each sport during the year. Please see the complete Athletic Code of Conduct for (Addendum II) detailed information regarding enforcement, procedure and appeal.

Student-Athletes are expected to demonstrate the following behaviors and characteristics:
• Integrity in the keeping of one’s word, speaking the truth, carrying out responsibility and respecting authority
• Respect for self, Heritage Christian School , coaches, officials, fans and the property of others
• Courtesy extended in all relationships – athlete to athlete or athlete to coach, stewardship of the property, supplies, and equipment of Heritage Christian School, as well as wise stewardship of personal items
• Reconciliation through Biblical and appropriate repentance and forgiveness when offenses have been committed or received

Student-Athletes are expected to refrain from the following behaviors and characteristics:
• Tardiness to practices or competitions
• Careless and/or reckless behavior
• The inappropriate use of cellular phones, cameras and other electronic devices while in the locker room areas
• Inappropriate public displays of romantic affection (i.e. holding hands, kissing, excessive hugging)
• Profanity and vulgar or offensive speech and/or gestures
• Inappropriate use of social networks or media outlets (ie: facebook, twitter, blogs, instagram, snapchat, etc...)
• Dishonesty in any form, including lying, theft, or cheating
• Gambling
• Rebellious or disrespectful attitude
• Flagrant disrespect and disobedience
• The possession and/or distribution of pornographic materials and information, including the distribution of sexually suggestive material via cell phones, cameras computers or “sexting” of any kind. The Heritage Christian School definition of sexting is the act of sending, receiving or forwarding sexually explicit or suggestive messages, photos or images via cell phone, computer or other digital or electronic devices.
• Harassment in any form, both physical and/or sexual in nature. Sexual harassment includes all acts of a sexual nature, whether verbal or physical, which are unsolicited, unwelcome, inappropriate, and/or demeaning, which interfere with an individual’s performance, or which create an intimidating, hostile or offensive atmosphere. Physical harassment includes threats or intimidation of any nature, or inappropriate verbal or physical conduct which creates a hostile, offensive, or fearful environment. Examples of threats or intimidation include, but are not limited to, provoking a fight, fighting, bullying, acts that inflict injury or damage, and/or acts intended to control by fear and/or intimidation. (see bullying policy)
• Hazing in any form (please see specific area on hazing policy)
• The use and/or possession of tobacco, alcoholic beverages, illegal drugs, and the abuse of prescription medication. Violations of this policy may also result in random drug testing, per Heritage Christian procedures, at the expense of the student. (please see specific reference to consequences below)
• Immoral sexual conduct
• Use or possession of weapons and/or dangerous items on school premises or at any athletic event (i.e., guns, knives, explosive devices, etc.)
### Athletic Disciplinary Actions

Please note that the Athletic disciplinary actions below are in addition to the "High School Code of Conduct Discipline Procedures."

<table>
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<th>Types of Violations</th>
<th>Occurrence</th>
<th>Disciplinary Action</th>
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<tr>
<td><strong>TYPE &quot;A1&quot; OFFENSES</strong></td>
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<tr>
<td>Possession, distribution, use or under the influence of alcohol or illegal drugs</td>
<td>1st</td>
<td>33-50% of the contests for that season, carried over to the next sports season, if necessary.</td>
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<td>and the abuse of prescription medications.</td>
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<tr>
<td>Immoral sexual conduct</td>
<td>2nd</td>
<td>Suspended from athletics for 365 days</td>
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<td>Possession/distribution of pornographic materials, sexting</td>
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<td>Inappropriate use of cell phones, cameras, or other devices resulting in invasion</td>
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<td>of privacy or sharing of sexually explicit materials</td>
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<td>Felonies, Midemeaneors, Thefts</td>
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<td><strong>Lower percentage not to go below 33% with approved service project</strong></td>
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<td>Carryover will be determined by the Athletic Director</td>
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<td><strong>TYPE &quot;A2&quot; OFFENSES</strong></td>
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<td>Harrassment or bullying in any form, physically, mentally and/or sexual in nature.</td>
<td>1st</td>
<td>25-50% of the contests for that season, carried over to the next sports season, if necessary.</td>
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<td>Hazing in any form</td>
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<tr>
<td>Careless/reckless behavior resulting in property or physical damage</td>
<td>2nd</td>
<td>Suspended from athletics for 365 days</td>
</tr>
<tr>
<td><strong>Lower percentage not to go below 25% with approved service project</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carryover will be determined by the Athletic Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TYPE &quot;B&quot; OFFENSES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Careless/reckless behavior</td>
<td>1st</td>
<td>10-25% of the contests for that season, carried over to the next sports season, if necessary.</td>
</tr>
<tr>
<td>Inappropriate displays of affection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Profane or vulgar speech/gestures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dishonesty in any form including lying theft or cheating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theft or cheating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The use and/or possession of tobacco</td>
<td></td>
<td></td>
</tr>
<tr>
<td>including ecigarettes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School suspensions not addressed in specific categories</td>
<td>2nd</td>
<td>Minimum 25% of the contests for that season, Service project opportunities are not an option for 2nd type B offenses.</td>
</tr>
<tr>
<td>Lower percentage not to go below 10% with approved service project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carryover will be determined by the Athletic Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd</td>
<td>Suspended from athletics for 365 days</td>
<td></td>
</tr>
<tr>
<td>Carryover will be determined by the Athletic Director</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Anti-Hazing Policy
Hazing in any form is neither tolerated nor consistent with any spiritual, educational or athletic goal at Heritage Christian School.

“Hazing” refers to any activity expected of someone joining a student organization that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person’s willingness to participate.

Hazing activities generally considered: physically abusive, hazardous, and/or sexually violating. The specific behaviors or activities within these categories vary widely among participants, groups and settings. Typical hazing practices would include: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling; swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such substances on one’s skin; brandings; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault.

Any activity that intimidates or threatens the student with ostracism that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school is considered Hazing.

Any activity that causes or requires the student to perform a task that involves violation of state or federal law or Heritage Christian School policies or regulations is considered hazing.

Hazing in any form will not be tolerated at Heritage Christian School and will result in disciplinary actions. There may be other disciplinary consequences as well administered by the Coach, Athletic Department, High School Principal, Superintendent and/or the Board of Directors.

Anti-Bullying Policy
Bullying in any form is neither tolerated nor consistent with any spiritual, educational or athletic goal at Heritage Christian School. Bullying in any form will not be tolerated and will result in disciplinary actions. See Addendum I for complete policy.

Attendance at Practices and Games
Each member of a Heritage Christian School Athletic team must assume the responsibilities associated with such a position. The athlete has an ethical obligation to the team and the school. This obligation includes regular attendance at practices and athletic contests. Commitment to Heritage teams should come before any club or outside team. If a practice or competition is missed due to outside commitments there will be consequences for missing the Heritage practice or competition.

It is possible, of course, that emergency situations may arise (e.g., illness, death in a family, etc.) that render it impossible for an athlete to attend a practice session or an athletic contest. Absences should be few and far between and arranged with the coach as early as possible.

When athletic team practices occur on school vacation days all varsity athletes are expected to be in attendance. If a conflict arises and the athlete may have to miss a practice it is of utmost importance that the athlete communicates this with the coach.
immediately knowing that consequences may follow. Summer and off-season activities are strongly encouraged but cannot be required by coaches.

Each team member must practice a minimum of ten (10) times (only one/day) prior to the first contest. If they are moving from one season to the next within the same school year a team member must practice a minimum of five (5) times. (IHSAA Rule 50/101)

If a student athlete misses five (5) to ten (10) consecutive days of practice/contests, he/she is required to participate in four (4) practices before returning to contest play. If a student athlete misses more than ten (10) consecutive days of practices/contests, he/she is required to participate in six (6) practices before returning to contest play. (See IHSAA rule 9-14.c)

Absences from practice sessions or athletic contests will be handled in the following manner:

<table>
<thead>
<tr>
<th>ABSENCE FROM PRACTICE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Excused absence</td>
<td>No action</td>
</tr>
<tr>
<td>Unexcused absence – 1st Offense</td>
<td>Conference with coach and discipline of athlete</td>
</tr>
<tr>
<td>Unexcused absence – 2nd Offense</td>
<td>Suspension from the next interscholastic contest</td>
</tr>
<tr>
<td>Unexcused absence – 3rd Offense</td>
<td>Dismissal from team (Athlete forfeits all awards)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ABSENCE FROM ATHLETIC CONTEST</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Excused absence</td>
<td>No action</td>
</tr>
<tr>
<td>Unexcused absence – 1st Offense</td>
<td>Suspension from next two interscholastic contests</td>
</tr>
<tr>
<td>Unexcused absence – 2nd Offense</td>
<td>Dismissal from team (Athlete forfeits all awards)</td>
</tr>
</tbody>
</table>

**Attendance at School**
A student athlete must attend school on the days of an athletic practice and contest in order to participate in that practice or contest. Some specific circumstances are as follows:

1. Students who are absent from part of the school day and are granted a non-illness related excused absence (e.g., a dental appointment) will be allowed to participate in the practice or contest that day.

2. **Student athletes must attend at least five class periods of the day unless it is due to an excused absence. A student athlete may not participate in a particular practice or game if they do not attend the five periods.**

3. Any Unexcused Absence from school, regardless if it is only for a partial day, will render an athlete unable to participate in the day’s events. This would include in-school suspension or skipping class.

**Handling Problems/Solving Disputes**
All disputes at Heritage Christian School, including those related to athletic matters, should be handled in a Biblical manner. In particular, Heritage Christian School encourages application of the “Matthew 18 Principle” when handling a problem/settling a dispute. This principle, in summary form, encourages the offended party to go directly to the one with whom he/she has a problem. (e.g., student athlete should talk to the coach at an appropriate time prior to parental involvement and prior to going directly to the Athletic Director.)
NOTE: Lack of playing time at the varsity level is not considered a dispute and should not be addressed with the coach by the parent. (Refer to Playing Time Policy)

If the situation is not resolved, the offended is encouraged to seek a solution by speaking to the next person in authority. In simple terms, an athlete should approach the coach first, the athlete, coach and parent second and the Athletic Director third. If the parent or student athlete feels that the proper process was not followed then they can take the matter to the Heritage Christian School Superintendent by placing their concerns in writing.

It is absolutely necessary that this chain-of-command be followed specifically. If not, the upper level authorities will direct the offended party to solve the problem at the appropriate level.

No Quit Policy
If a student is fortunate enough to be selected for a position on one of the Heritage athletic teams, it is important that he/she makes a firm commitment to that team. Therefore, quitting a team after being selected for the team is strongly discouraged. If any student athlete quits a team after being selected as a member of that team, that student athlete is prohibited from trying out for another Heritage Christian School extracurricular team (Drama, etc.) during the same season. Furthermore, it should be clearly understood that the action of any student athlete quitting a team will certainly be among the criteria considered by coaches of subsequent teams on which a student athlete desires a position. Exceptions may occur if both coaches/directors agree it is in the best interest of the student.

Playing Time Policy
While it is true that our coaches and administrative personnel believe it to be important to broaden the experience of Heritage Christian School athletes, and that broadening is enhanced by playing time, it is also an important goal of the Heritage Christian School athletic program to strive toward excellence. Therefore, no minimum per game playing time provisions or minimum numbers of athletic meets in which athletes must compete are established at the Freshman, Junior Varsity or Varsity level. Playing time decisions are left up to the individual coaches.

Starting a Season Late
A student may start a season late if the reasons are acceptable to the coach and the Athletic Director. If a cut has been made the student must go through a three-day tryout period. If the student is determined to be good enough they may be added to the team. No one may be cut to make room for this student. The student must have a minimum of ten (10) practices including the tryouts before he/she can participate in a contest. If they are moving from one season to the next within the same school year a team member must practice a minimum of five (5) times. The ten practices are also required when joining a team late that did not have a cut.

If a student transfers into Heritage once a season has already begun, they will be considered as a new student with new opportunities and will be permitted to try out for a team.

Multiple-Sport Policy
Encouragement - To fully accomplish the mission statement of HCS Athletics we, the coaches and athletic administrators, must encourage all of our student athletes to participate in multiple sports. A multiple sport athlete has two to three times the
opportunity to develop Christian friendships, Christian character, and competitive experience, reap the benefits of cross training, etc. than a single sport athlete.

If a student athlete approaches a coach or athletic administrator about his/her thoughts on the pros and cons of being a multiple sport athlete, it is our job to carefully give the student athlete an objective evaluation of his/her options. Never should a coach discourage participation in other sports. Coaches should share as much information with the student athlete as possible to help him/her make the best-informed decision he/she can make.

Off-Season Practice Policies - When a student athlete makes a commitment to participate in a team sport, he/she is making a commitment to the team to be at his/her best/peak performance at all times during the season. The student athlete is also facing the challenge of maintaining his/her academics at the highest level possible. Therefore, it is vital that coaches communicate and come to some agreement that is in the best interest of our student athletes.

These activities include:

• Open Gyms, Scrimmages, Pick-Up Games
• Conditioning
• Weight Training
• Skills Practices
• Drills

Student athletes may choose to participate in non-HCS off-season sports outside the HCS campus. This is permissible, but “club” sports must take a backseat to the athlete’s HCS team when it comes to schedule conflicts.
SAFETY

Accidents/Injuries
Coaches are trained in basic first aid, certified in CPR and the use of an AED. If an accident or injury occurs, the athlete will be evaluated by our trainer. The coach then submits a written accident report to the Athletic Department within 24 hours. If the injury is serious the coach will call emergency services and the parent(s).

All injuries should be treated with caution and handled with care. The parents will be contacted in the event of severe or significant injuries and consulted with in any decisions made in regard to treatment and rehabilitation. Heritage Christian School has an athletic trainer to help with the care and rehabilitation of injuries. The trainer will recommend doctors and/or treatments to care for the student, but the final treatment decision rests with the parents.

Coaches treat any acknowledged condition in the confidential manner with which the information is related by the parent or guardian. If an athlete misses practice on the request of a physician, the athlete should have a note of clearance before returning to practice. Please note that according to IHSAA Rules, if an athlete misses more than six consecutive practices/games they must have four practices before they are allowed to complete again. If they miss more than ten, they then must have six practices.

Bad Weather
Lightening and Severe Storms: The Athletic Directors in consultation with the Coach, trainer and officials during contests, will make decisions based on the IHSAA guidelines for student athlete safety.
GENERAL INFORMATION

Schedules
The scheduling of all athletic events and practices is determined by the Athletic Director in cooperation with each coach. The coach will issue a schedule to the students and parents as soon as possible in each season. If practice is understood to be every day, there may not be a printed practice schedule issued. Athletic contests are rarely scheduled on Wednesdays and all practices will end by 6:00 p.m. on Wednesdays. Athletic practices may be scheduled on Saturdays, but there will never be any practice on Sunday. On occasion an athletic event may be scheduled on a day or weekend when school is out on vacation. When this is determined to be necessary, the dates will be given out as far ahead as possible and all athletes are expected to be in attendance.

Team Pictures
A professional photographer will take team and individual pictures early in each season. These pictures are purchased by the students and must be pre-paid online or in envelopes provided to the students about a week prior to picture day. Any problems or mistakes with the orders should be reported to the Athletic Department.

School Equipment
1. Students are responsible for all equipment issued to them. Athletic uniforms are supplied for the sole purpose of athletic participation. This equipment is not to be used for any other purpose.
2. When the season is over, all equipment and uniforms are to be returned to the coach who will keep inventory of all items issued to the team. The coach will then submit the end-of-season inventory list to the Athletic Director in a timely manner following the season.
3. The parent is responsible for the dollar replacement cost of any lost or damaged school issued equipment or uniforms.

Team Fundraising Projects
All team fundraising projects must be presented to and approved by the Athletic Director and FROC Committee. Forms are available from the Athletic Director. Completed forms must be submitted to the Institutional Advancement Department for its approval. Only after the project has been approved is the team allowed to go ahead with the fundraiser.

Extracurricular Conflicts
If a conflict arises involving an athletic contest and an event related to another school activity, the coach and teacher/sponsor will discuss whether accommodations can be made to allow the student to participate in both events. If an agreement is not reached in this manner, the student and parent(s) will decide how best to proceed in the best interest of the student. Teachers and coaches may assign alternative work/tasks in place of the missed event. No additional or punitive penalties may be assessed beyond the loss of benefits (e.g., grades, participation) inherent in the event itself. It is understood that post-season contests/performances will take priority over regular in-season contests/performances.
**Scholastic Athletic Offerings**
The interscholastic sports currently being offered at the High School level at Heritage Christian School are:

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coed Cross Country</td>
<td>Boys' Basketball</td>
<td>Boys' Baseball</td>
</tr>
<tr>
<td>Boys' Soccer</td>
<td>Girls' Basketball</td>
<td>Boys' Golf</td>
</tr>
<tr>
<td>Girls' Soccer</td>
<td>Coed Swimming/Diving</td>
<td>Boys' Lacrosse</td>
</tr>
<tr>
<td>Boys' Tennis</td>
<td>Cheerleading</td>
<td>Coed Track/Field</td>
</tr>
<tr>
<td>Boys' Football</td>
<td></td>
<td>Girls' Lacrosse</td>
</tr>
<tr>
<td>Girls' Golf</td>
<td></td>
<td>Girls' Softball</td>
</tr>
<tr>
<td>Girls' Volleyball</td>
<td></td>
<td>Girls' Tennis</td>
</tr>
<tr>
<td>Cheerleading</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
COMMUNICATION

General Information
The best resource for information is our Athletics Website. Each sport has a dedicated page with links to direct communication from the coach (Moodle), schedules, required forms, and even photos.

Cancellations
It is necessary at times to cancel games and practices at the last minute due to inclement weather. Please do not call the school on these days! Our Cancellations Page will be updated continually as cancellations are made and information comes in. If it is a home event that we have scheduled, the Athletic Director will make the cancellation call by 2:30 pm. If it is an away event, the opponent school Athletic Director makes the cancellation call. As soon as we receive that call the website will be updated. The cancellation will be announced immediately from the respective school office and students will be allowed to call their parents at that time to make arrangements for pick up. You can also check your team schedule on www.highschoolsports.net for the most updated information as well.

Twitter
You can get up to date scores and athletic information by following the athletic department @HCS_Athletics.

Weekly Bulletin/Athletics Homepage
The HCS Weekly Bulletin and the Athletics homepage will provide you with information about upcoming athletic events, news, and other athletic department related activities.
AWARDS

General
Athletic awards can be earned in all sports at Heritage Christian School when the appropriate criteria are met. Awards are presented at the discretion of the coach and the Athletic Director. The awards and criteria are as follows:

1. Letters are to be presented on the basis of Varsity participation.

2. A letter should be presented when the student athlete has demonstrated the qualities that are deemed desirable for athletic participants.

3. An athlete shall only be allowed to purchase a letter jacket when he/she has earned a varsity letter. An athlete should not list a sport in which he/she has not lettered on their letter jacket. Letter jackets may be purchased through the High School Office.

4. A Junior Varsity or freshman participant will receive a participation certificate.

5. Auxiliary awards/patches that an athlete may receive (City Tournament Championship, sectional championship, etc.) can be worn on the letter jacket.

Participation Requirements
In all sports, a player must complete the season, and must have remained academically eligible to complete the following individual sport requirements for earning a varsity letter:

1. Baseball and Softball: Must have averaged three (3) innings per seven (7) inning game or one (1) at bat per total games played and/or made the sectional roster.

2. Basketball: Must have competed in one-half of the total number of quarters played and/or made the sectional roster.

3. Cheerleading: Successfully complete the season as determined by the coach.

4. Cross Country: Top five (5) plus one to five (1-5) more if they were competitive and/or made the sectional roster.

5. Football: Must have competed in one-half of the total number of quarters played and/or made the sectional roster.

6. Golf: One (1) point per match. Point system (2 pts. /playing – 1 pt. /win – 1 pt. /score is used).

7. Lacrosse: Must have competed in one-half of the total number of quarters played.

8. Soccer: Must have competed in one-half of total number of halves played and/or made the sectional roster.
9. **Swim/Dive**: Letters are awarded based on a point-system whereby 90% of the total points must be earned. Points are received based on practice attendance, meet performance, and/or participation in the state competition.

10. **Tennis**: Top seven (7), plus one to two (1-2) more if they competed in half of the varsity matches.

11. **Track/Field**: Must score one and one-fourth (1-1/4) point average per total number of regular season meets run and/or made the sectional roster.

12. **Volleyball**: Must have competed in one-half of the total number of games played, and/or made the sectional roster.
OTHER INFORMATION

IHSAA Eligibility and Transfer Information
A transfer for primarily athletic reasons includes, but it not limited to:
a. a transfer to obtain the athletic advantage of a superior, or inferior, athletic team, a superior athletic facility or a superior coach or coaching staff;
b. a transfer to obtain relief from a conflict with the philosophy or action of an administrator, teacher or coach relative to athletics;
c. a transfer seeking at team consistent with the student’s athletic abilities;
d. a transfer to obtain a means to nullify punitive action taken by the previous school.

For additional information regarding IHSAA eligibility and transfer information, visit http://www.ihsaa.net/rule19/story.html

For an IHSAA Athletic Transfer Report to begin the transfer process, visit http://muncieburrisathletics.weebly.com/uploads/2/5/2/1/25219942/ihsaa_2014_transfer_paperwork.pdf

Parent Meetings
Parent Pre-Season Meetings – All parents of student athletes are required to attend a pre-season meeting with the coaching staff of that sport. The meeting shall be held before the first contest. Parents will be informed of all rules for their sport as well as the rules of Heritage Christian School and the IHSAA.

Publicity
Please be advised that several newspapers photograph sporting events throughout the school year. Your son or daughter’s picture may appear in the local section of any high school sports section. If you do not wish to have your son/daughter photographed please fill out the photograph release form located on the Athletic Department website.
**Parent responsibilities for each team:**

The primary goal of the Booster Club is to help give all students the opportunity to participate in top-notch athletic programs, while also providing access to quality athletic facilities, equipment, and coaches. Our members help with fundraising and serve on support committees. Along with the necessary financial costs, parents should be aware of the necessary service/costs associated with athletic participation in their athlete’s sport. This participation which is required of all parents includes, but is not limited to, the following: team devotions/prayer, concession sales, transportation, basic clean-up assistance at home contests, special events/tournaments, and others as directed or requested by that team’s coach.

At your parent meeting the coach will have sign-up lists available. For the success of each team, it is imperative that parents sign up for at least one area.

1. Discipleship
2. Outreach
3. Administrative
   a. Concessions
   b. Scorekeeper
   c. Field/Gym tear down after games
   d. Fundraising
ATHLETIC DEPARTMENT STAFF

Athletic Director: MICHELLE YORK
Office Number: 594-5858 ext. 134
Cell Number: 317-797-0287
Email: Michelle.york@heritagechristian.net

Assistant Athletic Director: LINDSAY ALGER
Office Number: 813-3825
Cell Number: 828-332-8788
Email: Lindsay.alger@heritagechristian.net

Equipment and Facilities Manager: SHERMAN WILLIAMS
Office Number: 594-5858, ext. 169
Email: Sherman.williams@heritagechristian.net

Administrative Coordinator: GALYN CLARK
Office Number: 813-3889
Email: Galyn.clark@heritagechristian.net
ADDENDUM I

1. Anti-Bullying Policy

The administration, faculty and staff of Heritage Christian School believe that all people are created in the image of God, and so have intrinsic worth, value and dignity. We believe we have a responsibility to provide a respectful, safe and healthy school environment and an obligation to promote mutual respect and acceptance for our students. We recognize that love and respect are the foundation for our relationship with God and others, and that Scripture establishes the standard of how we demonstrate love and respect toward all students. Therefore, we will not tolerate behavior that infringes on the safety and dignity of any student. Bullying is never acceptable and is strictly prohibited. Such conduct is contrary to the behavior, values and principles taught by our Savior and are disruptive to the educational process.

The State of Indiana defines bullying as any overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

(1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
(2) has a substantially detrimental effect on the targeted student's physical or mental health;
(3) has the effect of substantially interfering with the targeted student's academic performance; or
(4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school. *(Indiana Code 20-33-8-0.2; HCS will continue to update the policy as revised by the IDOE, 6/2013)*

Heritage Christian School will not tolerate any behavior that is considered bullying, intimidation, or harassment of another student(s). Such behavior includes, but is not limited to;

**Physical**- direct physical contact including pushing, hitting, shoving, biting, hair-pulling, scratching, spitting, tripping, damaging or stealing victims property, locking person in room, mean faces, rude gestures, initiating or forcing inappropriate touching

**Verbal** assaults-name calling, put downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium, (cell phone, internet, etc.)

**Social**- ostracism, exclusion, ignoring, being unfriendly, alienating, social isolation, rumor spreading, damaging someone’s reputation
Heritage Christian High School – Athletic Handbook

**Psychological** - acts that instill a sense of fear or anxiety, aggressive or menacing gestures

The Anti-Bullying Policy will be enforced in accordance to HCS Code of Conduct guidelines, which state:

“*It is the expectation of the administration that students adhere to the HCS Code of Conduct (and the HCS Anti-Bullying policy) at all times. It is therefore also understood that violations of the Code of Conduct both inside and outside of school, including breaks from school, may be addressed as a disciplinary concern by the administration. Students are specifically considered to be under school jurisdiction at any time at which they are under the direct supervision of Heritage Christian School and its employees, including when riding a school bus or attending a school function or activity. “*

Students who choose to initiate and/or participate in bullying activities of any kind will be subject to intervention and/or disciplinary action. Consequences can include loss of designated school privileges and opportunities, suspension, expulsion or legal action by the police and/or courts.

**Procedures to be followed for Suspected or Reported Bullying Behavior:**

- Staff, student or parent reports the incident and suspected behavior immediately to a school staff member who will ensure that the incident is reported to the appropriate school administrator
- Appropriate school personnel will immediately investigate the incident and follow the established guidelines for investigation, intervention and notification of parents of all parties
- Bring resolution to the incident in a timely manner and inform all parties involved as to findings and action to be taken.

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**ADDENDUM II**

**HIGH SCHOOL CONDUCT AND DISCIPLINE**

As an expression of Heritage Christian School’s mission, the high school discipline policy is intended to support the discipleship
process for students, and to serve as a reflection of Jesus Christ and as an extension of the home. As such, the primary purpose of the discipline process is to produce growth in students while maintaining an environment of learning and order, providing a support to parents, and reflecting Scriptural principles of conduct and influence.

In keeping with this purpose, the Scriptural principles that provide the foundation for the discipline policy are as follows:
• The responsibility of parents for the education of their children (Deuteronomy 6:6-9)
• Submission to authority (I Peter 2:13-17)
• The principle of reaping and sowing (Galatians 6:7-8)
• Confrontation, restoration, and separation (Matthew 18:15-17)

Under the guidelines of these Scriptural principles, the goal of Heritage Christian High School through the disciplinary process is to:
• Work alongside of parents within the process of discipline
• When possible, involve the spiritual authority and influence of a family’s church affiliation
• Provide an environment of order and respect that promotes an atmosphere conducive to learning
• Apply necessary and appropriate consequences for choices
• Guide in the restoration of relationships with Jesus Christ and with Heritage Christian School, its employees, and its students
• Use relational influence to produce spiritual growth, correction, and right choices
• Do so in a context that seeks the best interest of both the involved parties and the student body as a whole

Code of Conduct
In order to best fulfill the goals of the discipline process, Heritage Christian High School has established a Code of Conduct that defines expected student behavior, and establishes the procedure and process for addressing disciplinary matters. Please be aware that student conduct and behavior outside of Heritage Christian School can affect a student’s standing at HCS as well as the reputation of HCS, therefore it is the expectation of the administration that students adhere to the code of conduct at all times. It is therefore also understood that violations of the code of conduct both inside and outside of school, including breaks from school, may be addressed as a disciplinary concern by the administration. Students are specifically considered to be under school jurisdiction at any time at which they are under the direct supervision of Heritage Christian School and its employees, including when riding a school bus or attending a school function or activity.

Students are expected to demonstrate the following behaviors and characteristics:
• Integrity in the keeping of one’s word, speaking the truth, doing one’s own work, carrying out responsibility (doing assignments adequately and on time) and respecting authority
• Respect for self, Heritage Christian School and its
employees and students, and the property of others
• Courtesy extended in all relationships – student to student or student to teacher/staff
• Stewardship of the property, supplies, and equipment of Heritage Christian School, as well as wise stewardship of personal items
• Preparation for class and readiness to learn
• Reconciliation through Biblical and appropriate repentance and forgiveness when offenses have been committed or received

**Students are expected to refrain from the following behaviors and characteristics:**
• Tardiness to class
• Failure to conform to the expected dress code
• Careless and/or reckless behavior (i.e., throwing objects, running in halls, driving recklessly, etc.)
• Disruptive behavior that impedes the educational process
• The use of cellular phones and other electronic devices during school hours
• Inappropriate public displays of romantic affection (i.e. holding hands, kissing, excessive hugging)
• Profanity and vulgar or offensive speech and/or gestures
• Dishonesty in any form, including lying, theft, cheating, and plagiarism (Note: indication of cheating on any assignment will result in zero for the assignment; this guideline applies to the person copying as well as to the person knowingly supplying the material to be copied)
• Gambling
• Rebellious or disrespectful attitude
• Flagrant disrespect and disobedience
• Skipping class, leaving campus without permission, or truancy
• Vandalism, including that which would be directly toward the personal property of school employees
• The possession and/or distribution of pornographic materials and information, including the distribution of sexually suggestive material via cell phones and computers, or “sexting." The Heritage Christian School definition of sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital or electronic device.
• Harassment in any form, both physical and/or sexual in nature. Sexual harassment includes all acts of a sexual nature, whether verbal or physical, which are unsolicited, unwelcome, inappropriate, and/or demeaning, which interfere with an individual’s performance, or which create an intimidating, hostile or offensive atmosphere. Physical harassment includes threats or intimidation of any nature, or inappropriate verbal or physical conduct which creates a hostile, offensive, or fearful environment. Examples of threats or intimidation include, but are not limited to, provoking a fight, fighting, bullying, acts that inflict injury or damage, and/or acts intended to control by fear and/or intimidation. Please see the anti-bullying section for more information.
• The use and/or possession of tobacco, alcoholic beverages, illegal drugs, and the abuse of prescription medication. Violations of this policy may also result in random drug testing, per Heritage Christian procedures, at the expense of the student.
• Immoral sexual conduct
• Use or possession of weapons and/or dangerous items on school premises (i.e., guns, knives, explosive devices, etc.)

Discipline Procedures
Most disciplinary issues are managed by the teacher in the classroom, and the process can involve any of the following, separately or in combination as appropriate:
• Personal conference with the teacher
• Notification of behavior problems to parents
• Detentions
  o Parents will be notified via phone or email and need to sign the Detention slip sent home with the student.
  o Detentions are scheduled 3:15 p.m. – 4:15 p.m. on Mondays and Thursdays.
  o Detentions must be served within 7 days of the date the Detention was issued (in the event of extenuating circumstances, exceptions need to be approved by the high school office).
  o If a student fails to attend the assigned Detention by the due date, an additional Detention will be issued.
  o An In-school suspension can be assigned for the fourth (4th) detention received per quarter. Frequent detentions will result in further consequences.
• Student conference with the principal
• A parent-teacher-student or parent-teacher-principal conference

Teachers need to honor any student who wishes to appeal to the teacher regarding a disciplinary action, when the student exercises the three (3) steps of appealing to spiritual authority…Right Time, Right Place, Right Spirit!

More extreme or persistent cases of misconduct will be managed by the administration and treated with one or more of the following measures:
• Conference with the principal and/or teacher
• Probation, combined with appropriate application of consequences relevant to the offense
• In-school suspension
• Out-of-school suspension
• Withdrawal, temporary, until restitution and restoration can be confirmed via visible student behavior and pastoral counsel and recommendation; reinstatement on probation
• Withdrawal, permanent
• Expulsion

The following violations of the Code of Conduct will result in an automatic suspension from school, pending a more thorough
investigation of the matter, and may result in withdrawal or expulsion. In addition, any code of conduct violation that also potentially involves a criminal offense or a violation of state laws (i.e. use of illegal substances, distribution of stolen goods or pornographic materials, sexting, possession of weapons on school premises, vandalism, truancy, etc.) may require Heritage Christian School to involve law enforcement officials.

- The use and/or possession of tobacco, alcoholic beverages, or illegal drugs, and the abuse of prescription medication
- Immoral sexual conduct
- Pregnancy
- Possession of weapons &/or dangerous items on school premises
- Repeated dishonesty
- Flagrant disrespect and disobedience
- Leaving campus without permission
- The possession and/or distribution of pornographic materials and information, including sexting
- Harassment in any form, both physical and/or sexual in nature
- Vandalism
- Continued willful disobedience, misconduct, disrespect

**A student may be suspended for a period of one to ten days at the discretion of the principals.**

All assignments or tests missed during the period of suspension must be completed. All missed assignments will receive a 50% reduction in grade, and test/quiz grades will be reduced by 10%. Students may not practice or participate in athletic events for the duration of the suspension, nor may they be involved in extracurricular activities during that time. Any other corresponding participation consequence will be determined according to Athletic policy. In addition, students may not attend school activities on the day(s) of suspension. Students may be expelled from school after other disciplinary procedures have failed or when major moral or social offenses have been committed. Expulsion decisions will be made in conjunction with the principal and CEO.