



HILLCREST
CHRISTIAN

2016-2017
PARENT / STUDENT HANDBOOK

4060 S. SIWELL ROAD
JACKSON, MS 39212
UPPER SCHOOL 601-372-0149
UPPER SCHOOL FAX 601-371-8061
LOWER SCHOOL 601-372-0809
LOWER SCHOOL FAX 601-371-8066

WWW.HILLCRESTCHRISTIAN.ORG

WHATEVER YOU DO IN WORD OR
DEED, DO ALL IN THE NAME OF THE
LORD JESUS.
COLOSSIANS 3:17



HILLCREST
CHRISTIAN

Welcome Everyone!

We are excited to begin another year at Hillcrest Christian School. We are overjoyed that you have chosen Hillcrest for your child's education, allowing us to share their lives as we grow together in Christ.

Hillcrest Christian School can best be described as a community of students, faculty, and parents engaged in education that seeks to prepare students to be effective servants of Christ in contemporary society. We recognize that Jesus Christ is the Lord of that community. In order for this Christian school community to function well together, common expectations and regulations are necessary. While total agreement about each rule is impossible, consistent application is expected. Such responsible implementation is a necessary ingredient to maintain a safe community and an appropriate learning environment. We hope that together we can glimpse a vision of Christ's kingdom in our community here. May we, with God's help, experience success and joy in attaining that vision.

The handbook is expected to be read carefully by both parents and students. This information will help you understand what HCS has to offer you, and in addition, what is expected of students and parents in order to have a successful year which will glorify our Lord Jesus Christ!

“So then, just as you received Christ Jesus as Lord, continue to live your lives in him, rooted and built up in him, strengthened in the faith as you were taught, and overflowing with thankfulness.” Colossians 2: 6 - 7 (NIV)

Ace Bryant
Upper School Principal

Elaine Rhodes
Lower School Principal



FOREWORD

Hillcrest Christian School is a family of students, parents, and teachers working, playing, worshipping, and growing together. All families and schools need guidelines and rules that make working together possible and enjoyable. It is impossible to cover every circumstance and situation that may arise in a school setting, but the Student Handbook contains guidelines and rules that do apply for Hillcrest Christian School. The administration is charged with and will have the final say in the day to day operations of the school. It is the responsibility of each parent and student to read and understand these guidelines and to inquire of the administration about any matter that is unclear.

The purpose of this Handbook is 1) to translate the policies of the School Board into guidelines and rules to be followed and upheld, and 2) to inform all family members of those guidelines and rules with the expectation that they will follow them.

Please feel free to call upon the administration and faculty to help answer any question(s). An exciting year awaits us! May we remember the admonition of the Apostle Paul “Whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks through Him to God the Father.” (Col. 3:17)

Each student contributes to the character development of his/her school, for they are its ambassadors. The opinions which others form of Hillcrest Christian School are based upon the manner in which its students, parents, faculty, and staff conduct themselves.

Being good citizens of the school at all times, at home or away, is the best policy to follow. This is not a difficult thing to do, and there is no substitute for its results.

TABLE OF CONTENTS

Administration	1
Contact Information	1
Mission Statement	2
Statement of Faith / Nondiscriminatory Policy / Pledges	2-3
School Calendar	4
Introduction / Membership and Tuition / Financial Aid	5

GENERAL POLICIES

Crisis Management Plan / School Closings	6
Problem Solving Protocol / Parental Support/Prayer Policy.....	6-7
Sportsmanship / Sexual Harassment Policy.....	8
The Use of Tobacco Products / Drugs and Alcohol / Weapons.....	8-9

LOWER AND UPPER SCHOOL POLICIES AND INFORMATION

ADMISSION / WITHDRAWAL

Ages / Health Certificate / Immunization / Marriage and Pregnancy / Withdrawals.....	10
--	----

ATTENDANCE

School Day	11
School Visits / Absentee Policy / Tardiness	11-15
Dismissals/Participation in Extracurricular Activities.....	15-16

ACADEMICS

Grading System / Honor Certificates / Conferences / Guidance Services / Progress Reports / Report Cards	16-17
Passing and Failing /Class Promotion Requirements	18

MISSIONS

Student Community Service Program.....	18
--	----

BEHAVIOR / DRESS CODE

Honor Code / Honor Code Enforcement /Honor Code Procedures	19-20
Dress Code	21-25
Cougar Manners.....	25
Network / Internet Usage Policy / Students and Guest Teachers Care of School Property / Textbooks	26
Conduct and Discipline	27
Social Networking Policy / Methods of Discipline	28
Involvement with Law Enforcement Officials.....	29
.....	

HEALTH AND SAFETY

Communicable Diseases / Illnesses / School-Sponsored Trips	30
--	----

MISCELLANEOUS

Lost and Found / Messages / Deliveries for Students
Inappropriate Personal Possessions30

LOWER SCHOOL POLICIES AND INFORMATION

ACADEMICS

Academic Programs / Curriculum / Extracurricular Activities.....31
P.E. Classes / Daily Papers / School Rules 31-32

MEDICAL

Field Trips / Medical Information / Sick Child / Medication 32-33

GENERAL

Telephone / Snacks / Lunch / Playtime / After School Care.....33

UPPER SCHOOL POLICIES AND INFORMATION

ACADEMICS

Academics / College Preparation / College Day for Seniors
Required Subjects / Schedule Change Policy 34-35
Requirements for Graduation / Early Graduation Policy / Dual Enrollment
Ranking of Senior Class / Honor Graduates/ 35-36
Nine Weeks Tests, Exams and Exemptions / Test Schedules /Class Officers.....37

GENERAL

Campus and Cars / Parking on Campus.....38
Library / Chapel / Assemblies / Daily Announcements / Telephone Privileges
Cell Phones / Apple Watches / Electronic Devices / Foreign Exchange Student Policy... 39-40
AHERA Compliance Notification41

SCHEDULES

Bell Schedules.....42

ADMINISTRATION

Jason Estabrook

B.A., Birmingham Southern College

Clifford “Ace” Bryant, Upper School Principal

B.S., M.Ed., Mississippi College

Elaine Rhodes, Lower School Principal

B.S., William Carey College

M.Ed., University of Southern Mississippi

Admin. Delta State University

COUNSELING

Tony Ritter, School Counselor

B.S., University of Mississippi

M.Ed., Mississippi College

ATHLETIC DIRECTOR

Todd Montgomery

COUGAR CARE

Leigh Wimberly, Director

MISSION STATEMENT OF HILLCREST CHRISTIAN SCHOOL

Hillcrest Christian School is dedicated to reaching students for Christ, emphasizing academic excellence, and incorporating Christ-like values in all extracurricular activities. We endeavor to operate Hillcrest Christian School on the following Biblical principles found in Colossians 1:9-12:

Operate in a manner worthy of the Lord (v.10)

Seek to please the Lord in every aspect of the school (v.10)

Expect growth in character and knowledge (v.10)

Rely upon the Lord (v.11)

Cultivate an atmosphere of joyful thanksgiving (v.12)

STATEMENT OF FAITH OF HILLCREST CHRISTIAN SCHOOL

1. We believe the Bible to be the complete, inspired, and authoritative Word of God, without error in the original writings, the standard by which all knowledge is judged and taught and the final authority in faith and life. (2 Timothy 3:16-17)
2. We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons - Father, Son, and Holy Spirit. (Deuteronomy 6:4, Colossians 1:16, 2 Corinthians 13:14)
3. We believe in the Deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (John 10:30, Matthew 1:22-25, Hebrews 7:26, 1 Peter 2:21-24, 1 Corinthians 15: 3-4, Acts 1:9-10, Romans 8:34, 1 Thessalonians 4:16)
4. We believe that the salvation and redemption of lost and sinful mankind are possible only by God's grace through faith in the Lord Jesus Christ as Savior and Lord. (Romans 3:23, Ephesians 2:8-9)
5. We believe that children and adolescents should be taught in Christian love. (Hebrews 12:6, Revelation 3:19)
6. We believe that all Christians are called to live Godly lives. (Colossians 1:9-12, Romans 12:2)

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Hillcrest Christian School, Inc. admits students of any race, color, nationality, and ethnic origin, and the handicapped to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin or the handicapped in administration of its educational policies, admissions policies, financial aid programs, athletics, fine arts, and other school administered programs.

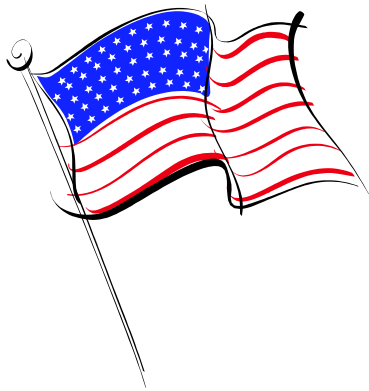
Pledge to the Christian Flag



I pledge allegiance to the Christian Flag,
and to the Savior
for whose kingdom it stands,
one brotherhood
uniting all Christians
in service and love.

Pledge to the Bible

I pledge allegiance to the Bible,
God's Holy Word.
I will make it a lamp unto my feet,
and a light unto my path,
and will hide its words in my heart
that I might not sin against God.



Pledge to the American Flag

I pledge allegiance to the flag,
Of the United States of America,
And to the republic for which it stands,
One nation, under God, indivisible
With liberty and justice for all.

2016-2017 School Calendar

AUGUST						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2 K3-K5 Parents Meeting 6 pm
 4 1st – 6th Gr Parents Meeting 6 pm
 5 LS Meet the Teachers 8 – 9:30 am
 5 New Student Orientation 7th-12th Gr
 10 – 12 noon
8 FIRST DAY OF SCHOOL
 9 US Parents Meeting 6 pm
 JV and Var Football Parents Mtg 7:30pm

FEBRUARY						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

20 Presidents' Day / School Closed
COUGAR CARE CLOSED

Feb 28 – Mar 2 9 Weeks Tests

SEPTEMBER						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 Labor Day/School Closed
Cougar Care Closed

Sept 30 – Oct 6 9 Weeks Tests

MARCH						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Feb 28 – Mar 3 9 Weeks Tests

½ March 9 – March 17 Spring Break
School Closed

OCTOBER						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sept 30 – Oct 6 9 Weeks Tests

7 – 10 Fall Break/School Closed

APRIL						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

14 - 17 Easter Break
School Closed
COUGAR CARE CLOSED

NOVEMBER						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	9
20	21	22	23	24	25	26
27	28	29	30			

21 - 25 Thanksgiving Break
School Closed
Cougar Care Closed

MAY						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 - 3 Senior Exams
 8 Baccalaureate Service
 11 Senior Class Day
 12 Upper School Awards Day
 12 Senior Graduation
 16 - 19 Upper School Exams
 17 6th Grade Graduation
 18 Kindergarten Graduation
 18 Awards Day: 4th-5th Gr
 19 Awards Day: 1st-3rd Gr
19 LAST DAY OF SCHOOL
 29 Memorial Day/Office Closed
Cougar Care Closed

DECEMBER						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2 MAIS Teacher Conference/
School Closed

13 – 16 Semester Exams (1/2 days)

Dec 19 – Dec 30
Christmas Break
School Closed
Cougar Care Closed

JUNE						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JANUARY						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 SECOND SEMESTER BEGINS

16 Martin Luther King Day
School Closed
(Faculty/Staff In-Service)

JULY						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 - 4 Office Closed
Cougar Care Closed

INTRODUCTION

Hillcrest Christian School holds accreditation through the Southern Association of Independent School (SAIS), the Southern Association of Colleges and Schools (SACS), and the Mississippi Association of Independent Schools (MAIS).

Through the Mississippi Association of Independent Schools, the school participates in many extra curricular activities such as spelling bee, Art Competition, Science Fair, Academic Betterment Competition, Youth Legislation and other student activities.

MEMBERSHIP AND TUITION

Admission to the school will be by membership only. The price is \$650 per membership which is non-refundable and will enable the children in one family to attend the school. Membership Certificates purchased prior to March 17, 1997 may be donated, transferred, bequeathed or assigned, - but only in accordance with the terms set forth by the Board of Directors. All transactions will be handled through the Business Office.

Tuition payment options are as follows:

Annual Plan - Tuition payable in full by June 1.

Semi-Annual Plan – ½ of tuition payable June 1, and ½ of tuition payable December 1.

12-Month Payment Plan /10-Month Payment Plan (for K-3 ONLY) - Tuition payable in monthly installments beginning June 1, (August 1 for K-3) with final payment due May 1. **Bank draft is required for this option.**

Quarterly Plan – ¼ of tuition payable June 1, September 1, December 1 and March 1.

Bank draft information may be obtained in the Business Office of Hillcrest Christian School, 4060 S. Siwell Road, Jackson, MS 39212.

Any draft or payment returned by the bank will result in an additional charge of \$40.00 to cover bookkeeping costs. The school will not administer exams and/or issue report cards for any student account that is delinquent. When an account becomes 30 days in arrears, parents / guardians will be notified that within 15 days, their student(s) will be dismissed from school and will remain out of school until the account is current or acceptable arrangements are approved by the School Board. All accounts must be paid in full before final exams and end of year activities in May.

FINANCIAL AID

The financial aid program at Hillcrest Christian School offers financial assistance to those students (grades 1 - 12), and their families, who apply and qualify. Financial aid is awarded strictly on the basis of need. Due to limited funds, Hillcrest Christian does not guarantee to meet the needs of a student simply because the student qualifies for financial aid.

A financial aid application may be requested from the school's business office and the completed application should be returned to the business office. If you have questions about our financial aid program, please contact the business office.

GENERAL POLICIES

The following policies are designed to acquaint all Hillcrest Christian Students and their families and guests with school regulations and policies. These policies apply to any student in the following situations:

1. In attendance at school;
2. On school property;
3. At school sponsored activities; or
4. Involved in any conduct at any other time or place that has a negative effect on maintaining school order and discipline, or protecting the safety and welfare of others, or endangering the reputation of the school. This includes the use or possession of alcohol or drugs, immoral activity, or involvement with law enforcement.

We have no intention of policing or monitoring students while they are off campus and not engaged in school activities. A student represents Hillcrest at all times and should reflect at all times the character, mission, and purpose stated in these policies.

Attending and being associated with Hillcrest should be an honor and privilege to all of us. Any student who chooses to violate these policies will be subject to disciplinary action or expulsion.

CRISIS MANAGEMENT PLAN

Hillcrest Christian School has a Crisis Management Plan in effect. HCS is prepared to respond to natural disasters such as hurricanes, tornadoes, earthquakes, freezing rain or snow, and fires, as well as man-made disasters, as set forth in the Crisis Management Manual. The HCS Emergency Management Team is in place to ensure a quick response to any crisis that may arise.

FIRE AND TORNADO DRILLS

Fire and tornado drills will be held throughout the year.

SCHOOL CLOSINGS

Information regarding school closings will be primarily communicated by school administration via texts and/or e-mails to those parents/guardians who have signed up for notifications through notifymyschool.com.

INCLEMENT WEATHER/EMERGENCY SITUATIONS - In the event of impending inclement weather, please tune in to local radio and television stations for a list of school closings. Information will be provided for broadcast by 6:30 a.m.

In the event of weather emergency or other emergency situations during school hours, the local radio and television stations will be notified when our school will be closing. Parents will be contacted as soon as possible to pick up their child/children.

PROBLEM SOLVING PROTOCOL

It is important that the lines of communication between parent/student and Hillcrest Christian School teachers remain open and positive at all times. If a problem arises, the following protocol will be followed in all situations.

FIRST STEP - The parent(s) and/or student should immediately contact the teacher or coach who is directly involved with the problem and allow them to handle the problem.

SECOND STEP - (If necessary) When the first protocol has been followed, if the problem is not remedied, contact the immediate administrative supervisor (principal) or Athletic Director.

THIRD STEP - (If necessary) After the first two protocols have been followed, the administrative supervisor will consult with the Administrator.

FOURTH STEP - (If necessary) The Administrator will consult with the Board of Directors.

This protocol will encompass all situations. Each step must be properly addressed before advancing to the next level. If at anytime a step is bypassed, those involved will immediately be sent back to the appropriate level.

PARENTAL SUPPORT

Parental support is required in all aspects of Hillcrest Christian School. HCS reserves the right to dismiss students when parents fail to support the administration, faculty, and policies.

Parental/guardian support is required with regard to all aspects of Hillcrest Christian School and is an integral component contributing to the school's success. We request that parents refrain from utilizing any language and/or technology which would have a negative effect on:

- maintaining school order and discipline;
- protecting the safety and welfare of other students or staff; or
- the reputation of Hillcrest Christian School and its students, faculty, and staff.

This would include, but is not limited to, emails, texts, tweets or social networking sites. Hillcrest reserves the right to dismiss students when parents, through the stated means or any other, fail to support the administration, faculty and the school's policies.

PRAYER POLICY

In keeping with the Hillcrest Christian School Mission Statement and Statement of Faith, we recognize that prayer is a foundational and essential element of the Christian faith and is an integral part of every aspect of school life at Hillcrest, including morning devotionals, assemblies, sports events, student meetings, the beginning of classes each day, and many other activities.

SPORTSMANSHIP

All participants, players, coaches, and fans in attendance at any extracurricular event or activity should demonstrate good sportsmanship and conduct themselves at all times in a Christian manner. Hillcrest Christian School is dedicated to providing an atmosphere that promotes leadership, teamwork, and

comradery among fellow players as well as officials and opponents. Yelling or insulting players, coaches, and referees during tryouts, practice, camps, or games, etc. will not be tolerated. Any actions that discredit or dishonor HCS or our Christian policies are unacceptable. Offenders will be dealt with and appropriate action will be taken by the administration of Hillcrest Christian School. Individuals who are ejected from a game or an event face a penalty from the Mississippi Association of Independent Schools, including but not limited to, a fine, suspension from future MAIS functions, or both. In addition, HCS may be placed on probation or suspended from participating in MAIS functions.

"The ideals of good sportsmanship, ethical behavior and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by generosity and genuine concern for others. Further, an awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed by the National Federation as a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity."

Mississippi Association of Independent Schools

SEXUAL HARASSMENT POLICY INAPPROPRIATE RELATIONSHIPS BETWEEN STAFF AND STUDENTS

It is the intent of Hillcrest Christian School to maintain an environment free from sexual harassment of any kind. Therefore, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct (including, but not limited to, touching, comments, gestures, etc.) of a sexual nature amounting to or constituting harassment are prohibited.

Complaints of violation of this policy may be made to the Administrator, or other person designated by the Administrator, without fear of reprisal. All complaints will be investigated thoroughly and promptly. This policy in no way limits or precludes anyone from pursuing any relief afforded by state or federal law.

Hillcrest Christian School assumes a zero tolerance policy regarding any form of inappropriate relationships between our staff and students. Further, any allegations of inappropriate relationships or victimization of students will be confronted immediately and reported to appropriate authorities and parents of any students involved.

In addition, Hillcrest Christian School will provide training and regular reminders to teachers regarding inappropriate relationships. Also, we will provide clarification and identification of such inappropriate relationships to students who are victims and make counseling available for students relating to any allegations.

THE USE OF TOBACCO PRODUCTS

The use or possession of tobacco or tobacco-like products is prohibited at Hillcrest Christian School and includes all school property (buildings, fields, and transportation) and school functions on and off campus.

DRUGS AND ALCOHOL

Drugs and Alcohol are prohibited at all times. Hillcrest Christian School is committed to maintaining a distinctive Christian focus. Our desire is that this commitment will have a strong impact upon all school policies and practices, including the Drug and Alcohol Policy.

Consistent with our basic principles, Hillcrest Christian School will take advantage of every opportunity to educate students regarding their moral, legal, and ethical responsibilities to refrain from the use of illicit substances. Moreover, we believe that our Drug and Alcohol Policy should demonstrate love and compassion for students who have failed to discipline themselves in regard to the use of the substances; on the other hand, we also intend to uphold strict prohibitions relating to the use of drugs and alcohol by our students. To do otherwise would compromise those standards of morality to which we aspire, neglect the rights and even the safety of other students, and ultimately demonstrate a lack of concern for those individuals who violate the rules.

Students are prohibited from using, possessing, or being under the influence of alcohol or illegal drugs on school property at all times. Moreover, students are prohibited from using, possessing, or being under the influence of alcohol or illegal drugs while they are engaged in any school-related or school-sponsored activity, wherever such activity takes place.

Hillcrest Christian School does not approve or sanction the use of alcohol or illegal drugs by students while they are not on school property and not engaged in school-sponsored or school-related activities. While we have no intention of policing or monitoring what students do while they are off-campus and engaged in non-school activities, disciplinary action will be taken if drug or alcohol abuse is confirmed.

Hillcrest Christian School students in grades 7th - 12th are subject to random drug/alcohol testing conducted on campus by an independent drug testing facility throughout the school year. In addition to random testing, HCS administration retains the right to request a test for a specific student at its discretion.

Parents may request a copy of the school's procedures for random drug testing from HCS administration.

WEAPONS

NO weapon of any size or type, including, but not limited to knives, firearms, hunting weapons, or any instrument which could be classified as a weapon, will be allowed in the possession of any individual (all ages) while on Hillcrest Christian School property. Possession means: on one's person, or in a purse, briefcase, backpack, desk, vehicle, or any other location on school property.

Any student found with a weapon in their possession will immediately be suspended. Any student displaying, using, or threatening to use any weapon, or any instrument that could be classified as a weapon, will be subject to expulsion from HCS without a release from the membership/tuition contract and may face legal action.

If a parent/guardian or any other visitor on the school campus is found with a weapon in their possession, appropriate action will be taken, which may include contacting law enforcement, legal action, and/or banning violator from coming on campus.

POLICIES FOR LOWER AND UPPER SCHOOL

ADMISSION AGES

The K-3 child must be three years old before September 1st for K-3.
The K-4 child must be four years old before September 1st for K-4.
The K-5 child must be five years old before September 1st for K-5.
The first grade child must be six years old before September 1st for 1st grade.

(Please note: All children must be potty trained by the time they begin attending school.)

HEALTH CERTIFICATE / IMMUNIZATION

Upon your child's admission to HCS, we require that you provide an immunization card required by state law, which can be obtained from your doctor. All students in K-3 through 12th grade must have an up-to-date immunization record in their files.

MARRIAGE AND PREGNANCY

In our opinion, the environment that is most conducive to the school activities and educational curriculum of Hillcrest Christian School is better maintained with students who are outside of the restrictions and obligations of marriage and parenthood. These are certainly honorable and appropriate parts of adult life; however, we feel that students in our learning environment are growing up and should be segregated from those undergoing these pressures. In this respect, the policy of Hillcrest Christian School is as follows:

1. Students who are or have been married will not be accepted for enrollment. Students who are married before or during the school term will be dismissed from Hillcrest Christian School upon knowledge of such marriage by the administration.
2. Parents (either the mother or acknowledged father of a child or children) will not be accepted for enrollment at Hillcrest Christian School. In the event the Administration suspects that a female student is pregnant and the pregnancy is denied, the Administration may request that the student's parent/guardian provide consent for the student to submit to a pregnancy test to be administered by a physician's office.

Upon knowledge by the administration of the pregnancy of an enrolled student at Hillcrest Christian School, the prospective mother and acknowledged prospective father will be dismissed from Hillcrest Christian School.

WITHDRAWAL

Requests for withdrawal from school must be submitted to the Business Office in writing and must include the reason for withdrawal. Voluntary withdrawals, as well as withdrawals due to suspension or expulsion, release the person(s) responsible for payment from contractual financial obligations only as set forth in the Enrollment Contract that is in force at the time of the withdrawal. Additionally, tuition or fees paid in advance are non-refundable. Hillcrest Christian School reserves the right to deny readmission to any student who withdraws. No student will be considered for readmission unless they are in good standing academically and behaviorally. Parents and students must demonstrate positive reasons why they should be permitted to be readmitted

ATTENDANCE / SCHOOL DAY

LOWER SCHOOL STUDENTS (K-3 through 6th grade) will report to the cafeteria if they arrive at school before 7:30 a.m. A teacher will be on duty from 7:10 - 7:30 a.m. for the supervision of students and will be on duty in the afternoon until 2:55 p.m. **STUDENTS WHO HAVE NOT BEEN PICKED UP WITHIN 10 MINUTES OF DISMISSAL TIME WILL BE SENT TO COUGAR CARE AND NORMAL COUGAR CARE FEES WILL BE ASSESSED.**

IT IS IMPORTANT TO THE WELL-BEING OF A STUDENT TO BE AT SCHOOL AT LEAST TEN (10) MINUTES BEFORE CLASS BEGINS. EACH STUDENT NEEDS TIME TO “UNPACK” AND GET SETTLED FOR THE DAY.

UPPER SCHOOL STUDENTS will be dropped off or must park their cars immediately. Students are not allowed to sit in cars, on or around the campus at any time during school hours. Teachers will be on duty from 7:30 a.m. - 3:30 p.m. each day for the supervision of students. **STUDENTS MUST BE PICKED UP AT THE END OF THE SCHOOL DAY, OR THE END OF THEIR LAST CLASS, OR THE END OF THEIR LAST SCHOOL ACTIVITY, WHICHEVER TIME IS EARLIEST. STUDENTS ARE NOT PERMITTED TO STAY ON CAMPUS AFTER THEIR CLASSES OR ACTIVITIES ARE OVER. ANY 7TH OR 8TH GRADE STUDENTS THAT ARE NOT PICKED UP ON TIME WILL BE SENT TO COUGAR CARE AND APPLICABLE FEES WILL BE ASSESSED.**

Full-Day class time schedules are as follows:

K3	7:45 – 11:30	Gr 1 - 4	7:45 – 2:40
K4	7:45 – 11:45	Gr 5 - 6	7:45 – 2:55
K5	7:45 – 12:00	Gr 7 - 12	7:53 – 3:10

SCHOOL VISITS

Parents and guests must request a visitor’s pass from the Lower School Office, the Upper School Student Services Office or the Receptionist as soon as they arrive on campus.

LOWER SCHOOL - Parents, please feel free to consult with the school office regarding any problems or questions that concern your child. Should you need to consult with the teacher, please come to the office and the teacher will be notified to come to the office. Also, please do not visit with the teachers before school, during recess or loading duty times without an appointment. You are free to eat lunch with your child on their birthday.

UPPER SCHOOL - If it is necessary for a visitor to go to a classroom, a visitor’s pass must be secured from Student Services. No teacher may admit a visitor into a classroom without written permission from the Principal. Any campus visitor who has not been properly cleared by the Principal’s Office will be considered a trespasser and will be dealt with accordingly.

UPPER SCHOOL ABSENTEE POLICIES

- Regular and punctual attendance is expected of all students and is necessary for successful accomplishment in school. It is important that students be in school and on time every day.
- Attendance will be checked daily and can be verified by the parent by 8:30 a.m. through STI. Although the Principal's office will randomly check students who are reported absent, Hillcrest Christian School cannot be responsible for students who leave home in the morning and do not report to school.
- **The school reserves the right to determine if a student's absence is excused or unexcused.**
- Absence due to personal illness, serious illness in the family, or death in the immediate family, will be considered excused.
- Absences due to college visits, athletic events, off campus student organization meetings, or any activity the Administration deems school related, will be considered excused.
- When a family finds it necessary to be away from school for an extended period of time (up to five school days), parents must submit to school administration a written request for consideration for absences to be deemed excused. The request should be submitted as early as possible, but no later than five school days prior to said absences. A maximum of five days throughout the school year may be deemed excused for such absences, provided the student has not exceeded the total number of allowed absences.
- A student who is absent from school for any length of time, even for a part of the day, is required to bring a note from one parent or guardian or a physician's excuse to the Student Services office when they return to school. The student must check in with Student Services before attending class. The note must include the student's name, date of absence, and the exact reason for the absence. The administration will determine if an absence is excused or unexcused.
- If a student forgets to bring the parent or guardian note or physician's excuse, an unexcused absence will be issued; however, with presentation of the proper note within two school days of the absence, the unexcused absence will be replaced by an excused absence. Students are responsible for showing the excuse form to each teacher, each period.
- Any student who is absent (excused or unexcused, but excluding absences for school related activities) ten days in any given semester will have his/her absentee records reviewed by school administrators. (This is also interpreted as ten or more absences in a specific subject.) A parent and the student will be required to meet with the administrators to discuss the reasons for the absences.
- Any student who is absent more than twenty days of a full year course or ten days of a semester course may forfeit the right to be promoted and/or may not receive credit for that course regardless of the grades earned. Absences due to school-sponsored activities are not counted in this total.
- Physician documentation will be required when excessive absences are determined by the school.
- Hillcrest Christian School reserves the right to determine if excessive absences warrant dismissing a student.
- Dismissal from HCS will not release the financial responsibilities of the membership/tuition contract.

UPPER SCHOOL MAKE UP WORK POLICIES:

- **It is always the responsibility of the student to make up missed assignments. Failure to do so will result in zeros for tests and daily assignments.**
- If the student does not have access to the assignments, please call the Student Services Office by 11:00 a.m. so that assignments may be picked up in the Student Services Office between 2:00 p.m. and 3:30 p.m.
- If a pattern of habitual absences during scheduled tests is recognized, a student will be warned, then will forfeit all opportunities to make up the test or tests missed. A grade of zero will be given for each test missed.
- If work is missed during the last week for a reporting period, that work must be made up and graded before report cards will be issued in those subject areas. The principal and teachers involved will determine the need for an extension of established make up time. It is the student's responsibility to contact each teacher about making up work.

FOR EXCUSED ABSENCES DUE TO SCHOOL RELATED EVENTS

Students involved in these activities know they are going to be absent all day or part of the day prior to the absence. They are responsible for getting their assignments. If a test is assigned prior to the absence and **no additional material is given**, the student must take the test the day he/she returns to school. All other assignments are due when the student returns to school. Failure to do this will result in the student receiving a zero on assignments or tests.

FOR EXCUSED EXTENDED ABSENCES

Students should request any available assignments from his/her teachers prior to the absence; however, teachers will not be responsible for having assignments available for five days, since material covered in classes can vary from day to day and teachers may have to amend their lesson plans. All assignments will be due and tests completed within three days after student returns to school in the case of this type of excused absence.

FOR ALL OTHER EXCUSED ABSENCES

- Students who have an excused absence (non-school related) will be permitted a period of time equal to the duration of his/her absence to make up missed assignments. For example, if a student misses two days, the student will be permitted two days to complete the missed assignments. Failure to do so will result in zeros for tests and daily assignments.
- For extended excused absences (over a week) due to serious or chronic illness, the teacher may allow additional time

FOR UNEXCUSED ABSENCES

- Students who have an unexcused absence will receive a zero daily grade for that day.
- If a student has an unexcused absence and misses a test, the student must take the test when he/she returns to school **and the final test grade will be reduced by ten points.**

LOWER SCHOOL ABSENTEE POLICY

Parents are reminded it is their right to dismiss their child; however, the school reserves the right to determine if the absence is excused or unexcused.

Any student who is absent more than twenty days of a full year course or ten days of a semester course may forfeit the right to be promoted and/or may not receive credit for that course regardless of the grades earned. Absences due to school-sponsored activities are not counted in this total. Any student who is absent ten days in any given semester will have his/her absentee records reviewed by school administrators. (This is also interpreted as ten or more absences in a specific subject.) A parent and the student will be required to meet with the administrators to discuss the importance of school attendance and the reasons for the absences. Physician documentation will be required when excessive absences are determined by the school. Hillcrest Christian School reserves the right to determine if excessive absences warrant dismissing a student. Dismissal from HCS will not release the financial responsibilities of the membership/tuition contract.

Regular and punctual attendance is expected of all students and is necessary for successful accomplishment in school. Therefore, it is important that students be in school and on time every day. Daily attendance will be checked daily and can be verified by the parent by 8:30 a.m. through STI. Absences from school are classified as excused or unexcused. Absence due to personal illness, serious illness in the family, or death in the immediate family, will be considered excused. **From time to time, a family may find it necessary to be away for an extended period of time. For these absences to be considered excused, parents must submit in writing a request to the principal at least five school days prior to said absences. A maximum of five days throughout the school year may be excused for this purpose, provided the student has not exceeded the allowed number of absences.**

LOWER SCHOOL MAKE-UP WORK - Illness or unexpected absence: If a student misses class work, or homework due to unexpected absences, he can make up the work. The teacher and student will discuss the amount of time allowed for make up, which will depend on the reason and length of absence. **If a student is out for more than one day, it is the parent's responsibility to obtain assignments from STI. If an assignment cannot be completed (i.e., study guide, worksheet) because the student does not have access to the work, the parent should call the office and request these assignments by 11:00 a.m. to be picked up at the end of the school day.** In the event of a non-school related planned trip, where a student will be absent for a period of 1+ days, the parent must contact the teacher in advance of the absence in order to make arrangements for work that will be missed to be made up before or during the trip. All make up work must be turned in the first school day following the absence in order to receive credit.

LOWER SCHOOL MISSED TESTS - **If a test is assigned prior to an absence and no additional material is given, the test must be made up the day the student returns from the absence.** If a pattern of **habitual absence** of scheduled tests is recognized, a student will be warned, then will forfeit all opportunities to make up the test or tests missed. A grade of zero will be given for each test missed.

TARDINESS

LOWER SCHOOL STUDENTS will be considered tardy at 7:50 a.m. They must report directly to the office to receive a tardy slip. Excessive tardiness will result in disciplinary action. Evidence of repeated tardies will result in one or more of the following:

Detention with a student/parent/administrator conference
In-School Suspension
Out- of-School Suspension

Students will be charged with one (1) unexcused absence for every five (5) tardies for each class period effected by the tardies. The resulting unexcused absence carries a daily grade of zero (0).

It is imperative that students get to class on time. If a student or group of students is detained by a teacher or coach and is caused to be late to another class by the detainment, it is the responsibility of that teacher to write a tardy note for the student. **Student Services will not write excuses in those situations.**

UPPER SCHOOL STUDENTS will be considered tardy at 8:00 a.m. All students are expected to report to school and to each class on time. Students who are tardy to first period must go by the Student Services Office to sign in and receive a tardy form. Tardies are unacceptable. Evidence of repeated tardies will result in one or more of the following:

Detention with a student/parent/administrator conference
In-School Suspension
Out- of-School Suspension, and
Loss of exam exemption(s) in every class

Students will be charged with one (1) unexcused absence for every five (5) tardies.

It is imperative that students get to class on time. If a student or group of students is detained by a teacher or coach and is caused to be late to another class by the detainment, it is the responsibility of that teacher to write a tardy note for the student. **Student Services will not write excuses in those situations.**

DISMISSALS

Parents are reminded it is their right to dismiss their child; however, the school reserves the right to determine if the absence is excused or unexcused.

LOWER SCHOOL - All students are expected to remain at school until the end of the school day (see school day schedule). Please check out by 2:15 p.m. if necessary for doctor appointments, sickness, or family emergencies. Your child will not be permitted to leave school with anyone other than parents or someone you have designated by note to the school. If your child is going home with someone different, and you know it before he leaves home, please send a note; otherwise, the school must be notified by phone. This is for your child's protection.

UPPER SCHOOL - Student Services will issue dismissal slips by written note or phone prior to the beginning of the school day. **No student is allowed to leave school without permission of a principal or his designee.** If a student becomes sick at school, they are to report to the Student Services Office for permission to go home. With the exception of illness and emergencies, no student will be given permission to leave school without a request from his/her parent or guardian. In the event the student does not drive, the student must wait in the high school office for a parent or legal guardian to pick him/her up.

Students who are dismissed and then return to school must sign out when they leave and then back in upon

their return to school in the Student Services Office. The dismissal slip should be signed by the parent, guardian, or doctor, and returned to the office when the student signs back in.

These measures are required so that we at Hillcrest Christian School will be able to give account of where our students are at any time during the school day. This information is particularly important in case of emergency needs within a family or truancy. **We request parental cooperation in helping us enforce this policy by providing valid reasons for dismissal.**

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

In order for a student to compete, practice, or be involved in any extracurricular activity (athletics, band, cheerleading, etc.), the student must be present for all classes on their schedule that day. Circumstances such as school functions, medical appointments or a death in the family are exceptions to this rule. A doctor's excuse which verified the date and time of the appointment must be submitted to the Lower School office or Student Services upon returning to school and prior to participating in any extracurricular activity.

The following policies will apply to students involved in extracurricular activities:

1. To be eligible for either semester of a school year, a student must have accumulated four major units (credits) or passed four major courses the previous semester or during summer school. (According to MAIS policy.)
2. A student who is ineligible the first semester can become eligible for the second semester provided he/she passes four major subjects during the first semester.
3. Transfer students must meet eligibility requirements immediately upon enrollment in Hillcrest Christian School prior to representing Hillcrest in activities where eligibility requirements apply.

ACADEMICS

LOWER & UPPER SCHOOL GRADING SYSTEM / 4 POINT CONVERSION SCALE

GRADING SYSTEM

A	90 – 100
B	80 -89
C	70-79
D	65 -69
F	64 and below

Hillcrest will convert the final numerical average to a 4 point scale. Hillcrest Christian School will continue to use the 100 point numeric average to determine valedictorian, salutatorian, honor roll, honor societies and other school organizations that have grade requirements for membership. Students who are in AP will receive a weight of 1.10 and students in advanced classes will receive a weight of 1.05.

Regular Class		Honor Class	AP Class
A =	4.0	4.5	5.0
B =	3.0	3.5	4.0
C =	2.0	2.5	3.0
D =	1.0	1.5	2.0

HONOR CERTIFICATES

LOWER SCHOOL - Honor Roll and Principal's List certificates will be presented to first through fifth grade students at the end of the school year, and to sixth grade students at their graduation.

ADMINISTRATOR'S LIST / HONOR ROLL - The Administrator's List will consist of those students who have a grade average of 90 or above in each subject area at the end of each nine weeks. The Honor Roll will consist of those students who have a grade average of 80 to 89 in each subject area at the end of each nine weeks.

CONFERENCES

Impromptu conferences, telephone calls to the teacher at home, discussion of grades and/or behavior during class, traffic patrol and campus duty by the teacher do not result in productive exchanges. Conferences should be scheduled as follows:

LOWER SCHOOL - **Please do not walk into the classroom before, during or after school and expect to discuss your child with the teacher.** Conferences may be set up by calling the office for a definite day and time, and the teacher will present all grades, papers, etc. to the parents. Please call the office (601) 372-0809 at least one day in advance of the desired conference to set up teacher/parent conferences.

UPPER SCHOOL - All conferences with parents will be scheduled before school, after school, during the teacher's conference period, or during break. Parents are requested to schedule conferences by calling the Counselor's Office at (601) 372-0149.

GUIDANCE SERVICES

The guidance program exists to facilitate the growth and development of students as they progress through school. The counselor confers with parents and students concerning scheduling, academic achievement, test data interpretation, college and career decision making and personal counseling. Guidance services are an essential part of the educational program. The guidance program is designed to complement both instruction and administrative functions. Students are encouraged to see the counselor anytime a need arises. Conferences will be scheduled with students throughout the school year.

PROGRESS REPORTS/ REPORT CARDS

LOWER SCHOOL – Teachers will be required to post all test grades within 3 days of the test. A student's grades may be viewed online at any time on STI. Parents will receive notice on the school web site at the end of 4-1/2 weeks to check their child's progress. The final 9 weeks grade will also be posted on STI. Parents will also receive notice on the website when 9 weeks grades are posted.

UPPER SCHOOL - EVALUATION OF STUDENTS/PROGRESS REPORTS/REPORT CARDS -

Grades will be determined as follows: Major test grades, which are averaged separately, will count two-thirds of the term grade, and daily grades will count one-third. Nine weeks tests will count 20% of the grade for that particular grading period. Exams will count 20% of the semester grade. Teachers will be required to post a minimum of two grades per week and all test grades must be posted within 3 days of the test. Parents may view the student's progress and 9 weeks grades on STI.

Viewing of online grades may be blocked due to the following: tuition and/or books fines (textbooks and library books); athletic and/or band uniforms that have not been turned in, or other outstanding fines. If unable to access STI, parents should contact the school immediately.

PASSING AND FAILING

LOWER SCHOOL

Students who fail one or two major subjects (Reading, Language or Math) for the year will be required to successfully complete and pass a summer program. The summer school program must be provided by or approved by Hillcrest Christian School. Students who fail a minor subject must complete summer work as assigned by administration. Failing any three subjects typically results in the retention (failure) in the current grade.

JUNIOR HIGH (Grades 7 and 8) CLASS PROMOTION REQUIREMENTS

Students who fail one or two major subjects (English, Math, Science, or History) will be required to repeat the course or successfully complete and pass a summer program. The summer school program must be provided by or approved by Hillcrest Christian School. Students who fail a minor subject must complete summer work as assigned by the administration. Failing three subjects typically results in retention of the student in the present grade.

Grades 9 - 12

If a student fails a major subject, he/she must repeat the subject the following year or repeat the subject in an accredited summer school. **Tutoring will not be accepted for make-up work in courses failed.**

If a student fails a course for the year but has a passing grade for either of the semesters, he/she must repeat the entire course (not just the semester failed).

If a student fails a course that is not offered in summer school (i.e., Bible), or cannot be taken online, the faculty at Hillcrest Christian School may assign independent study material to be completed during the summer. This work must be completed to the satisfaction of the faculty member, and he/ she will assign the final grade.

Seniors must be enrolled in academic classes the first five periods of each day. No required subjects for the upcoming year may be taken in summer school without direct permission from the Administrator.

MISSIONS

STUDENT COMMUNITY SERVICE PROGRAM

Students in grades 9 through 12 will be required to earn ten (10) service hours for each high school year attending HCS to graduate.

Students may begin earning service hours June 1 for the upcoming school year. Students may select their

own community service projects and may earn community service hours through services in approved on-campus and off-campus activities. HCS will partner with local community organizations to develop service opportunities. HCS clubs and organizations will provide service-oriented projects and supervised off-campus activities. Students will be encouraged to select community service opportunities that will be meaningful experiences in a supervised and safe environment. Project Documentation forms must be submitted and approved in order to receive service hours credit. Hours will be awarded as follows:

1. One hour will be credited to each student who serves one hour with any HCS partner agency or any community service organization approved in advance by the Student Community Service Program coordinator.
2. One hour will be credited to each student who serves one hour in an approved on-campus service. Students may earn no more than four hours each year from such activities.
3. Any day long (minimum of six hours) ministry activity associated with a student's church will be credited as two hours for that day.
4. Students may earn credit by participating in short-term mission trips (i.e., one to two weeks in duration). Student will be credited with two hours for each day of the mission trip, subject to a maximum number per trip. Because students must earn their hours through a variety of community service opportunities, students may earn only a maximum of six hours from mission trips.
5. Credit hours for community service opportunities not specifically addressed above will be approved by the Student Community Service Coordinator on a case-by-case basis.

All service hours will be approved, authenticated, and documented on forms provided by HCS. Students should contact the Student Community Service Program Coordinator for additional information and forms.

BEHAVIOR / DRESS CODE **HONOR CODE**

The purpose of the Honor Code is to create an atmosphere of trust, honesty, and integrity with mutual respect among administration, faculty, and students. A community can live together only where the basic beliefs of honor are the foundation of the community. These principles are instilled in our students from first grade.

At Hillcrest Christian School, every student implicitly acknowledges an understanding of and a willingness to support the honor system. The Honor Code is in effect during school hours and at all school functions and covers violations of disrespect, dishonesty and disobedience. A student should understand the seriousness of an infraction of the Honor Code. Infractions include all forms of cheating, lying / misrepresentation, stealing, disrespect directed toward HCS faculty, students, or staff, vandalism, plagiarism, repetitive dress code violations, and inappropriate language.

Cheating - Cheating is defined as giving or receiving help on any pledged assignment. Cheating also includes the passing of information on tests to students who have yet to take the tests.

Lying/Misrepresentation - Lying is the intentional misrepresentation of facts to a member of the faculty, administration or fellow student. Forgery is a misrepresentation.

Stealing - Stealing is taking or borrowing, without permission, anything that is not rightfully one's own. This includes anything that is another person's or school property.

Disrespect –Disrespect is a lack of respect or esteem demonstrated in word, verbal or written, or in behavior.

Inappropriate Language – Inappropriate language includes cursing or vulgar language.

Vandalism - Vandalism is the willful or malicious destruction or damage of property other than one's own. Destruction or damages caused by pranks are included.

Plagiarism - Plagiarism is the act of taking the ideas, writings, and works of another individual and representing them as one's own (copying homework, term papers, etc.)

Dress Code Violations - Repetitive violations of the Dress Code is the disregard or failure to comply with Dress Code Policies.

HONOR CODE ENFORCEMENT

LOWER SCHOOL – The Lower School Administration works closely with lower school faculty to make sure the established codes of behavior, dress, and honor are communicated to students and are enforced.

UPPER SCHOOL - The Honor Council is responsible for enforcing the Honor Code in grades 7 - 12. The Honor Council will consist of the Executive Student Council, Class Presidents, the (Upper School) Student Council Advisor, and two faculty members. The Student Body President will serve as the Chairman for the Honor Council. Presidents from grades seven (7), eight (8), and nine (9) will serve as honorary members and attend reviews for alleged violations of their peers only. **Honor Council proceedings are held in the strictest confidence. A violation of this confidence is a violation of the Honor Code.**

HONOR CODE PROCEDURES

A student may report an Honor Code violation in one of these ways:

1. A student may report an Honor Code violation by either a) asking the offender to turn himself in to the Honor Council; or (b) by reporting the alleged incident to a teacher, the Honor Council Advisor, or the Principal.
2. A teacher will report the alleged incident to the Honor Council Advisor or Principal.
3. The Honor Council Advisor will report the alleged incident to the Principal.
4. The Honor Council Advisor and/or the Principal will conduct an overview of the alleged incident.

Once sufficient evidence has been collected or the offense has been acknowledged by all persons involved, and proper documentation has been made, the following steps will be taken:

1. The Honor Council Advisor or the Principal will notify the student of the incident and the meeting date with the Honor Council. **It is the responsibility of the student to notify**

his/her parents.

2. The Honor Council Advisor will assemble the council with all deliberate speed.
3. The Honor Council will review the incident and hold a hearing with the alleged violator.
4. The offender(s) will be given an opportunity to explain the circumstances to the council members, who will ask questions. When the council feels they have a thorough understanding of the facts, they excuse the offender(s) and begin deliberations.

The Honor Council will deliberate, consider and agree upon a recommendation for corrective measure or penalty. The recommendation must be agreed upon by the council members and will be presented in writing, along with a summary of the situation to Advisor and Chairman.

The Advisor and Chairman will present the recommendation to the Principal and/or Administrator.

Recommendations by the Council will be reviewed and are subject to approval by the Principal and/or Administrator. The Advisor and/or Principal will advise the offender of the council's final decision.

7th-12th GRADE DRESS CODE

The basis for the HCS dress code is the spiritual and moral guidelines of Godliness and cleanliness. Students are expected to observe certain standards of hygiene, sanitation and personal appearance. Student appearance should enhance a Christian's testimony of life, adhering to biblical principals rather than worldly standards. Since our attention is focused on educational pursuits, students will be expected to dress appropriately at **all** school functions. Parents should make a special effort to see that their children conform to the HCS dress code.

The HCS dress code is intended to provide guidelines for students in determining appropriate dress. The dress code does not in any way diminish the discretion school officials have in determining the appropriateness of student attire. In the event a student is "technically in compliance with the dress code," but school officials determine that a student's attire or appearance is immodest or inappropriate, school officials will take appropriate corrective action.

When it is determined that a student is in violation of the dress code, the parents or legal guardian may be called to bring proper clothing or the student may be sent home to make any needed alterations. Students who miss class may receive an unexcused absence, which carries a daily grade of zero for each class missed. Such unexcused absences will also prevent the student from participating in extracurricular activities for that day.

All HCS students are required to wear uniforms from Parker School Uniforms. There are a variety of uniform clothing items available, as detailed in the HCS Parker brochure. Students may wear a combination of any grade appropriate and gender appropriate approved uniform pieces (pants, shirts, skirts, etc.). The uniform, as adopted may not be altered or changed in any way.

HCS UNIFORM REQUIREMENTS

7th – 12th GRADE

BOYS 7th-12th	<ul style="list-style-type: none">• Any combination of HCS approved Parker apparel for boys 7th-12th grade• Solid color (white, gray, black, or royal blue) t-shirts (or turtlenecks in cold weather) may be worn under dress shirts or polo shirts. NOTE: HCS polo must be worn under a sweatshirt, jacket, fleece, or any other outer garment..• Plain black or brown belt• Socks must be solid white, gray, black, or blue
GIRLS 7th-12th	<ul style="list-style-type: none">• Any combination of HCS approved Parker apparel for girls for 7th-12th grade or approved Parker boys polo shirts for 7th-12th grade• Solid color (white, gray, black, or royal blue) t-shirts (or turtlenecks in cold weather) may be worn under dress shirts or polo shirts. NOTE: HCS polo must be worn under a sweatshirt, jacket, fleece, or any other outer garment.• Leggings must be solid white, gray, black, or blue (no lace)• Socks must be solid white, gray, black, or blue (no lace)
SHOES	<p>SCHOOL ADMINISTRATION WILL DETERMINE IF A PARTICULAR STYLE AND/OR COLOR OF FOOTWEAR IS APPROPRIATE.</p> <ul style="list-style-type: none">• Heels may be no higher than 2 inches measured at the back of the shoe.• Pointed heels are not allowed• Pointed toe shoes or boots are not allowed• Open toed shoes are not allowed• Five fingered (toed) shoes are not allowed• Fashion shoelaces are not allowed• Sandals are allowed. (No flip-flops, shower shoes, beach shoes, or those resembling said shoes will be allowed.)• Shoelaces must be tied

Please see Parker brochure for approved apparel items for each grade category.

HCS GENERAL DRESS CODE REQUIREMENTS / 7th – 12th GRADE

- All garments must be hemmed.
- All clothing items must be properly fitted.
- **The length of girls' skirts and skorts must be no more than three inches from the top of the knee.**
- Pants, shorts, skirts, and skorts must be worn above the hips
- Approved belts must be worn with all pants and/or shorts that have loops or that are designed to be worn with a belt.
- Boys' shirts must be tucked into pants or shorts.
- Jackets, fleeces, sweatshirts and/or sweaters must have the HCS logo on them.
- Approved athletic team wear will only be allowed on game days.
- Girls' hair accessories must complement the uniform.
- Hair should be neat, clean, well-groomed, not hampering vision. Boys' hair must be cut to a proper length **above the bottom of the ears on the side not to fall below the eyebrows in the front, and** not to exceed the collar of a shirt **in the back**. Unusual hairstyles or coloring are prohibited. Parents will be notified when there is a violation of the dress code related to length of hair, hairstyle, or coloring of hair.

If the student does not take corrective action to be in compliance within (5) school days of the notification, the student will be prohibited from attending school and any time missed will be counted as unexcused. Work cannot be made up. Missed work will receive a zero grade.

- Boys are not allowed to wear earring(s) at any time on or off campus at any school function.
- Boys may not wear inappropriate bracelets.
- Male students must be clean shaven. Mustaches, beards, or other facial hair will not be allowed. Sideburns will not extend lower than the bottom of the ear lobe.
- Muscle shirts, sleeveless sweatshirts, fishnet football jerseys, and shirts with printed pictures of rock groups, alcoholic advertisements, or distasteful printings are not allowed.
- Male students are required to wear shirts at all times, except closed athletic practices.
- Body art (i.e. body piercing and tattoos, etc.) is prohibited.

K3-6th GRADE DRESS CODE

The basis for the HCS dress code is the spiritual and moral guidelines of Godliness and cleanliness. Students are expected to observe certain standards of hygiene, sanitation and personal appearance. Student appearance should enhance a Christian’s testimony of life, adhering to biblical principals rather than worldly standards. Since our attention is focused on educational pursuits, students will be expected to dress appropriately at **all** school functions. Parents should see that their children conform to the HCS dress code.

The HCS dress code is intended to provide guidelines for students in determining appropriate dress. The dress code does not in any way diminish the discretion school officials have in determining the appropriateness of student attire. In the event a student is “technically in compliance with the dress code”, but school officials determine that a student’s attire or appearance is immodest or inappropriate, school officials will take appropriate corrective action.

When it is determined that a student is in violation of the dress code, the parents or legal guardian may be called to bring proper clothing or the student may be sent home to make any needed alterations. Students who miss class may receive an unexcused absence, which carries a daily grade of zero for each class missed. Such unexcused absences will also prevent the student from participating in extracurricular activities for that day.

All HCS students are required to wear uniforms from Parker School Uniforms. There are a variety of uniform clothing items available, as detailed in the HCS Parker brochure. Students may wear a combination of any grade appropriate and gender appropriate approved uniform pieces (pants, shirts, skirts, etc.). The uniform, as adopted may not be altered or changed in any way.

HCS UNIFORM REQUIREMENTS K3-6TH GRADE	
BOYS K3-6th	<ul style="list-style-type: none"> • Any combination of HCS approved Parker apparel for boys K3-6th grade • Solid color (white, gray, black, or royal blue) t-shirts (or turtlenecks in cold weather) may be worn under dress shirts or polo shirts. NOTE: a polo shirt must be worn under a sweatshirt, jacket, fleece, or any other outer garment. • Plain black or brown belt • Socks must be solid white, gray, black, or blue
GIRLS K3-3rd	<ul style="list-style-type: none"> • Any combination of HCS approved Parker apparel for girls for K3-3rd grade or approved Parker boys polo shirts for K3-3rd grade • Solid color (white, gray, black, or royal blue) t-shirts (or turtlenecks in cold weather) may be worn under dress shirts or polo shirts. NOTE a polo shirt must be worn under a sweatshirt, jacket, fleece, or any other outer garment. • Leggings must be solid white, gray, black, or blue (no lace) • Socks must be solid white, gray, black, or blue (no lace)
GIRLS 4th-6th	<ul style="list-style-type: none"> • Any combination of HCS approved Parker apparel for girls for 4th-6th grade or approved Parker boys polo shirts for 4th – 6th grade • Solid color (white, gray, black, or royal blue) t-shirts (or turtlenecks in cold weather) may be worn under dress shirts, or polo shirts, or sweatshirts. NOTE a polo shirt must be worn under a sweatshirt, jacket, fleece, or any other outer garment. • Leggings must be solid white, gray, black, or blue (no lace) • Socks must be solid white, gray, black, or blue (no lace)
SHOES	<p>SCHOOL ADMINISTRATION WILL DETERMINE IF A PARTICULAR STYLE AND/OR COLOR OF FOOTWEAR IS APPROPRIATE.</p> <ul style="list-style-type: none"> • Heels may be no higher than 2 inches measured at the back of the shoe. • Pointed heels are not allowed • Pointed toe shoes or boots are not allowed • Open toed shoes are not allowed • Cowboy boots are not allowed • Five fingered (toed) shoes are not allowed • Fashion shoelaces are not allowed • Shoelaces must be tied

HCS GENERAL DRESS CODE REQUIREMENTS / K3 – 6th GRADE

- All garments must be hemmed.
- All clothing items must be properly fitted.
- **The length of girls' skirts and skorts must be no more than three (3) inches above the top of the knee.**
- Pants, shorts, skirts, and skorts must be worn above the hips.
- Approved belts must be worn with all pants and/or shorts that have loops or that are designed to be worn with a belt.
- Boys' shirts must be tucked into pants or shorts.
- Jackets, fleeces, sweatshirts and/or sweaters must have the HCS logo on them.
- Approved athletic team wear will only be allowed on game days.
- Girls' hair accessories must complement the uniform.
- **K3-6th grade boys and girls may NOT wear black polos.**
- Hair should be neat, clean, well-groomed, not hampering vision. Boys' hair must be cut to a proper length **above the bottom of the ears on the side not to fall below the eyebrows in the front, and** not to exceed the collar of a shirt **in the back**. Unusual hairstyles or coloring are prohibited. Parents will be notified when there is a violation of the dress code related to length of hair, hairstyle, or coloring of hair. If the student does not take corrective action to be in compliance within (5) school days of the notification, the student will be prohibited from attending school and any time missed will be counted as unexcused. Work cannot be made up. Missed work will receive a zero grade.
- Earrings: Girls - K-3 through 6th grade may wear earrings, no larger than the ear lobe. Grades K-3 through 6th grade girls are not allowed to wear dangling earrings or hoop earrings.
- Boys are not allowed to wear earring(s) at any time on or off campus at any school function.
- Boys may not wear inappropriate bracelets.
- K-3 through 6th grade girls may not wear makeup or eye shadow.
- Muscle shirts, sleeveless sweatshirts, fishnet football jerseys, and shirts with printed pictures of rock groups, alcoholic advertisements, or distasteful printings are not allowed.
- Male students are required to wear shirts at all times, except closed athletic practices.
- Body art (i.e. body piercing and tattoos, etc.) is prohibited.

COUGAR MANNERS

During Chapel or Assembly Programs:

1. When coming into the gym or other assembly areas for a program, enter quietly and remain quiet during the entire time there.
2. Give your full attention to the speaker.
3. Do not disturb or distract those around you by making comments.
4. Never boo, whistle, or stomp your feet regardless of your opinion of a program.
5. Do not read or do any type of work during any program.

During Break or Lunch:

6. Respect the place of others; never crowd or try to get ahead of others.
7. Be refined in your table manners.
8. All students are expected to place trash in the provided containers when completing break and lunch.

In the Classroom:

9. Cooperate with the teacher and other students in every class activity.
10. When you need to talk, keep your voice in a conversational tone. Refrain from talking while someone else is talking.
11. Always be prepared when you go to class and maintain the habit of expecting to work.

In the Library:

12. Be considerate of others in the library. "*Silence is golden*" for those who are reading and studying.
13. The librarian is in charge.
14. Develop an appreciation for books and more importantly, develop a respect for them as valuable properties of our school.
15. Follow policies and procedures when using the library computers, including the Internet policy.

In the school generally (the three B's):

1. BE ON TIME.
2. BE PREPARED.
3. BE RESPECTFUL.

NETWORK/INTERNET USAGE POLICY

All of the technological resources at Hillcrest Christian School are to be used in a manner that respects and protects the well-being of the school. All files in the computer labs and library will be reviewed by appropriate school officials without prior notice. This includes checking the history of all Internet made visits on each computer. Computers at the school are to be used for academic purposes only with the following policies:

1. Each computer will be assigned a number and all teachers must have their classes fill out a sign-in sheet with their name corresponding to the computer they are using.
2. No student may use a computer without an authorized teacher present. This includes before school, during break or lunch or after school. If a student does not have access to a home computer and must complete a school assignment, a Computer Usage Form must be completed. The student is responsible for acquiring a signature from the teacher, principal and librarian (no exceptions).
3. Students may not attempt to modify the appearance or operation of any computer. This includes copying or installing software of any type. Every computer must remain in its default configuration.
4. Games that are not related to course curriculum are not allowed.

5. A student using the Internet may visit only teacher-approved sites. The use of the Internet to obtain and view inappropriate material is strictly prohibited.
6. Computer resources are not to be used to copy any copyrighted material or software. Students may not download, install, copy, or remove software from the computer.

A student who fails to abide by these policies will have his or her privileges to use the computers revoked and will be subject to disciplinary consequences.

STUDENTS AND GUEST TEACHERS

Courtesy to guest teachers is one of the most vital ways to build good school-community relations. Students should treat guest teachers as they would a guest in their home. The guest teacher assumes the role of the teacher and should be treated accordingly. Students who are uncooperative, disrespectful, and/or disturbing to the guest will be disciplined.

CARE OF SCHOOL PROPERTY

It is important that each student realizes his/her responsibility in helping to keep the buildings and campus clean and attractive as possible. Students who damage any school property intentionally or through neglect on his/her part will be required to pay for the damage. The student will also face additional disciplinary action.

TEXTBOOKS

A book fee is charged for each student to help defray the school's cost of textbook purchases. It is the students' responsibility to take care of their textbooks. Use of book covers is encouraged, the Lower School Office or Student Services receives covers from time to time, or students may purchase book covers. Students will be fined for excessive damage done to the face and contents of textbooks. Any book lost or damaged by a student must be paid for before another book will be issued. The cost of the book will be determined by the cost for the school to replace the book.

CONDUCT AND DISCIPLINE

The purpose of education is to aid young people in preparing themselves to live their adult lives at a maximum level of productivity, self-awareness, happiness, self-control, and in harmony with their community. It is imperative that students develop a perceptive awareness of high standards of behavior. This will enable young people to make an easy transition from childhood into the world of adulthood.

The primary responsibility for the conduct of a student rests with the student and his/her parents. Every effort will be made to impress upon the students and the parents that discipline and order will be maintained. Administrators and teachers will hold students accountable for any disorderly conduct at school and at school-sponsored activities.

Hillcrest Christian School reserves the right to take any disciplinary action that is deemed appropriate to correct disciplinary problems. It should be understood by students that inappropriate behavior will result in some type of disciplinary action. Hillcrest Christian School's philosophy on discipline is based on the following scriptures:

Proverbs 13:24
Proverbs 22:6

Proverbs 29:15
Proverbs 19:18

Proverbs 22:15
Proverbs 29:17

The administrators are authorized to institute appropriate disciplinary action; including, but not limited to the following areas:

SOCIAL NETWORKING POLICY

Students may not use any type of technology at any time or place that has a negative effect on

- Maintaining school order and discipline
- Protecting the safety and welfare of other students or staff
- The reputation of Hillcrest Christian School and its students, faculty, and staff

METHODS OF DISCIPLINE

1. **IN ROOM** - Disciplinary cases will be handled by the individual teacher in harmony with their own methods and abilities consistent with the policies of HCS. **LOWER SCHOOL** methods of discipline will include: time-out, missed recess, corrective writing and/or corporal punishment. **UPPER SCHOOL** methods of discipline could range from reprimands to assignment of detention. These could include, but are not limited to: missing morning break, lunch room clean up, writing an essay, after school detention, and/or corporal punishment. In the event that corporal punishment is warranted, the Principal will call the parents to discuss the punishment. Examples of this misconduct are: chewing gum, excessive talking, coming to class without books/supplies, being out of a desk without teacher permission.
2. **CORPORAL PUNISHMENT:** While the school does not believe that corporal punishment is a method to correct the cause of misbehavior, on occasion it may be used as an alternative for another method of discipline. The Principal is authorized to do so in the presence of a witness and with the permission from a parent or guardian.
3. **DETENTION** - Early Morning Detention and Saturday Detention will begin as assigned. Early Morning Detention will begin promptly at 7:00 a.m. Saturday Detention will begin at 8:00 a.m. and will last until 11:30 a.m. **All students will come prepared for work detail.** You will meet your detention instructor in front of the gym. All work assigned will be completed. No one will be allowed to leave before 11:30a.m. Tardiness for detention will result in either/or additional time served or In-School Suspension.

Reasons for detention will include but not be limited to the following: disrespectfulness, tardiness, skipping school, and failure to comply with classroom decorum.

4. **IN-SCHOOL SUSPENSION** - Students will be isolated from other students and will be assigned academic work in each subject area. Work should be completed by the end of the school day. "In-School Suspension" carries a daily grade of zero, which cannot be dropped. All tests missed may be made up at make-up test times. In-School Suspension (ISS) Rules - An ISS student is to report to the designated in-school suspension area at 7:00 a.m. The student is to bring all assigned textbooks to the ISS area. The student is to remain in the designated suspension area until the monitor comes to get him/her. The student will not be allowed to talk or visit with other students.

Students assigned to ISS will not be allowed to participate in extracurricular activities for the day or part of a day served. No student will be penalized for two (2) days of extracurricular activities when serving two part-day ISS. In the event that a student needs to serve two (2) part days of ISS, the student

will miss the extracurricular activity for the day that the majority of the ISS is served. Failure to follow these rules could result in additional disciplinary action.

Reasons for In-School suspension will include but not be limited to the following: excessive tardiness, cheating, profanity, disruption of school function, disobedience, disrespect, insubordination, insulting language or behavior, obscene language or gestures, malicious mischief (intentional), use or possession of tobacco, or tobacco-like products, indecent display of affection, use or possession of fireworks, explosives.

5. **BEHAVIORAL PROBATION:** A student who displays continual inappropriate behavior will meet with the Lower or Upper School principal and the administrator. A behavioral contract will be established between the student and administrators outlining the probation period, expected behavior and consequences. This contract will be signed by the student, parent(s) and administration.
6. **OUT-OF-SCHOOL SUSPENSION:** A student may receive an Out-Of-School suspension from an administrator. Absences due to OSS are considered unexcused and will result in a grade penalty. A grade of zero will be given for each class missed during the time of suspension. No opportunity to make up tests will be given. Reasons for Out-Of-School suspension will include but not be limited to the following: extreme tardiness, disrespect of school authorities, fighting, harassment, intimidation or threats, vandalism, theft, damage to property, use or possession of alcohol, and truancy (intentionally being absent from school without a legitimate excuse or skipping a class, whether the student leaves campus or not).
7. **EXPULSION:** A student may be expelled for the remainder of the year upon recommendation by the Administrator to the Membership Committee of the Board of Directors. A student who has been expelled may be readmitted only by appearing before the Admissions Committee with his/her parents and applying for readmission for the following year. Reasons for Expulsion will include but not be limited to the following: use or possession of drugs, possession of weapons, hitting, striking or threatening school personnel.

INVOLVEMENT WITH LAW ENFORCEMENT OFFICIALS

1. Any student involved with law enforcement officials of any kind and found guilty of a misdemeanor other than a traffic violation will be placed on Student Conduct Probation. Student Conduct Probation means that for the remainder of that semester, misconduct of any kind, including disrespect, by the student involved, will not be tolerated. Misconduct may result in expulsion.
2. A repeat offense involving law officials will result in expulsion.
3. Any student charged with a felony is subject to expulsion by the administration. Any student found guilty of a felony will be immediately expelled from Hillcrest Christian School.

HEALTH AND SAFETY

COMMUNICABLE DISEASES / ILLNESSES

All students returning to school after contacting a communicable disease (including, but not limited to, chicken pox, strep, pink eye, etc.) must present a medical release from the doctor's office or health department before they may be admitted to class.

SCHOOL-SPONSORED TRIPS / ACTIVITIES

The administration of Hillcrest Christian School believes in the educational value of school-sponsored trips (field trips) and strongly encourages students to participate. If students are provided transportation to a school activity, the student will ride to and from the activity in the transportation provided. (This might include school-owned buses, vans, or cars, but it may also include rented vehicles or designated parent vehicles.) Students may ride from an activity with parents when cleared with the trip sponsor. However, no students will leave an activity with anyone (including boyfriend, girlfriend, friends, sister or brother) unless their parent or guardian is physically in the vehicle in which they are to travel. All exceptions must be cleared with an administrator.

MISCELLANEOUS

LOST AND FOUND

All unclaimed articles will be donated to a local charity at the end of the school year.

LOWER SCHOOL - Lost and found articles will be taken to the Lost & Found bookshelf in the main hall. **To eliminate the loss of so many articles, please put your child's name in each of his/her jackets and other items of clothing which may be removed at school.**

UPPER SCHOOL - Lost and found articles will be taken to Student Services. Unclaimed articles will be donated to a local charity at the end of the school year.

MESSAGES / DELIVERIES FOR STUDENTS

LOWER & UPPER SCHOOL - Messages for students are only accepted and delivered when it involves an emergency or a ride home. Hillcrest Christian School does not accept deliveries for students. This includes: flowers, gifts, etc.

INAPPROPRIATE PERSONAL POSSESSIONS

Toys, electronic devices (i.e., iPods, MP3 players, handheld video games, computer learning games, etc.) and musical instruments (excluding band instruments) may not be used during school hours. Such items will be taken from students and kept in the Principal's Office. Hillcrest Christian School is not responsible for lost, stolen or damaged items.

LOWER SCHOOL POLICIES AND INFORMATION

THE ACADEMIC PROGRAMS

The Lower School consists of K-3 through grade 6. The basic program centers on Language Arts, Mathematics, Science, Bible, and Social Studies. K-3 through grade 3 are self-contained. Grades 4, 5 & 6 are departmentalized. Throughout the lower school, emphasis is placed on building vocabulary, developing critical thinking skills, and challenging the student to reason logically. Art, physical education, music, computer, and library science enhance the lower school's curriculum. Students gain enrichment from field trips and resource speakers.

We feel we have a very balanced curriculum. While teaching, we also stress language development, visual discrimination, motor skills, and auditory activities.

CURRICULUM

K3	Program encourages social, spiritual, emotional, physical, and intellectual growth and development.
K4	Phonics, Numbers, Language Development, Colors, Shapes, Writing, Bible
K5	Phonics, Math Concepts, Time Concepts, Money Concepts, Writing, Bible, Reading
1st Grade	Reading, Phonics, Math, Language, Spelling, Bible, Science, Social Studies, Handwriting
2nd Grade	Reading/Glossary, Phonics, Math, Language, Spelling, Bible, Science, Social Studies, Writing
3rd & 4th Grade	Bible, Language, Math, Reading, Spelling, Social Studies, Science, Writing
5th & 6th Grade	Bible, Language, Math, Reading, Spelling, Social Studies, Science

EXTRACURRICULAR ACTIVITIES

The following activities are provided to enhance the educational experience of Hillcrest Christian School students:

Class Field Trips	Dance	Cougar Kittens & Cubs
Assembly Programs	Karate	Breakfast with Santa
Special Art	Holly Jolly Workshop	Field Day
Sports Teams	Christmas Charity Projects	

P. E. CLASS

All students are expected to participate in P.E. Class. A doctor's excuse or note from parents should be sent to the P.E. teacher if a student cannot participate in P.E. activities. Tennis shoes must be worn for P.E. class. This is a safety precaution.

DAILY PAPERS

KINDERGARTEN: Your child will be given the papers he/she has done each day before going home. Please take time to look at them and discuss these papers with your child. Again, this is a way of enforcing the concept to your child that his/her school activities are important. There may be comments or suggestions on the papers which will help your child. We ask your cooperation in carrying them out.

SCHOOL RULES

1st - 6th GRADE: Weekly papers will be sent home on a specific day of the week as designated by the classroom teachers. These are to be corrected by the student, then signed by the parent and returned to the teacher the following day.

The Lower School introduces the Honor Code and instills the values of trust, honesty and integrity. The Lower School does not function under an Honor Council, however, the principles of the Honor Code still apply.

1. Students are asked to walk when going from one area to another on campus. Running can cause accidents and even serious injuries.
2. Students are not to bring electronic devices (i.e., iPods, MP3 players, video games, etc.) to school. Recess will be used for free play and exercise games.
3. Gum chewing will **not** be allowed in any of the school buildings or on campus.
4. If lunch is left at home, put your child's name on it, take it to the office, and it will be given to your child.
5. If a child is to be dismissed early, please send a note to the child's teacher to inform her of the early dismissal. If an emergency need for dismissal arises, please call the office and let us inform the teacher that the student will be leaving early.
6. If your student is to go home with someone else other than his/her usual ride, please inform the teacher of the change in plans. This will help us in protecting the students from leaving school with someone unexpectedly.

FIELD TRIPS / MEDICAL INFORMATION

Field trips will be announced as they are planned. Parents or guardians must complete and sign a notarized medical information form for your child which will allow us to provide medical attention if the need arises.

SICK CHILD

Parents or guardians are urged to keep their child at home if he/she shows signs of illness. This is for his/her own good as well as for the protection of the other children. If your child becomes ill at school, you will be notified. Should he/she have a contagious disease, please notify the teacher immediately so the other parents can be notified. If your child has been absent because of a contagious disease, including strep, please bring a note from the doctor saying that he/she is no longer contagious. Your child must be free of fever for 24 hours before returning to school.

MEDICATION

Medication cannot be administered to your child by their teacher. Often, if you will explain the situation to your doctor, he will reschedule the medication so that you can give it to him at home.

GENERAL

TELEPHONE

Students will not be permitted to use the school telephone except in case of an emergency. The student must have a permission slip from the teacher in order to use the phone. **The use of cell phones (including cell phone watches) is not permitted during the school day. Failure to adhere to this policy will result in confiscation of your cell phone or cell phone watch.**

SNACKS

Each child will bring a snack for a midmorning break. On birthdays, parents may send cupcakes for the children, but arrangements with the teacher must be made in advance. They will be served at the regular snack time. Do not send party hats or favors. A special napkin is permissible.

LUNCH

Nutritious, affordable lunches are provided by HCS. Students may bring their own home prepared lunch if they desire. Delivering or bringing food from outside retail sources is not permitted at any time unless prior permission has been granted by Administration.

PLAYTIME

We will be going outdoors each day except when the weather does not permit. If there is some reason your child cannot be outdoors, please send a note. Otherwise, all the children will go outside. We encourage the students to participate in outside play.

COUGAR CARE (DAY CARE / AFTER-SCHOOL CARE)

Year-Round Cougar Care will be available for Hillcrest Christian students grades K-3 through 8th.

Kindergarten students will go to after-school care if they are not picked up at dismissal time. Lunch may be brought from home or can be ordered through the cafeteria. Students in grades 1 -6 may go to after-school care at 2:40 p.m. Seventh grade students may go to after-school care at 3:10 p.m. A supervised homework study hall will be held Monday through Thursday from 3:10 p.m. to 4:00 p.m. Rates for after-school care may be obtained from the school office. Payments for after-school care will be paid directly to the Day Care Office or the business office. Payment for after-school care will not be accepted with tuition payments.

UPPER SCHOOL POLICIES / INFORMATION

ACADEMICS

The junior high school (grades 7 - 8) provides a transitional period for academic and social growth between the lower and high school. The required courses are English, History, Math, Science, Bible, Computer, Study Skills, Writing Skills, and Keyboarding. Elective courses are offered to enhance the curriculum. Advanced courses may be taught beginning in the 8th grade (requirements must be met before placement is made).

The high school consists of grades 9 through 12. The curriculum is college preparatory. The academic goals are proficiency in written and oral English, the ability to use Math concepts, an understanding of History and Science and an appreciation for the Fine Arts. Advanced courses are available for students of above average ability and motivation. Advanced Placement courses are offered to enable qualified students to work on the college level, with potential of earning college credit. College credit is based upon the score achieved on the Advanced Placement exam given each May. Credit hours vary from college to college.

COLLEGE PREPARATION

The primary academic mission of Hillcrest Christian School is to prepare students for college admission. Students are required to apply and be accepted to at least one college to meet HCS graduation requirements. Curriculum planning must include one (1) unit of a single foreign language, one (1) unit of computer, one (1) Advanced Elective, and one (1) unit of some area of fine arts. It is also strongly recommended that college-bound students take a math course their senior year.

Entrance requirements vary at each college and university. The Guidance Office maintains current materials from many public and private colleges and universities. This information is available for the perusal of students and parents. The Guidance Counselor is available to assist you in finding this information. It is the student's responsibility to confer with the Guidance Counselor to keep abreast of entrance requirements for the college/university they plan to attend.

COLLEGE DAY FOR SENIORS

Seniors will be allowed time out of school to visit colleges or universities outside of the greater Jackson area to help them determine their level of interest in attending. Signed forms (by College Officials) need to be returned to Student Services on their first day back to school. Such visits must be cleared by the Counselor at least one week in advance.

SCHEDULE CHANGE POLICY

Schedule changes will only be considered after a student has attended classes for the first two days. Requests to add or drop a course must be made the third and fourth day of school. Any change in a student's schedule is subject to space availability and approval from the counselor and principal.

REQUIREMENTS FOR GRADUATION

Hillcrest Christian School requires a minimum of twenty-four (24) credits for graduation from the twelfth grade. In order to participate in graduation exercises, all graduating seniors must satisfy all graduation requirements as detailed in the Student Handbook.

English	4 units	9 th , 10 th , 11 th , & 12 th
Math	4 units	Required: Algebra I & II and Geometry + 1 optional math
Science	4 units	Required: Biology I, & Chemistry + 2 optional sciences
History	4 units	Introduction to World Geography/MS Studies, World History, US History, Economics and Government
Bible	2 units	
Foreign Language	1 unit	
Advanced Elective	1 unit	Options: 1. Second year of foreign language 2. Advanced World Geography 3. 5 th year Math 4. 5 th year Science
Technology	1 unit	Required: Computer Applications I for ½ unit + optional computer for ½
Fine Arts	1 unit	Music Appreciation or Band
Electives	2 units	
Total	24 units	

To qualify for advanced courses, students are expected to meet the following criteria:

1. Be recommended by their teacher from the previous year in that subject area.
2. Have a “90” academic average **and** scored at the 90th percentile or higher on achievement test in that subject area.

Note: Students who do not meet stated criteria may, along with their parents, appeal to the Guidance Counselor for admission into advanced courses.

EARLY GRADUATION POLICY

Students may earn credit for graduation by taking MAIS online courses as long as the MAIS online courses meet all requirements for Hillcrest graduation. Prior approval of any MAIS online course must be secured from the Hillcrest School Administration. To graduate with a Hillcrest diploma, the last two credits earned must be obtained at Hillcrest in accordance with MAIS guidelines.

DUAL ENROLLMENT/DUAL CREDIT AT APPROVED COLLEGES

Dual enrollment/dual credit is a program that allows high school students to simultaneously earn college or vocational credit toward a post-secondary diploma at a Mississippi public institution that will also count as a credit toward a high school diploma.

Eligibility

Students must have (Exception: any student who has earned a minimum of 30 on the ACT can

participate even if 14 core credits have not been earned):

- Completed a minimum of 14 core high school units
- Earned a 3.0 grade point average on a 4.0 scales, or better on all high school courses as documented on an official high school transcript.
- Obtained an unconditional written recommendation from their high school principal and/or guidance counselor.

Important Facts

- Prior to enrollment, the student must receive written permission from the high school principal/counselor for participation. A specific form will be provided for that purpose.
- It is the responsibility of the student to meet admission requirements and pay all required fees required by the college institution for credit. All cost including textbook and transportation are the responsibility of the student/parent. No financial aid is offered to dual enrolled students.
- The student will be expected to follow the attendance policy at the institution and will suffer all financial and academic penalties that accrue for tardiness, absence and/or withdrawal.
- Students are still required to take their full course load at Hillcrest. (Juniors must take 6 classes and seniors must take 5 classes). No class can be substituted for a class currently taught at Hillcrest Christian School. (A student may not take English Composition I in place of Senior English.) The HCS schedule supercedes the college course schedule.
- If a student wants to drop out of the college course, he or she must obtain a signed form for this purpose from the counselor to take to the college where the official drop action will occur.
- The grade earned at the institution will be the grade for dual credit at the high school. The grade shall become a part of the grade point average and affect class ranking.
- An advanced course will be calculated at 1.05 times the grade. A 3 hour class shall be equivalent to ½ credit Carnegie unit applied toward high school graduation requirements.

RANKING OF SENIOR CLASS / HONOR GRADUATES

Senior class rank is based on the numerical grade point average of eight semesters, grade 9 through 12 (8th grade courses which earn Carnegie units (i.e., Algebra I, and a foreign language) will be added to the student's GPA). In order to qualify for Valedictorian or Salutatorian, a student must attend HCS for their entire junior and senior years and must have attended a recognized accredited school (ACSI, Southern Association, or MAIS) while earning Carnegie units toward graduation. They must also have taken three years of high school science (minimum of Physical Science, Biology I, Chemistry I) and three years of high school math (to include Algebra I, Geometry, and Algebra II).

To qualify as an Honor Graduate, a student must have a cumulative numerical average (grades 9-12) of 90 to 94 and above. To qualify as a High Honor Graduate, a student must have a cumulative numerical average (grades 9 - 12) of 95 and above. The Valedictorian will be the Honor Graduate with the highest numerical average for grades 9 - 12 and the Salutatorian will be the Honor Graduate with the second highest numerical average for grades 9 - 12. (Numerical average includes grades for 8th grade advanced classes which receive Carnegie units towards graduation)

Hillcrest Christian School students who qualify and choose to enroll in advanced courses will be given extra consideration when determining Class Rank. Advanced course averages will carry extra weight which is figured into the overall GPA and numerical averages at the end of the year. Final grades on report cards will reflect the weighted grade for advanced and for Advanced Placement courses.

**** AP Test Fees are the responsibility of each student.**

NINE WEEKS TESTS, EXAMS, AND EXEMPTIONS

Students in grades 7-12 will be required to take nine weeks tests and semester exams. All nine-week tests are comprehensive for the nine-week period. Both semester exams (1st semester exam and final end of the year exam) are comprehensive from the beginning of the semester. Students in grades 7 - 11 may be exempt from one (1) final end of the year exam in any class in which they have a 90 or above average and they have perfect attendance with no unexcused absences for the entire school year. Seniors will be exempt from a semester class exam if they have a 90 or above grade average and no unexcused absences in that semester class and will be exempt from final exams if they have a 90 or above grade average and no unexcused absences. School related absences will not count against a student in determining eligibility for exemption.

No student will be allowed to take semester exams or final exams prior to the scheduled exam times.

TEST SCHEDULES

Ordinarily, no student at Hillcrest Christian School will be required to take more than two major tests in any given school day period. However, due to extraordinary circumstances, (i.e. holidays, short weeks, or special occasions) it may be necessary for a student to have more than two tests on a given day. In order to develop continuity in the testing program, a schedule will be developed to ensure certain tests on appointed days. Major tests do not include any test which counts as a daily grade. Remember, proper communication will solve a multitude of problems. **It is the responsibility of students to work with teachers to make up all missed tests.**

CLASS OFFICERS, HONOR ORGANIZATIONS, AND ACHIEVEMENTS

Students participating or nominated for positions of honor must adhere to the rules and guidelines of the school and each organization, including, but not limited to academic excellence, exemplary behavior and portray the moral and Christian values of Hillcrest Christian School.

Students who seek or are nominated for these positions should not have any disciplinary incidences on their records. Disciplinary action of members may exclude him/her for a period of one year from honors such as Student Government Association Membership, Class Officers, BETA Club Officers, etc. A second incident shall permanently exclude him/her from these honors.

Each class, grades 7 - 12, will elect a president, vice president, secretary and a treasurer. Students must have attended Hillcrest Christian School at least one school year and must carry an overall "B" average to qualify as a nominee. Students who choose to run for office must obtain a petition from the office to verify that the above-stated qualifications are met. Class officers will be decided by secret ballot after the candidates present campaign speeches to their classmates in a class meeting. Class sponsor (and sponsor only) will count the votes (no students) and announce the results. All ballots will be kept in a secure place for a period of no less than three months.

No student will be allowed to "try out" or run for class officer, cheerleader, Student Council officer, performing dance group, or any position or to participate in any extracurricular activity during the summer months or for the ensuing year unless they are pre-registered for that ensuing year.

To qualify for “Mr. Hillcrest” or “Miss Hillcrest”, a student must have attended Hillcrest Christian School for two years and must have maintained a “B” average or above overall average through the last grading period of his/her senior year. Since “Most Likely to Succeed” and “Most Intellectual” reflect academic achievement by implication, a “B” overall average is required for nominees who seek these positions. This average must be maintained through the last reporting period of their senior year.

GENERAL

CAMPUS AND CARS / PARKING ON CAMPUS

Automobiles (and other vehicles) driven to school by students are to be parked and vacated immediately. All students must park in the Student Parking area. **Do not park in the faculty parking lot.** Students are not to sit in cars, on or around the campus at any time during school hours. **Students may only go to their cars with administrative approval.**

Lockers are provided for students to secure lunches, books, or other items. Do not use your car as a locker. All students must have a valid driver’s license and vehicle(s) must be insured to drive on campus. (A learner’s permit is not considered a license.)

Students should use extreme caution when driving on campus. Any student observed scratching off, squealing tires, or speeding (above 10 MPH) on campus will be considered a serious violator and will be disciplined. Cars should not be moved after they are parked. If deemed necessary, students who violate driving privileges may not be allowed to bring their automobile on the school campus for a specified period of time.

Students will not be allowed to place signs or bumper stickers of a derogatory nature on their automobiles. If students place these signs or stickers on their automobiles, they will be required to remove them or not bring their automobile on campus. Students may also face additional disciplinary action.

LIBRARY

The Library is an integral part of the educational program of the school. Students may come to the library during break, lunch and/or study hall periods. Students are encouraged to make effective use of the books and materials for both course requirements and recreational reading.

- An atmosphere conducive to study must be maintained at all times.
- Students may have no more than three (3) books checked out at one time.
- Books are checked out for a two week period, and are renewable for two-week intervals.
- Fines are charged at the rate of \$.10 per day. The fine is not to exceed the cost of the book. Weekends and holidays are not included.
- Overdue books and fine lists are brought up-to-date at the end of each month.
- Reference books and audiovisual materials may be used in the library. These items may not be checked out by students.
- Newspapers (current) are available in the library for one week.
- Copies may be made in the library for \$.15 per page (8 1/2 x 11 or 8 1/2 x 14)
- All students must be cleared with the library at the end of both semesters and all materials either turned in or paid for prior to taking exams.

- All meetings to be held in the library should be scheduled in advance with the librarian.
- Technology is available in the library for research.

CHAPEL/ASSEMBLIES

All students and teachers are expected to attend chapel and assembly programs. Teachers will provide supervision. Students who talk or who are disruptive during this time will be disciplined.

DAILY ANNOUNCEMENTS

Students, teachers, parents or organizations desiring to have announcements made should write them on the form provided and submit them to Student Services by 7:45 a.m. An administrator will need to sign off on the announcement before it will be utilized. All announcements should be brief.

LUNCH

Nutritious, affordable lunches are provided by HCS. Students may bring their own home prepared lunch if they desire. Delivering or bringing food from outside retail sources is not permitted at any time unless prior permission has been granted by Administration.

CELL PHONES / APPLE WATCHES / ELECTRONIC DEVICES / TELEPHONE PRIVILEGES

Cell phones, Apple Watches, and other electronic devices (iPods, mp3 players, etc.) can be disruptive to the educational environment and are not permitted to be turned on or to be visible at any time during the school day. If a cell phone, Apple Watch, or other electronic device is seen or heard during the day, it will be taken from the student and may be picked up by the parent in accordance with the policy below. This policy applies to all school functions held indoors including, but not limited to, assemblies, drama performances, class day, graduation, etc. A telephone is available in the lower school office for lower school students and in Student Services for upper school students to use before school, during applicable breaks, lunch, and after school, should they need to use the phone. Students are NOT to be dismissed from class to use the phone.

CELL PHONE / APPLE WATCH / ELECTRONIC DEVICE POLICY

1st offense

- Student violates policy
- Cell phone/electronic device is taken from student
- Student receives written warning and parents are notified of violation
- Parent picks up device

2nd offense

- Student violates policy
- Cell phone/electronic device is taken from student
- Student receives written warning and parents are notified of violation
- Parent picks up device
- Student receives two (2) days of detention

3rd offense

- Student violates policy
- Cell phone/electronic device is taken from student
- Student receives written warning and parents are notified of violation
- Parent picks up device
- Student receives three (3) days of detention
- Student chooses one (1) of the following sanctions:
 - One (1) day of in school suspension; **or**
 - Student will not participate in the next extracurricular event in which they are scheduled to participate (i.e., game, performance, etc.)

Laptops, tablets, or other technological devices that can be used in the classroom for educational purposes will be allowed for those purposes only and must be approved by the classroom instructor. Failure to adhere to this policy will result in the device being taken from the student in accordance with the same policies listed above.

AHERA COMPLIANCE NOTIFICATION

In accordance with AHERA regulations school districts are required to perform several activities with regard to asbestos in schools. These activities include an initial asbestos inspection and development of a Management Plan. The Management Plan addresses how identified asbestos containing materials (ACM) will be handled (abated or managed in place).

As part of the Management Plan, schools are also required to provide notification to all parents, teachers, and employees of our ongoing management of ACM's.

To provide continuing management of the asbestos in our schools, all asbestos containing materials (ACM) are inspected every six months. Any changes are being recorded in a surveillance report as part of the Management Plan.

A copy of this surveillance report, along with a copy of the Management Plan, and all supplementary information is located and is available for review in the Local Education Agency (LEA) Designee Office located at 4060 South Siwell Road, Jackson, Mississippi.

REGULAR BELL SCHEDULE**JUNIOR HIGH SCHOOL****HIGH SCHOOL**

First Bell	7:53	First Bell	7:53
Announcements	8:00 - 8:07	Announcements	8:00 - 8:07
First Period	8:07 - 8:57	First Period	8:07 - 8:57
Break (7th - 8th)	8:57 - 9:16	Second Period (9th - 12th)	9:01 - 9:51
Second Period (7th - 8th)	9:22 - 10:12	Break (9th - 12th)	9:51 - 10:10
Third Period	10:16 - 11:06	Third Period	10:16 - 11:06
Fourth Period	11:10 - 12:00	Fourth Period	11:10 - 12:00
Lunch (7th - 8th)	12:00 - 12:26	Fifth Period (9th - 12th)	12:04 - 12:54
Fifth Period (7th - 8th)	12:32 - 1:22	Lunch (9th - 12th)	12:54 - 1:20
Sixth Period	1:26 - 2:16	Sixth Period	1:26 - 2:16
Seventh Period	2:20 - 3:10	Seventh Period	2:20 - 3:10

ACTIVITY BELL SCHEDULE**JUNIOR HIGH SCHOOL****HIGH SCHOOL**

First Bell	7:53	First Bell	7:53
Announcements	8:00 - 8:07	Announcements	8:00 - 8:07
First Period	8:07 - 8:52	First Period	8:07 - 8:52
Activity	8:56 - 9:25	Activity	8:56 - 9:25
Break (7th - 8th)	9:25 - 9:45	Second Period (9th - 12th)	9:30 - 10:15
Second Period (7th - 8th)	9:51 - 10:36	Break (9th - 12th)	10:15 - 10:35
Third Period	10:41 - 11:26	Third Period	10:41 - 11:26
Fourth Period	11:30 - 12:15	Fourth Period	11:30 - 12:15
Lunch (7th - 8th)	12:15 - 12:41	Fifth Period (9th - 12th)	12:19 - 1:04
Fifth Period (7th - 8th)	12:47 - 1:32	Lunch (9th - 12th)	1:04 - 1:30
Sixth Period	1:36 - 2:21	Sixth Period	1:36 - 2:21
Seventh Period	2:25 - 3:10	Seventh Period	2:25 - 3:10

CHAPEL BELL SCHEDULE**JUNIOR HIGH SCHOOL****HIGH SCHOOL**

First Bell	7:53	First Bell	7:53
Announcements	8:00 - 8:07	Announcements	8:00 - 8:07
First Period	8:07 - 8:50	First Period	8:07 - 8:50
Chapel	8:54 - 9:37	Chapel	8:54 - 9:37
Break (7th - 8th)	9:37 - 9:57	Second Period (9th - 12th)	9:41 - 10:24
Second Period (7th - 8th)	10:03 - 10:46	Break (9th - 12th)	10:24 - 10:44
Third Period	10:50 - 11:33	Third Period	10:50 - 11:33
Fourth Period	11:37 - 12:20	Fourth Period	11:37 - 12:20
Lunch (7th - 8th)	12:20 - 12:47	Fifth Period (9th - 12th)	12:24 - 1:07
Fifth Period (7th - 8th)	12:53 - 1:36	Lunch (9th - 12th)	1:07 - 1:34
Sixth Period	1:40 - 2:23	Sixth Period	1:40 - 2:23
Seventh Period	2:27 - 3:10	Seventh Period	2:27 - 3:10

PARENT ACKNOWLEDGMENT

I acknowledge that I have read the policies and procedures set forth in the 2016-2017 Hillcrest Christian School Parent / Student Handbook and that I will support the enforcement of those policies and procedures.

PARENT/GUARDIAN:

Parent / Guardian Signature

Please print name

Date:

Please print student names and grades below:

Grade: _____

Grade: _____

Grade: _____

Grade: _____

Grade: _____