

HGBCS Policies and Guidelines

NON-DISCRIMINATION POLICY

HGBCS admits students of any race, color, nationality and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, national or ethnic origin in administration of its educational policies, admissions policies, athletic and other school administered policies.

ATTENDANCE:

Regular attendance is required of all students in order to support the academic climate of the school. Student's repeated failure to comply with the school attendance policies might result in the student's suspension at the discretion of the Administration.

Students occasionally have signs and symptoms, which may be related to communicable diseases. Only a licensed health practitioner can determine a diagnosis and/or prescribe treatment, and provide instructions regarding the students return to school. Very few illnesses mandate exclusion from school. However, students should be excluded from school participation if:

1. Illness prevents students from participating in school activity
2. Students require more care than the school staff can provide

An absence is defined as any part of a school day when a student is not present in class or at a designated class field trip. This includes early dismissals. Absences at the very beginning of the school day are tardies. The rules for tardies are listed separately.

Planned absences require that parents/student complete and submit an absence approval form within two days of the absence. This form can be picked up at the High School office.

A student may have up to twenty absences per year. A student with twenty or more absences per year will have to have the approval of the principal in order to be promoted to the next grade.

School begins promptly at 7:45 am. A student will be considered tardy after 7:45 unless notified by the office. Three unexcused tardies constitute one absence, so students need to arrive at school and be in their first period class by 7:45 am.

A student must be in school for no less than one-half day to be counted present. The half-day ends at 11:30am. Excessive absences, tardies, and early dismissals will impair the students' acquiring the education needed. All parts of the school day are important!

Parents are expected to write a note to the school for a student's early dismissal, unless there is a family emergency. Please include the date and time of pick-up.

In addition, an early dismissal slip must be filled out at the High School office before a student can be dismissed.

When a student returns to school after being absent they are expected to bring a note explaining the reason for the absence. This note should be turned in to the high school office before school begins. It will be left up to the discretion of the administration as to whether or not an absence is excused or unexcused.

Please note that students must bring in a note within two days after returning to school or the absence will be automatically counted as unexcused.

The following are examples of **EXCUSED ABSENCES:**

Student illness (note from a doctor/home)	Court appearance
Family emergency (note from family)	Funeral
Medical need	
Other reasons with pre-arranged Administrative approval	

The following are examples of **UNEXCUSED ABSENCES:**

Skipping/truancies	Unnecessary appointments
Off campus without permission	Automobile repairs
Extended vacation without approval form	Unapproved personal trips
Late for school	Suspensions
Oversleeping	
Parent note without any explanation	
Failure to bring a note within the two day grace period	

- For **excused all-day absences** the student is allowed the number of school days they are absent to complete and turn in their makeup work. This includes test and quizzes but does not apply to pre-assigned work. It is the student's responsibility to check with individual teachers for due dates.
- For **unexcused absences** no work may be made up.

Consequences for Unexcused/Non-Approved Absences:

After a student reaches three unexcused/non-approved absences the student could be subject to disciplinary actions.

No work may be made up that is missed due to an unexcused/unapproved absence, and students will receive a zero for any such work.

Makeup Work:

Students will be required to make up all missed work resulting from an excused/approved absence. This includes homework, tests and/or quizzes. Failure to make up the assignment within the allotted time results in an automatic zero. It will be necessary for missed work, including makeup tests, to be made up during the class missed, before school, or after school. If a student was approved for an absence and wishes to take a test or turn in homework before the absence, this matter is left to the discretion of the teacher. In cases where the test is available, it is advantageous for both the student and the teacher to have the student take the test early rather than late. It is the student's responsibility to schedule a time for makeup work. *Athletes and or Fine Arts students participating in a game or event are responsible for previously scheduled test or quiz and for taking the test or quiz on the day before or the day following their absence from class. Projects or assignments should be submitted on the date due even if the athlete and or Fine Art student does not meet for that class due to a game or an event that day.*

Make-up work assignments may be picked up after 2:30 outside the teacher's door.

Exam Exemption Policy:

All seniors must have an "A" average at the end of each semester in order to be exempt from the exam in a particular class. Also seniors cannot have any unexcused absences and no more than 3 excused absences per class, per semester. Seniors may not exempt out of Advance Placement exams.

Tardies

3-3-3 Tardy Rule

Students who are tardy to school should report to the high school office to sign in. Students will be given a pass to class.

Each semester:

1. There will be no penalty for the first 3 tardies to school.
2. 4th, 5th, and 6th tardy – After School Detention \$5.00
3. 7th, 8th and 9th tardy – Saturday School \$40.00
4. 10th and above – referred to the administration

This applies to all tardies to school. Tardies will not be marked excused or unexcused. Students will not be required to bring a note and will be allowed to make up all missed work.

PARENT COOPERATION

HGBCS's educational mission involves working closely with the home in the overall Christian education of students. HGBCS views itself as partnering with parents in the educational process. As a result, parents enrolling their children or in order to maintain enrollment agree to support and cooperate with the school in the education of their child and also agree to support the religious educational philosophy of the school. This is founded upon the Biblical principle articulated in Amos 3:3, "Can two walk together, except they be agreed." Parents also agree to support the school with prayers and a positive attitude. Complaints or negative comments will be shared with the teacher, administrator or person involved, in accordance with Matthew 18 Principles. Parents/Guardians agree that if at any time they act in a manner that demonstrate a lack of support for the **school** or its religious educational philosophy, or otherwise reflect a lack of cooperation and commitment to the home and **the school** working together, the school has the right, in its sole discretion, to remove any student or to discontinue further enrollment of any student. Parents/guardians acknowledge and agree that their conduct and behavior can jeopardize the enrollment status and/or continued enrollment of their child.

HGBCS Discipline Policy

The purpose of discipline is to provide an atmosphere conducive to learning. Discipline is an aspect of moral guidance. We at HGBCS believe that the attitude and behavior of the students set the tone for the school's learning environment. Respect for the school, community and for oneself is a fundamental expectation to ensure the smooth order of daily school operations and the safety of all students. In addition, because HGBCS is a Christian school and because students of the school are representatives of the school, as well as its beliefs, students are expected to adhere to expected conduct standards both in and out of school. Thus, conduct of students in violation of HGBCS's expected conduct standards away from school and school related activities can serve as the basis for discipline by the school, including, but not limited to, suspension and expulsion.

HGBCS endeavors to work together with parents to foster in our students self-discipline, responsibility for one's own actions, problem-solving skills and respect for the rights and property of others. Students are expected to conduct themselves in a manner that will permit teachers to teach and students to learn without interference and which is consistent with the Biblical beliefs of the school. They are expected to behave in a manner that will ensure the physical and emotional welfare of other students and staff. Students are also expected to demonstrate an adherence to Christian values.

Families are expected to honor and support the privacy and confidentiality of all individuals in regards to matters relating to student disciplinary issues and actions.

HGBCS will generally follow the disciplinary model set forth below for most incidents of student misconduct. Nothing contained herein shall in any way require the school to follow this general model in any specific circumstance or situation. Based upon the facts and circumstances of each incident, the seriousness of the offense, and/or history or pattern of behavior, and/or any other necessary factors, the school reserves the right, in its sole discretion, to bypass the discipline policies or procedures and proceed with more severe punishment, including, but not limited to immediate suspension or expulsion.

Behavior:

It is expected that students at HGBCS are serious about academic preparation for college and have high standards of conduct, integrity, honesty, motivation, courtesy, and respect. HGBCS expects students to exemplify behavior that is consistent with the Biblical teachings of the school and provide a positive Christian environment. Students are therefore required to behave in accordance with the following standards:

- Students are to demonstrate proper behavior both on campus and in their communities. Students may be disciplined for conduct of which the school becomes aware outside of school.
- Students are to listen and obey to school authorities (i.e. teachers, staff and administrators). Defiance or insubordination of authority is not permitted.
- Students are to use appropriate, non-violent means to resolve any conflict. Students should keep their hands off other students at all times. Any form of aggressive behavior, such as bullying, insults, threats, inappropriate teasing, and harassment are demeaning to other students, disruptive to the educational environment and are not tolerated.
- Students should strive to arrive at class on time, complete all assignments on time and to the best of their abilities and demonstrate academic integrity in all assignments and course work
- Students should engage in conversation which is appropriate and honoring to God. Profanity, coarse joking, inappropriate language or innuendoes are not acceptable
- Students should respect the personal property of others. Students should leave the property of others alone. Destruction, damaging, tampering with or the theft of another individuals or the school's property is not tolerated.
- Students should dress in a neat and appropriate fashion in accordance with the school's dress code.
- Students should view other students as brothers and sisters in Christ.
- Students should refrain from the use, possession or abuse of any illegal, prohibited or controlled substances (including but not limited to alcohol, illegal drugs, abuse of drugs or controlled substances).
- Engaging in any actions that compromise the safety of other persons or the school is prohibited, including but not limited to violation of the school's threat of violence and weapon policy, even if the student is allegedly joking.
- Students should not engage in inappropriate activities on the internet or in any messaging or other forms of communications.
- Students are expected to abide by the other policies set forth herein, including, but not limited to the policies prohibiting harassment, prohibiting threats of violence and prohibiting possession of any weapons
- Students are to be courteous, cooperative, and accepting of instruction and discipline.
- Any other conduct which brings discredit to the school, the school's standards, or violates the biblical teachings or standards of the school may, based upon the facts and circumstances, result in discipline.

Immediate expulsion with no return to HGBCS (this includes but is not limited to):

- Threats and weapons on school property
 - This includes but is not limited to, intimidating, threatening, or hostile behavior, physical abuse, vandalism, arson, use of weapon, or possession of any kind of weapon on school property. Weapons include, but are not limited to handguns, rifles, shotguns, BB guns, pellet guns, knives, matches, lighters or any other objects that are used to intimidate others.
 - Usage, sale, or possession of illegal drugs, drug paraphernalia, or alcohol
- Sexual promiscuity.
- Sexual harassment
 - This includes, but is not limited to repeated offensive sexual flirtation, continual or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual's appearance, display of suggestive objects, pictures, or pornography, or any offensive or abusive physical contact.
- Harassment
 - This includes, but is not limited to, any annoying action that singles out a person to the person's objection or disadvantage, because of race, gender, religious, or national origin, disability, or personal characteristic.
- Gang participation or related activity
- Any criminal act
- Assaulting a teacher
- Violation of Biblical standards of purity, and sexuality, including, but not limited to, sexual promiscuity, homosexuality or lesbianism

As indicated above, the Administration reserves the right to by-pass any general discipline steps or procedures outlined herein and proceed with more severe discipline, as it determines necessary, and based upon the particular facts and circumstances.

Other Discipline Steps and Procedures include, but are not limited to: Lunch detention, after school detention, Saturday school or suspension which may be assigned for the following infractions.

Infractions may include but are not limited to:

- Disruptive behavior
- Consistently breaking classroom rules and/or procedures
- Consistently breaking school rules and/or procedures
- Dress code violations
- Possession or use of cell phones or any other electronic devices (devices will be taken and parents will be required to come and pick them up)
- Willful disobedience
- Disrespect
- Cheating
- Willful dishonesty (dishonesty is defined as but not limited to lying with the purpose or intent to deceive others).
- Inappropriate language
- Public display of affection
- Stealing (stealing is defined as but not limited to wrongfully taking another's property or wrongfully in possession of another's property)
- Misuse of computer emails sent to a student or teacher on HGBCS campus before, during, or after school hours
- Fighting
- Criminal acts (drugs, alcohol, felony activity) on or off campus
- Intimidating or threatening behavior
- Vandalism and/or destruction of school or church property
- Weapons
- Any outlined infraction listed in the HGBCS student Code of conduct

Please note that after three lunch detentions are assigned students may be assigned an after school detention. After a student has been assigned two after school detentions they may be assigned a Saturday school. After a student has been assigned two or more Saturday schools they may be recommended for suspension. The administration reserves the right to administer any disciplinary actions depending upon the severity of the offense and information received and verified.

Suspension and Expulsion:

Expulsion is a permanent dismissal from school for the remainder of the school year. The student expelled may reapply for admission through restoration procedures (see Restoration Policy) after being gone for one school year, should he/she desire to return for another school year.

Suspension is a temporary absence from the school for disciplinary reasons as indicated by the Principal. A suspended student will be eligible to return after the time specified by the Principal. Suspended students may be placed on behavioral probation for the remainder of the semester. *When a student is suspended from school they may make up missed work for 80% credit. The parent or student driver will need to come to pick up work by 8:00 am on the day(s) of suspension. Completed assignments must be returned before 3:00 pm the same day. Failure to return assignments by 3:00 pm on each day of suspension will result in a zero.* Any student holding an office in a club or an organization, who is suspended from school, will be required to relinquish his/her position for the remainder of the year. The Principal is vested with the authority to suspend or expel a student from school in accordance with these guidelines. Some colleges and universities admissions applications ask whether or not a student has ever been suspended, expelled or been the subject of disciplinary action. Hickory Grove Baptist Christian School will provide the appropriate information upon request.

Restoration:

Restoration at a Christian school is always a difficult matter. Students who have been expelled from HGBCS or other schools must present evidence of genuine repentance and carry out a school-designed restoration program. If a student has been dismissed or asked to withdraw, been given due consideration, and desires reinstatement, the student must become involved in a eighteen to thirty-six week program of church attendance and youth group involvement as well as student, parents, and group counseling. During the restoration period, academics must continue at another school or home school. Upon completion of the reinstatement restoration program, recommendations by the student's Pastor, Youth Pastor, and school-designated counselors will be considered by the respective Principal and Administrative Staff to determine the student's reinstatement. Students returning will be on disciplinary probation for one year.

Continued Enrollment:

The school reserves the right to deny continued enrollment to any student whose actions demonstrate poor attitude and a lack of compliance with the discipline policy and poor academic performance. A conference with parents will be scheduled to determine the student's longevity at HGBCS. Students may be placed on disciplinary probation with enrollment for the following year until a review of the student's progress has been evaluated.

I. ANTI-HARASSMENT POLICY

The policy of HGBCS to provide an academic environment free from harassment, whether based on sex (gender), race, color, national or ethnic origin, age or disability and one in which all individuals treat each other with dignity and respect; free from all forms of intimidation, exploitation and harassment, including sexual harassment. The School includes in the definition of harassment bullying. The School is prepared to take action to prevent and correct any violations of this policy. This policy applies to the actions of administration, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. The School does not tolerate harassment of students, nor does it tolerate reprisals against any student who makes a harassment complaint. Administration, teachers, staff, volunteers and students who violate this policy are subject to disciplinary action, including expulsion from School or discharge from employment.

A. Definition of Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status, or progress. This may occur by clearly stated acts or words, or implied acts or words.

Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.

The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.

Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

1. UNWELCOME AND OFFENSIVE

The fact that a student may not openly object to others actions or words does not prove it was unwelcome. Under the law of harassment, or bullying and intimidation, a student does not have to openly object to others actions or words to prove that the actions or words are unwelcome. Harassment, bullying or intimidation may occur even if the student originally remains silent or fails to show disapproval. Acts and statements that may not offend some people may be highly offensive to others. Therefore, all employees, volunteers and students should be sensitive to the feelings of others whether they object or not.

2. VERBAL HARASSMENT

Examples of prohibited statements include, but are not necessarily limited to, derogatory or vulgar comments regarding a person’s gender, sexually vulgar language, remarks about a person’s physical anatomy or characteristics, dirty jokes, sexual innuendo or display of written or graphic materials. Also prohibited are suggestive pictures, magazines, posters, offensive cartoons, and other words or pictures of a suggestive nature. Also prohibited are statements that demean women.

3. PHYSICAL SEXUAL HARASSMENT

Prohibited actions include, but are not necessarily limited to, touching a student in a sexually suggestive way, or touching another so as to invade their personal privacy. This includes intentional touching or intentional movements made in order to observe another in a sexual manner. Also prohibited are physical acts such as hitting and pushing, and making physical gestures of a sexual nature. As a general rule, any act or touching of a person that most individuals refrain from doing with a stranger should not be done with a student.

4. SEXUAL HARASSER

A harasser may be a male employee, volunteer or student harassing a female student, a female employee, volunteer or student harassing a male, a male employee, volunteer or student harassing a male student, or a female employee, volunteer or student harassing a female, just as long as the harassment is sexually based or because of the gender of the student.

5. RACE, COLOR, NATIONAL OR ETHNIC ORIGIN, AGE, AND DISABILITY HARASSMENT

Unwelcome statements, name calling, or other verbal or physical conduct based upon a student's race, color, national or ethnic origin, age, or disability is prohibited if and when any of the following occurs:

Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress. This may occur by clearly stated acts or words, or implied acts or words.

Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.

The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

6. VERBAL HARASSMENT

Prohibited statements include, but are not necessarily limited to, the following examples: Use of derogatory descriptions of a student or group of students based on race, color, disability, ethnic or national origin, or age. It is also a violation of this policy to state stereotypical classifications concerning race, national or ethnic origin, color, age or disability of a student or group of students, especially if they are repeatedly made. Although some students or individuals may enjoy discriminatory identifications and jokes, the school on its premises or during working hours does not tolerate such.

7. PHYSICAL HARASSMENT

Prohibited actions include, but are not necessarily limited to:

- (a) Display of signs, pictures, cartoons, written statements or other material that denigrates, intimidates, bullies or otherwise discriminates against any student based on race, color, national or ethnic origin, age or disability; and
- (b) General harassment, pushing, shoving or other intentional acts perpetrated in whole or in part because of the students race, color, national or ethnic origin, age or disability.

B. Examples of Harassment, Bullying or Intimidation

Unwelcome conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual or other nature. Among the types of conduct that would violate this policy are the following:

Unwanted advances or propositions;

Offering academic benefits in exchange for sexual favors;

Making or threatening reprisals after a negative response to sexual advances;

Visual conduct such as leering, making inappropriate gestures, displaying sexually suggestive objects or pictures, cartoons or posters;

Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes about a student's race, color, national or ethnic origin, age or disability;

Verbal abuse of a sexual or other nature, graphic verbal commentaries about an individual's body, race, color, national or ethnic origin, age or disability, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations;

Physical conduct such as touching, assaulting, impeding or blocking movements; and

Any conduct that has the effect of insulting or demeaning a student or group of students in such a way as to disrupt or interfere with the school's educational mission or is severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment.

C. Definitions of Bullying or Intimidating Behavior

Bullying or intimidation means any written, oral, physical act or gesture, that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his or her property or placing a student in reasonable fear of harm to his or her person or damage to his or her property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any pupil. Harassment, intimidation, or bullying includes a gesture or written, verbal, or physical act that is reasonably perceived as being motivated by a characteristic such as sex (gender), race, color, national or ethnic origin, age, or disability.

D. Prohibited Actions

1. Employee-Student Harassment, Bullying or Intimidation

Employee-student harassment, bullying or intimidation of any type is prohibited.

2. Student-Student Harassment, Bullying or Intimidation

Student-student harassment, bullying or intimidation of any type is prohibited.

E. What To Do If You Experience or Observe Harassment, Bullying or Intimidation

Students who feel that they have been subjected to conduct of a harassing, bullying or intimidating nature are encouraged to promptly report the matter to one of the school officials designated below.

Students who observe conduct of a harassing, bullying or intimidating nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

F. Where To Report Harassment, Bullying or Intimidation

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

1.	Henry Ward	Head of School	704-531-4008
2.	Dan McCrae	Resource Officer	704-566-3553
3.	Wanda Royal	High School Principal	704-531-4077
4.	Pam Tyree	Middle School Principal	704-566-3554
5.	Rhonda Brown	Elementary School Principal	704-531-4195

G. Confidentiality

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, which may result in some disclosure as necessary to investigate and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

H. Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person, including any student, who has filed a complaint involving harassment, bullying or intimidation or has testified, assisted or participated in any manner in any investigation, formal proceeding or hearing concerning harassment, bullying or intimidation. However, if in the course of an investigation or

subsequently the school learns that a student or others have made a complaint that was not in good faith or it was known to be false at the time of the complaint, the school reserves the right to take appropriate action. Making false complaints or complaints not made in good faith can jeopardize someone's reputation.

I. Procedure For Investigation of a Complaint and Taking Corrective Action

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the administrator. The administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing, bullying or intimidating conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for harassment, bullying or intimidation in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

THREATS OF VIOLENCE AND BRINGING WEAPONS TO SCHOOL

A. Threats of Violence

HGBCS seeks to promote a healthy, safe learning environment. It does not tolerate threats of violence to oneself, others, threatening behavior or other acts of violence (including threats to severely damage school property or the property of other students) whether made in school or out of school. Any threats or depiction of violence or harm, whether specific or general, whether done in jest or serious, whether in school or out of school, whether in person or through some other form of communication (e-mail, IM,, message board, internet posting, letter, picture, etc.) will be taken seriously by the school and may be grounds for immediate discipline, including suspension or expulsion. Following any such events, the school may suspend or expel the student or may, in its sole discretion, depending upon the facts and circumstances, condition continued enrollment upon satisfaction of additional criteria. Nothing contained herein, however, shall in any way limit or prohibit the school, in its sole discretion, from suspending, expelling, or removing any student who violates this policy

Parents and others will be encouraged to report any such incidents or information to the appropriate school official. Staff shall immediately notify an administrator of any threat, threatening behavior or act of violence he/she has knowledge of, has witnessed or received. All reports will be promptly investigated.

B. Weapons

Similarly, HGBCS expressly prohibits the bringing, or possession of a weapon on school grounds or at school functions. Possession includes in any vehicle brought to school or in any bag or item brought to school even if not personally on the person. No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when at school or any school related activity. The school will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

1. Definition

A. "Weapon."

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks;

mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B.. Violations

In the event of violation of this policy, the school may impose disciplinary action, in its sole discretion, including but not limited to, suspension, loss of privilege of attendance at school events or expulsion. The school also may make a referral or report to appropriate law enforcement for any violation of this policy or take any other action which it deems necessary in the best interest of the school or to protect the safety of its students, staff and visitors.

Time and Place of Detentions

Lunch Detention:	Held every Monday, Wednesday, and Friday during lunchtime.
After School Detention:	Held every Thursday in a designated classroom from 2:35-3:35 pm. Students serving an after school detention will have to pay a \$5.00 fine which is due at the time of service.
Saturday School:	Date will be determined according to the assignments. Students will serve from 8:00am-10:00am. Students serving a Saturday school will have to pay a \$40.00 fine due at the time of service.

Specific Rules

1. HGBCS reserves the right to suspend or dismiss a student for misconduct on or off the school campus, and without regard for whether the form of misconduct is identified specifically herein,. While the school has no control over student activity off campus which is not school sponsored, and does not supervise student conduct off campus during an activity which is not school sponsored, misconduct during such activity may come to the attention of the school authorities and HGBCS reserves the right, in its sole discretion, to impose discipline, including suspension or expulsion.
2. School property shall be protected. Defacing or damaging school property, which is malicious or careless in nature, and which results in destruction or damage, will result in both appropriate disciplinary action and the replacement of such property by the student and/or his/her parents or legal guardian as deemed by the school.
3. Conduct and attitude shall be respectful. Disruptions in class, unruly behavior, or repeated violations of prescribed school policy will not be allowed.
4. Respect for authority is expected of each student for any staff member at any time either in or out of school. Any student who is disrespectful to a staff member will be subject to disciplinary action, which may include suspension or expulsion.
5. All online activities will be monitored and subject to discipline.

Search and Seizure:

To maintain order and discipline in the school and to protect the safety and welfare of students and personnel, school authorities may request a search of a student, student lockers, or student automobiles under the circumstances outlined below and may seize illegal, unauthorized, or contraband materials discovered in the search.

HGBCS reserves the right to invite the CMPD, or an appropriate narcotics search group, to visit at any time during the school year to search for drugs. It also reserves the right to search any property, including automobiles, brought onto school premises. Parents and/or students consent to the following searches and the potential discipline outlined herein by enrolling at HGBCS. In addition, any alcohol, drugs, or drug paraphernalia found in lockers, cars or other items under the student's control would constitute possession.

1. **Personal searches:** A student and/or personal effects (e.g., purse, book, bag, etc.) may be searched whenever a school authority has reasonable suspicion or basis to believe that the student is in possession of illegal, unauthorized or contraband materials. Students may be asked to empty their pockets, purses, wallets, book bags, etc. without the parent's notification or permission. If the student refuses, then the student will be kept out of class and monitored and the parents will be phoned and must come to school to perform the search. If the student does not comply with the search request and the parents fail to perform the search in a reasonable time (one hour) and/or the student refuses to empty his/her pockets or remove from his or her person what is suspected, then HGBCS will assume that the student has the suspected or alleged illegal, unauthorized or prohibited materials and may proceed, in its sole discretion, with immediate disciplinary action as though the student had engaged in the prohibited conduct suspected or alleged. Failure to comply with the search request will lead to disciplinary action including, but not limited to, suspension or expulsion.
2. **Locker Searches:** Student lockers are the school's property and remain at all times under the control of the school and are provided as a convenience to students. Students are expected to assume full responsibility for the security of their lockers. The school exercises exclusive control over school property, and students do not have any expectation of privacy or right of privacy regarding items placed in school lockers or in school property. School property, including school lockers are subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school. School authority for any reason may conduct periodic general inspections of lockers at any time without notice, without student consent, without parental consent, and without a search warrant.
3. **Automobile Searches:** HGBCS is private property. In consideration for the privilege of driving to school and parking on school premises, Students are required to register their vehicles and parents and students consent to and agree to school searches and the potential discipline outlined herein. Students are permitted to park on school premises as a matter of privilege, not a right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on campus. As with the personal search above, the school may request to inspect the interiors of student vehicles whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. If the student refuses, parents will be phoned and must come to the school to perform the search. If the student and/or parent do not comply with the request, then HGBCS will assume that the student has the suspected illegal, unauthorized, or prohibited materials and may proceed with immediate disciplinary action. Failure to comply with the search request will lead to disciplinary action including, but not limited to suspension or expulsion.
4. **Seizure of Illegal Materials:** If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities.

Use of School Computers, Network, and Communications Equipment.

Monitoring of Student Use/ No Expectation of Privacy

Use of any computer, technology, or other school equipment by students, is subject to inspection and monitoring by the school, **at any time, in the school's sole discretion. Students do not have any expectation of privacy in any use of any school computer, technology or other school equipment.** Accordingly, the school may intercept, monitor review, or disclose any use of computer, technology or communication systems at the school, as the school may require. Messages sent or received, materials or websites viewed, files created, or any use of the school computer, technology or communications system or equipment is not a student's private property and a student has no ownership rights in such materials or expectation of privacy in the use of the school's computer, technology or communications services and equipment. Students do not have any expectation of privacy in any communications or files created, stored, sent, viewed or received upon the schools computer, technology or communications services and equipment, regardless of whether the materials, files, or communications are intended or designated as private.

The school reserves the right to monitor at any time, without notice, any student's use of any school computer, technology or communication service or equipment. This includes, but is not limited to, installing programs that monitor a student's use of the internet and electronic communications, and to take disciplinary action based upon any violation of expected conduct standards discovered by the school

Cell Phones

Students may not use cell phones or other electronic devices in school. Phones must be shut off and powered down during school hours and in the school building. Please advise your children. Cell phones that ring or vibrate during class or during the day will be confiscated and may be held by the school. Disciplinary action will be taken.

Disciplinary Probation:

1. **Program:** A written notice of a student bordering on the need for a disciplinary probation will be initiated by the Principal. The Principal will notify the parents of the possibility of the probation. At Administration discretion, a conference will be held with the parent and student in regard to disciplinary problems. Based on that conference, the Administration will decide on whether or not this particular student merits probation or expulsion. If the Administration deems it beneficial to place the student under a disciplinary probation, a Disciplinary Probation Agreement will be drafted for the student outlining:
 - a) The behavioral guidelines that the student is expected to maintain
 - b) The duration of the probation
 - c) The consequences of fulfilling the probation or failing to fulfill the probation
2. **Procedure:** The Disciplinary Probation Agreement is to be seen and signed by all parties involved. Copies are distributed to all respective parties. It will be the responsibility of the Principal to insure that the contract is being upheld.

Academic Probation:

- 1) **Purpose:** Students' grades will be reviewed quarterly to prevent the possible failure of a student. This brings the Administration and the parent together in order to create a viable, tangible solution for the struggling student.
- 2) **Criteria:** This program should be initiated at the discretion of the respective Principal in concert with the Headmaster. Some criteria to direct the administration in making this decision are:

- A. If the student is making at least 2 F's, 1 F and 2 D's, or 3 D's in core subjects such as math, science, history, English, and Bible.
- B. The Principal will notify the parents of the academic probation
- C. A conference will be held with the parent and student in regard to academic probation
- D. The Academic Probation Contract is signed by the student, parent(s), and the Principal. Copies are distributed to all respective parties.
- E. If the student is still failing after two successive quarters, the parents may be asked to withdraw their child due to our school's inability to meet their academic needs.

HGBCS Dress Code – Grades 6-12		
The dress code is designed to provide an environment that is safe, conducive to learning, and free from unnecessary distractions. Therefore students are required to be in dress code daily. Please read over the following dress code requirements. Administration reserves the right to acknowledge any clothing as inappropriate.		
Pants	Shorts	Dresses & Skirts
<ul style="list-style-type: none"> > modest and loose fitting > any color or design > free from any holes > free from writing across the entire bottom area > should cover undergarments at all times > spandex material is not allowed > athletic pants are not allowed > should be worn at normal waistline > oversized pants are not acceptable for boys 	<ul style="list-style-type: none"> > come to the knee > modest and loose fitting > any color or design > free from any holes > free from writing across the bottom area > should cover undergarments at all times > spandex material is not allowed > should be worn at normal waistline > oversized shorts are not acceptable for boys > athletic shorts are not allowed 	<ul style="list-style-type: none"> > come to the knee > modest and loose fitting > any color or design > free from any holes > free from writing across the entire bottom area > should cover undergarments at all times > dresses must have collars with buttons or snaps > dresses must have sleeves
Shirts: A collared shirt with snaps or buttons must be worn at all times with collar visible.		Jackets
<u>Girls</u> <ul style="list-style-type: none"> > must have a collar, buttons/snaps, and sleeves > modest and loose fitting > come to the top of the pocket (at hipbone) > any color/design > should cover undergarments at all times > fasten to the top except at the neck > free from any inappropriate logos/graphics 	<u>Boys</u> <ul style="list-style-type: none"> > must have a collar, buttons/snaps, and sleeves > modest and loose fitting > tucked in at all times > any color/design > free from any inappropriate logos/graphics 	<ul style="list-style-type: none"> > any color or material > free from inappropriate logos, graphics, and writing > worn with a collared shirt that buttons or snaps
Shoes	Belts/Hats	Jewelry/Hair
The following shoes may be worn: <ul style="list-style-type: none"> > sandals > flip-flops > dress shoes > casual shoes > tennis shoes > clogs 	<ul style="list-style-type: none"> > Belts must be worn when belt loops are visible for girls > Boys must wear a belt at all times > No hats or head coverings may be worn 	Girls: <ul style="list-style-type: none"> > Earrings must be worn in ears only. Body piercing and tattoos are not allowed. Boys: <ul style="list-style-type: none"> > Earrings, body piercing, and tattoos are not allowed. > Boys' hair must be neat, above the collar and above the eyebrow. > All students should avoid extreme hairstyles.

The dress code policy applies to the school day and all school related events on or off campus in which Hickory Grove Christian students participate unless otherwise stipulated. Students must always be neatly and modestly dressed.

Dress Code Grades TK – 2nd

Our goal is to guide our students to dress neatly and to glorify God.

- Skirts..... Dresses and skirts must be a modest length (halfway between thigh and knee). Girls need to wear shorts under dresses so sitting on the floor can be done comfortably and modestly.
- Shorts..... Shorts must be a modest length (halfway between thigh and knee).
- Shirts..... Shirts must be long enough to comfortably keep one's belly covered (when moving around or raising hands no skin should be exposed). Tank tops and spaghetti strap tops are not allowed. ***We do not allow students to wear questionable slogans or pictures on their clothes. If in doubt do not wear it.**
- Slacks..... Pants should be modest and neat. They may be any color.
- Shoes..... No clogs, or flip flops of any type this includes slide flip flops. Shoes with laces must be tied and fitted. Please remember that **students have recess daily, make sure they wear appropriate shoes. All shoes must have back straps.**
- Hats..... Hats and head coverings are not to be worn, except on special days as announced by Administration.
- Hair..... Avoid extreme hairstyles. **Boys—Hair must be neat, above the collar, and above the eyebrows.**

Dress Code Grades 3rd-5th

- Slacks..... Pants and jeans should be modest and loose fitting. Athletic pants may be worn however; they must not be tight.
- Shorts..... Shorts, dresses, skirts, and jumpers must be dollar bill length.
- Shirts..... All shirts must have sleeves, be loose fitting, and be modest. Shirts should be long enough not to show **any** skin if arms are raised. Shirts should be free of questionable slogans and pictures.
- Shoes..... Shoes should be laced and tied at all times. Extreme heels should be avoided.
- Belts..... Belts should be worn by boys and should be visible at all times.
- Hats..... No hats or head coverings may be worn, expect on special days as announced by Administration.
- Jewelry..... Girls- earrings must be worn in ears. They should not be extreme in size. Boys- earrings are not allowed.
- Make-up..... Make-up of any kind is not permitted. This includes colored lip gloss.
- Hair..... Avoid extremes in hairstyles. Boys- hair must be above collar and eyebrows.

***Please note: The administration has the final authority on the dress code.
They will handle all persistent problems or questions.***

Parent Code of Conduct

- **Complaints/issues resolution:** Concerns regarding individual school staff members should **first** be directed to that staff member through conference, phone call, or e-mail (cc: High School Principal). If the issue is not resolved, the parent should then address it with the Principal. Finally, if the concern is still unresolved, the Headmaster should be contacted.
- **Family cooperation/removal of students resulting from parental attitude:** As indicated herein, HGBCS views itself as partnering with parents in the Christian educational process. Accordingly, parents agree to cooperate with the school as set forth above. The situation may arise in which the uncooperative or destructive attitude of a parent so diminishes the ability of the school to partner with the parent in the religious educational process and the effectiveness of the schools religious education that the student may be removed from the school.
- **Parents:** Students are not to use cell phones or school phones under any circumstances during school hours. Messages and supplies from parents will be delivered to the students by 10:45 unless there is an emergency.
- **Signing students out of school/Medical Appointments:**
 1. Students may be signed out if their absence would fall under one of those defined as excused in the Student Handbook.
 2. **Parents are requested to schedule medical appointments outside regular school hours (7:45-2:30).** Students leaving early in grades 9-12 during the day **must** have a note from a parent or guardian. When students return to school after a medical appointment they must bring a note from the doctor. Students should get missed work before leaving school. All work due that day is to be turned in to the teacher before leaving school. All missed work should be turned in the next school day.

What is Plagiarism?

Plagiarism is the taking of someone's written, intellectual property without giving proper credit. Students should not plagiarize sources.

Plagiarism takes several forms, all of which are equally sanctionable under school regulations. The following is a copyrighted source, from Dr. Timothy Sazon, professor at Liberty University. Permission has been granted to use for educational purposes only.

The German war economy similarly benefited from the large pool of skilled Italian labor. Italians worked in the factories of northern Italy or as forced labor in Germany. Moreover, German authorities employed Italian military internees as slave labor. Estimates of their numbers have ranged from 600,000 to 1,000,000. Many Italian workers labored under enslavement. The difficulties under which internees labored contributed to an estimated 40,000 deaths among them. Nazi labor authorities shipped some skilled Italian laborers from the great industrial belt of northern Italy to Germany. The majority of skilled

workers remained in Italian factories producing goods vital to the German war effort until Germany's war economy collapsed during the winter of 1944-1945.¹

- 1) If a student steals this text and inserts it into an assignment **without quotation marks or a footnote**, that student has committed plagiarism.
- 2) If a student **borrow the main idea of this paragraph**, that Italians workers made a major contribution to Germany's war-time economy, **without citing the source of the idea in a footnote**, that student has committed plagiarism.
- 3) If a student **inadequately paraphrases a sentence and cites a source**, that student has committed plagiarism.

Example: Original Text: "Many Italian workers labored under horrible conditions, while interned members of the Italian armed forces suffered virtual enslavement."

Plagiarized paraphrase: Most Italian workers worked under terrible conditions, while interned members of the Italian armed forces endured virtual enslavement.

Simply changing a few words in a sentence or paragraph does not paraphrase the material. Students must learn to put information into their own words, which is heart of the writer's task.

Acceptable paraphrase: Italian workers and military internees toiled under severe hardship.

- 4) If a student **paraphrases a portion of text and does not cite a source**, that student has committed plagiarism.
- 5) If a student **"borrows" a paper from a friend or downloads it from the Internet and turns in that paper**, that student has committed plagiarism.
- 6) If a student **"borrows" a paper from a friend or downloads it from the Internet, makes a few minor changes (i.e., a new title or a few alterations to the text), and turns in that paper**, that student has committed plagiarism.

This last form of plagiarization requires special comment. Recent assessments show that as many as seventy-five percent of student written assignments submitted to professors are lifted directly from the Internet!

You may be tempted to turn in an assignment stolen from the Internet. Remember, however, that universities and colleges have taken back degrees ranging from the Ph.D. To the B.A./B.S. when they have caught students plagiarizing or cheating. Courts, including the highest United States Courts of Appeal, have upheld University actions in removing degrees. **You will receive a zero for plagiarism** (discipline for multiple offenses will be up to the discretion of the Administration).

The simplest policy is not to plagiarize your assignments. Students are held responsible for any violation of plagiarism regardless of the student's stated intent or understanding of plagiarism.

HGBCS Guidelines for Athletes

- All athletes are required to maintain the highest standard of conduct and behavior on the school campus, in the classroom, at practice, and during athletic contests.
- Athletes are to be students first and athletes second. Class work must be maintained on as high a level as the athlete is capable of performing.
- Any time an athlete is in uniform or on a team trip, he/she is representing HGBCS and must act responsibly and demonstrate good character.
- All students must have a physical exam before trying out or participating in any game or practice.
- Athletes are to attend a full day of school on the day of an athletic contest in order to participate (unless the athlete had a pre-approved absence or a doctor's note).
- Athletes are to attend practice every day. Every practice is important; even if injured, the athlete can learn from observation.
- An athlete cannot quit one sport to start another sport. If he/she quits, he/she must wait until that season is over before trying out for the next sport.
- If an athlete has a D or an F in any class they cannot miss this particular class for any reason pertaining to their particular sport that is in season (this includes early dismissals to games).
- An athlete has to meet the requirements of a 77 average in all of his/her classes, in order to be eligible for participation in a sport.
- The school reserves the right to suspend or dismiss a student athlete from participation in any practice, event, activity, competition or team based upon the student's conduct or violation of the standards set forth in the handbook.

HGBCS Guidelines for Fine Arts:

- All Fine Arts students are required to maintain the highest standard of conduct and behavior on the school campus, in the classroom, at practice, and during Fine Arts programs.
- Fine Arts students are to be students first and Fine Arts students second. Class work must be maintained on as high a level as the Fine Art student is capable of performing.
- Fine Arts students are to attend a full day of school on the day of a Fine Art event in order to participate (unless the Fine Art student has a pre-approved absence or a doctor's note).
- If a Fine Art student has a D or an F in any class they cannot miss this particular class for any reason pertaining to their particular Fine Art program/event that is in season (this includes early dismissals to Fine Art programs/events).
- The school reserves the right to suspend or dismiss a student from any participation in a Fine Art event, activity, meeting or competition based upon the student's conduct or violation of the standards set forth in the handbook.