



HICKORY GROVE CHRISTIAN SCHOOL HANDBOOK • 2011-2012

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Welcome to Hickory Grove Christian School. We look forward to the upcoming school year and all that God has in store for us. Our prayer for this year is that your child will not only grow academically but spiritually, and will find themselves in the center of God's will. Through Kingdom Education, our goal is to equip children to serve Christ by providing an environment for them that is Bible-based and Christ-centered.

Your year with us will be **filled** with chapels, athletic events, mission opportunities, field trips, and great days **filled** with interactive academic learning. There is a lot of excitement ahead of us including new teachers to meet, new friendships to be made, and new skills to be mastered. We look forward to partnering with your family as we begin this wonderful journey called "school!"

Together with Christ we can achieve wonderful things.

Striving to Serve Him,

HGCS Administrative Team

OUR MISSION: "TO KNOW CHRIST AND TO MAKE HIM KNOWN THROUGH CHRISTIAN EDUCATION."

We believe this can be accomplished through...

OUR SCHOOL VERSE

"Seek ye first the kingdom of God and His righteousness, and all these things shall be added unto you."
– Matthew 6:33

OUR VISION DEFINES OUR PURPOSE AT HGCS AND DIRECTS THE PATHWAY FOR STUDENT LEARNING.

To equip students to serve God in the 21st century by providing a quality academic program founded upon a biblical worldview.

OUR BELIEFS

- Christian faith is the basis for all endeavors of the school as we seek Christ first in all that we do. (Matthews 6:33)
- We believe that all subjects should be taught through a biblical worldview.
- We believe that Christian education is a collaborative effort among the home, church, and school.
- We believe that the primary goals of Christian education are the salvation and discipleship of the next generation, and must have an eternal perspective.
- We believe that success at HGCS is measured not only by the student's leadership, personal excellence, and integrity, but moreover by their life commitment to Jesus Christ.
- We believe in an academically stimulating environment that will fully prepare students to meet the challenges they will be faced with in their future.
- We believe students have varied learning styles. As they are engaged in the learning process, we provide a variety of instructional strategies to support their learning.
- We believe that each student is created in God's image and possesses unique physical, social, and academic needs.

KINGDOM EDUCATION PRINCIPLES

Kingdom Education is the life-long, bible-based, Christ-centered process of leading a child into a new identity with Christ and developing him/her by Christ so that the child will be empowered to live a life characterized by love, trust, and obedience to Christ.

1. The education of children and youth is the primary responsibility of parents.
2. The education of children and youth is a 24-hours-a-day, 7-days-a-week process that must take place from birth through maturity.
3. The education of children and youth must have as its primary goals the salvation and discipleship of the next generation.
4. The education of children and youth must be based on God's Word as Absolute Truth.
5. The education of children and youth must hold Christ preeminent in all of life.
6. The education of children must not hinder the spiritual and moral development of the next generation.
7. The education of children and youth, if and when delegated to others by parents, must be done by teachers chosen with utmost care to ensure that they all follow these principles.
8. The education of children and youth results in the formation of lifestyles or worldviews that will be patterned after the belief systems or worldviews of their teachers.
9. The education of children and youth must lead to true wisdom by connecting all knowledge to a biblical worldview frame of reference.
10. The education of children and youth must have a view of the future that includes the eternal perspective.

ADMINISTRATIVE STAFF

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ANTI-HARASSMENT POLICY

NON-DISCRIMINATION POLICY

HGCS 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.

ANTI-HARASSMENT POLICY:

The policy of HGCS is 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.

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 Harassment

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 student, 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, & 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 student's 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, of any type is prohibited.
2. 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. GT Freeman | Head of School
704-531-4008 |
| 2. Dan McCrae | Security Director
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.

HGCS DISCIPLINE POLICY

The purpose of discipline is to provide an atmosphere conducive to learning. Discipline is an aspect of moral guidance. We at HGCS 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 HGCS 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 HGCS'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.

HGCS 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. 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 acceptance of 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.

HGCS 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 of 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. Revisions to the discipline policy shall be made as needed and approved by the school administration. Revisions made will be communicated electronically.

PHYSICAL RESTRAINT OF STUDENTS

A school employee may deem it necessary to restrain a student in order to:

- Protect a person including using restraint to protect from physical injury
- To obtain possession of a weapon
- To remove a student from school property in order to restore order for disciplinary means
- To contain an irrational student
- Protection of property

BEHAVIOR

It is expected that students at HGCS are serious about spiritual growth and academic preparation for college and have high standards of conduct, integrity, honesty, motivation, courtesy, and respect are essential. HGCS expects students to exemplify behavior that is consistent with the Biblical teachings of the school and provide a positive Christian environment. HGCS students are called to represent Christ and their school even when they are not on school grounds. Students and parents acknowledge that discipline action may be taken for any situation that draws negative attention to HGCS that has occurred off campus during non school hours, weekends, holidays, and summers. A student may be removed from participation in extracurricular events and maybe removed from school honors or dismissed from the school.

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 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 to class, complete all assignments 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 individual 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 tobacco products, 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 HGCS (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.

■ 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**

■ **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: Lunch detention, after school detention, Saturday school or suspension 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 HGCS campus before, during, or after school hours
- Fighting
- Intimidating or threatening behavior
- Vandalism and/or destruction of school or church property
- Plagiarism (students will be held accountable in all classes, not only English classes, for all instances of plagiarism. All instances of plagiarism, regardless of the amount of material plagiarized or the student's intent, will result in a grade of zero and may incur additional disciplinary consequences.)

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 AM on the day(s) of suspension. Completed assignments must be returned before 3 PM the same day. Failure to return assignments by 3 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. HGCS will provide the appropriate information upon request.

Restoration:

Restoration at a Christian school is always a difficult matter. Students who have been expelled from HGCS 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 an 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. A conference with parents will be scheduled to determine the student's longevity at HGCS. Students may be placed on disciplinary probation with enrollment for the following year until a review of the student's progress has been evaluated.

Video/Audio Monitoring:

Video and audio equipment may be used to monitor behavior to ensure student safety.

Use of Recordings:

Recordings may be reviewed as deemed necessary by the administration and evidence of student misconduct shall be documented. Any evidence found on these recordings will be used when determining disciplinary measures.

THREATS OF VIOLENCE AND BRINGING WEAPONS TO SCHOOL

A. Threats of Violence

HGCS 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, pictures, 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, HGCS 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 to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

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; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; 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 this policy, the school may impose disciplinary action, in its sole discretion, including but not limited to, suspension, loss of privilege or 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.

SPECIFIC RULES

1. HGCS reserves the right to suspend or dismiss a student for misconduct on or off the school campus, and without regard for whether the form or misconduct is identified specifically herein 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 HGCS 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.

HGCS 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 HGCS. 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 the 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 HGCS 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. Automotive Searches: HGCS 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 HGCS will assume 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 school's 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 communications 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 during school hours. **Cell phones MUST be turned off and concealed at all times during schools hours.** Violation of this rule will result in the phone taken and detention issued. Students may use the office phone for emergency issues.

DISCIPLINARY PROBATION:

1. Program. A written notice of a student's 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's 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 ensure that the contract is being upheld.

PLAGIARISM

Students will be held accountable in all classes (not only English classes) for all instances of plagiarism. All instances of plagiarism, regardless of the amount of material plagiarized or the student's intent, will result in a grade of zero and may incur additional disciplinary consequences.

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: respective 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. In an effort to protect our staff's family time, please refrain from calling our staff at home.

Family Cooperation/Removal of Students Resulting from Parental Attitude:

As indicated herein, HGCS 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 school's religious education that the student may be removed from the school.

Phone Usage:

Because the use of cell phones is prohibited during school hours for students, parents should refrain from texting and calling (on cell phone) during school hours. Each school has a process in place for getting messages to students. We will refrain from interrupting classroom instruction to deliver messages or items.

Deliveries:

Parents are asked to refrain from arranging the delivery of flowers, balloons, or other gift items during school hours.

Signing Students Out of School:

A parent must sign out their student at their respective school office. In the case of a student driver, a note or email must be sent.

Parents are requested to schedule medical appointments outside regular school hours (7:45 AM -2:30 PM).

Students leaving early 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.

COMMUNICATION WITH STAFF

HGCS staff welcomes communication from parents. The following means may be used to contact a staff member:

- Staff mailboxes – Notes may be left with the administrative assistant in your student's respective school office for placement in the staff mailbox.
- Voicemail and email – All staff have voicemail extensions and email addresses, a directory of all staff is available on the website. Every attempt will be made to respond to all messages within 24 hours.
- Conferences – If you would like to arrange a conference please call or email your teacher so that a time maybe scheduled. Instructional time is very valuable and unscheduled conferences do not allow staff to adequately address your concerns.
- In an effort to protect our staff's family time, please refrain from calling our staff at home.
- The administrative assistants may not always be available to deliver messages to your student. Please make every effort to have afterschool plans in place prior to the school day.
- When problems arise, students and parents should work with the teacher to resolve the situation, then involve administration if needed. Concerns involving classroom procedures are most appropriately directed to the teacher.

DISASTER DRILLS

Practice drills will be conducted for tornado, fire, and crisis management. Evacuation routes are posted in each classroom. Emergency drills will be conducted throughout the year in accordance with state and local requirements. Pulling the fire alarm without cause will result in disciplinary action.

BEFORE AND AFTER SCHOOL

HGCS offers a before and after school program for students in grades TK-7th with study hall for 8th-12th graders. The before school program begins at 7 AM and ends at the beginning of the school day. The after school program begins at 2:30 PM and students must be picked up by 6 PM. Registration for before and after school care must be submitted to the program director, Janice Wilson, before a student may attend the program. This program is not a one day drop-off program; it is staffed on a permanent basis and will be run on a continuous monthly format. Please contact Janice Wilson at 704-531-3588 for more information.

ADMISSIONS / FINANCE

Hickory Grove Christian School, a ministry of Hickory Grove Baptist Church, is operated as an educational institution for the benefit of the families in the Charlotte-metro area. Students are admitted without regard to race, color, national or ethnic origins.

NEW STUDENT ENROLLMENT

All children seeking enrollment for K5 - 5th grade at HGCS are required to take an entrance evaluation for the purpose of proper grade placement. It will be necessary for a child to score on or above the grade level applied for. HGCS requires students registering for kindergarten to have had their fifth birthday on or before October 16.

New students applying for 6th -12th grade must complete the application and admissions procedures packet. This packet details requirements for letters of recommendation, copies of report cards, transcripts, testing, and a family interview with the Administration and/or Admissions Committee of HGCS.

Students applying for grades TK - 8th may be enrolled at anytime within the current school year (7th grade student must be in pre-algebra; 8th grade student must be in Algebra 1). Students in grades 9-12 may not be enrolled after the first week in August.

All admissions procedures, admissions fees and tuition fees are applicable.

- There is a registration fee of \$500 due at the time of registration. (Jan – May)
- Beginning June 1, the registration fee is \$600.
- Registration fee is non-refundable. Registration fee is not applied toward tuition.

There is a \$40 evaluation fee for K5 - 5th grades and a \$60 evaluation fee for 6th -12th grades. Evaluation fees are non-refundable.

For details on the admissions process, tuition rates, etc., please refer to the "Registration Information" included in the new student application and on the Admissions link at www.HGBCS.org. Call the Admissions office at 704-531-3589 for further information.

RE-ENROLLMENT

During the month of December, a re-enrollment packet will be mailed to the parents of currently enrolled students. Re-enrollment forms will not be mailed to those with a delinquent tuition account. HGCS reserves the right to deny re-enrollment due to unpaid tuition or other fees, lack of support from parents, or if HGCS is unable to meet the needs of the student.

- Re-enrollment is on a first-come first-serve basis. Student may be enrolled by a parent or legal guardian only. Re-enrollment forms will be accepted during the entire month of January for current HGCS students. Siblings of current HGCS students wanting to enroll as new students must complete a new student application which is available from the main school office and return to the Finance Department prior to the January deadline.
- During the month of January, all returning HGCS students and their siblings have the right of first renewal/admission on maintaining their status at HGCS. Beginning February 1 students will be enrolled in the order received along with all other enrollment categories.
- Re-enrollment fees for current students and siblings will be applied to the current FACTS account when completed form has been received by the Finance Department during January. Families paying in full must return the full registration fee with the re-enrollment form. No exceptions.

REQUIRED DOCUMENTATION

Prior to your child's attending HGCS, the Records Office must receive copies of your child's birth certificate, social security card and immunization record. If parents become separated, divorced, remarried, or any other significant changes, please notify the records office at 704-531-3589.

CUSTODY OF CHILDREN

Legally, HGCS cannot keep parents from coming to visit their child at school. If there is a threatening situation with an ex-spouse and there is a court order limiting a parent's involvement with your child, you must submit a copy of the court order to the records office. It is the responsibility of the parent/guardian to make sure the admissions/ records office of HGCS has all documentation on file. HGCS requests that parents not involve the teachers in the litigation process.

FINANCIAL POLICIES:

For the 2011-2012 school year parents will have the following options:

Families paying all fees in full

(Must be paid prior to June 1)

You will receive a 5% tuition discount for paying in full.

(Discount applies to tuition only.)

Submit the following to qualify for the tuition discount:

– Prior to January 21, 2011:

Submit New Student Application and full registration fee.

– Prior to June 1, 2011:

Submit payment in full for all yearly fees. Yearly fees include tuition, activity fee, bus fee, before/afterschool fees.

FACTS monthly draft options

12 month payment option: Enrollment must be received prior to May 15, 2012.

11 month payment option: Enrollment must be received prior to June 15, 2012.

10 month payment option: Enrollment must be received prior to July 15, 2012.

Early enrollment is encouraged to help keep your school fees manageable.

Activity fee: This is a yearly rate and will be applied to your FACTS account.

Please visit www.HGBCS.org for FACTS guidelines and payment options.

■ **HGBC Members:** Hickory Grove Christian School is a ministry of Hickory Grove Baptist Church. Families who are active attending members of HGBC are eligible to receive the membership discount. If you become an active attending member of HGBC during the school year, please notify the School Finance Office. To officially become a member of HGBC, one must be a Christian and be baptized by immersion. If you are no longer an active attending member of HGBC, please notify the School Finance Office.

■ **Delinquent Payments:** If school is notified by FACTS that account is delinquent, students/parents will be unable to receive report cards, access parent portal, participate in parent-teacher conferences, and those students involved with sports/cheerleading teams will not be allowed to participate in practices, games, or other sports activities until their account is cleared by FACTS.

If school is notified by FACTS that account is more than 30 days delinquent parents will be notified and be expected to make arrangements with the finance department for payment within two weeks. A late fee of \$30 will be charged. Student will be withdrawn from school if account is not cleared. Any student withdrawn due to delinquent fees may not return for the current school year. Please see withdrawal section below.

If student has been re-enrolled for the next school year and tuition is as much as 30 days late, the parent or guardian will be notified that their child will be removed from enrollment at which time a student from the waiting list may be enrolled.

■ **Senior Class:** The accounts for all grade 12 students must be current by April 1, including FACTS, lunch, books, and library accounts. Seniors will not be permitted to participate in senior graduation activities/ceremonies or receive a diploma or transcripts until cleared by the finance department.

■ **Class Trips:** Students grades 8 - 12 scheduled to attend the Washington DC or the Dominican Republic trip must be current on their tuition payments. If account is not current prior to the month in which the trip is scheduled, student will not be permitted to attend regardless of monies paid towards the trip.

■ **Withdrawals:** Each child is considered enrolled for the entire year unless the admissions office receives your written withdrawal notice. There is a \$500 penalty fee for withdrawal for any reason. Withdrawals should be

submitted in writing to the admissions office and should be received within two weeks prior to the withdrawal date.

■ **Student records:** Student recommendations, records, transcripts, etc., will not be released during the year or at year end unless account is current and any unpaid balances have been satisfied.

HEALTH GUIDELINES

The following guidelines have been developed for HGCS. The purpose of these guidelines is to insure the health and safety of students while they are at school.

All health concerns and questions should be addressed to the school nurse.

Please understand that for reasons of liability, **under NO circumstances** will the school nurse or any of the school faculty administer any type of medication, over-the-counter or prescription, to a student without a signed medication authorization form from the parent or guardian, which has also been signed by the child's physician. The medication authorization form **MUST** be filled out by the child's physician stating the directions for giving the medication whether it is an over-the-counter medication, such as Tylenol or Motrin, or whether it is a prescription medication.

The original copy of medication forms and emergency treatment forms will be kept in the health room.

FORMS:

Physical Form (PDF Download)

Student Information Form (PDF Download)

Medication Administration (PDF Download)

GUIDELINES:

1. Students with a fever of 100 degrees or over, or a student who has vomited or has had diarrhea will not remain in the classroom. The student will remain in the health room and shall be picked up in a timely manner once the parent/guardian has been contacted. Students should be fever free (less than 100 degrees) or free from vomiting or diarrhea for 24 hours before returning to school. Therefore, children sent home from school should NOT return the next day.

2. If your child develops a fever or begins vomiting during the night, do not send the student to school until they are symptom-free for a full 24 hours.

3. Health records will be initiated the first year a student is enrolled in HGCS and is required for all TK and kindergarten students. The following is required:

- Complete school physical form and immunization form*
- Complete emergency medical form

*A complete HGCS school health/physical form must be on file for all students. These are required at the time a student enters HGCS. This form also provides an area to record immunizations. HGCS follows the North Carolina State law in regards to immunization. Any non-immunized student must complete additional paperwork.

Physicals for school purposes will be updated for current students at the sixth grade level. North Carolina State Law requires an additional immunization before entering the sixth grade (Tdap). Forms can be faxed from the doctor's office. We do not need the original and can be faxed to 704-531-4082.

Student athletes are required to have physicals submitted on a yearly basis. A completed physical assessment form must be on file with the athletic department prior to any tryouts. A student who does not have a physical assessment form on file will not be allowed to try out for their particular sport. Parents should keep the original physical form once it is completed by the physician. Parents must make copies of the physical for student athletes. The health room/nurse **will not** make copies.

All medications, either prescription or over-the-counter, must be turned into the school nurse in the health room and appropriate medication administration forms must be filled out by the parent or guardian of the student. All medications, prescription or over the counter that are kept in the health room **MUST** have a medication administration form signed by **both** the parent and the healthcare provider or a note from the parent with a signed prescription note from the healthcare provider. The form can also be faxed to the nurse. Attn: Nurse Shelton, fax # 704-531-4082.

All medication must be in the original container. If it is a prescription medication, it must be in a labeled container from the pharmacy.* Any over-the-counter medication that a parent feels is needed at school must be in the original container with the student's name on the container.

**If it is a prescription medication, ask the pharmacy to give you a second empty bottle with a label. The medication can then be divided if some is needed both at home and at school.*

In the case of head lice, the student will only be allowed to return to school after he or she has been treated with the proper lice-killing shampoo and the eggs and live bugs have been removed. Student sent home with head lice will need to be checked by the nurse before returning to their classroom.

INCLEMENT WEATHER

Should it become necessary to close, delay or dismiss school early due to inclement weather, please tune in to local radio and/or television stations. Additionally we will update the HGCS website and voicemail announcement. ADT alerts will also be sent to notify you of any altered schedules.

LUNCH

The HGCS cafeteria will provide hot lunch service for grades TK-12 and a la carte items will be available to students in grades 6th-12th. An account will be issued to each student through *MyNutriKids*. Additional information can be found on the home page of the school website.

LOST AND FOUND

All personal articles including jackets, notebooks, lunch boxes, instruments, etc. should be labeled with your student's name. Lost and Found items will be kept in the cabinets located across from the nurse's office and on the first floor of the FLC. At the end of each month, all remaining items will be donated.

PARENT INVOLVEMENT TEAM (P.I.T.)

The Parent Involvement Team provides a way for parents to be involved in his/her child's school. P.I.T. is open to all parents who want to join. There are many opportunities for family involvement. Contact your respective school office for more information.

SECURITY

HGCS takes the safety and supervision of our students very seriously. Police officers are on site to patrol hallways and parking lots to provide adequate security. Off duty police officers are also on site for all school functions.

VISITOR POLICY

Parents should check in at the Guest Services Desk located in the lobby of Education Center #1 before proceeding anywhere else on campus.

Lunch space is very limited. As a result only those listed on the student's information sheet and HGCS alumni are permitted to join our students for lunch.

VEHICLE USE ON CAMPUS

Students and parents are required to follow all traffic signs while on campus. Cell phone use is prohibited while operating a vehicle on campus.



ELEMENTARY SCHOOL SECTION

ACADEMICS

CLASS PLACEMENT:

It is our goal to balance each class with equal ratios, but it is not always possible. Parental requests for specific teachers will not be honored. Placement of students is an administrative and teacher decision. Much prayer goes into this process. Educational and social needs are carefully and closely considered when making class assignments.

It is our goal to balance each class with equal ratios of boys/ girls as well as any cultural diversity within the grade level. All grade level teachers meet together and seek the Lord's direction as to where each student should be placed for the next school year. Factors include but are not limited to: student personality (social, character, and spiritual), teacher

personalities, specific learning needs, conflicts between students, and home environment. HGCS does not entertain parental requests for individual student placements. Please trust that we take the placement of your child very seriously each year and only want to see the students succeed.

Students will receive classroom accommodations if they have a current IEP or 504 plan on file with the school. In addition to the current IEP they must be receiving services through a certified educational service.

CURRICULUM:

Bible	A Beka	Positive Action	
	TK, K5, 1st, 2nd, 3rd	4th, 5th	
Language	Open Court	Novels	Accelerated Reading
	TK-5th	1st-5th	1st-5th
Spelling	ACSI		
	1st-4th		
Handwriting	D'Nealian		
	TK-5th		
Math	Sadiler Oxford		
	TK-5th		
Science	Themtical Units	Harcourt	
	TK-2nd	3rd - 5th	
History	Themtical Units	Harcourt	
	TK-2nd	3rd - 5th	

GRADING SCALE:

The grading scales used by the elementary school are as follows:

TK, Kindergarten Grading Scale	Areas Graded
ME – Meets Expectations BE – Below Expectations	-Bible -Language Arts -Writing -Math -Work and Study Habits
EE- Exceeds Expectations ME- Meets Expectations BE – Below Expectations	-Social Studies -Science -Writers Workshop -Bible (1st & 2nd grades only) -AR(2nd grade only)
TK-2nd Grade	
A 100-93 B 92-85 C 84-77 D 76-70 F 69 or below	-Reading -Math -Spelling
3rd-5th Grading Scale	Areas Graded
A 100-93 B 92-85 C 84-77 D 76-70 F 69 or below	-Bible -Math -NC History (4th) -History (5th) -Language -Writing -Science -Spelling -AR

HOMEWORK:

Homework is given to develop responsibility and accountability. Homework is a regular part of school life, increasing in both time required to complete and application as a student progresses from one grade to another. Homework is for skill practice enrichment, or more in-depth research to a given point of study. Homework is not generally given on Wednesday nights. Some homework assignments are given days or weeks in advance and students may choose to use weekend time to work on these assignments. In general, homework should take approximately 10 minutes per grade level (i.e. first grade = 10 minutes, second grade = 20 minutes, etc.) not including

Bible verse memory, test preparation, projects and reading and/or math fact minutes.

MISSED ASSIGNMENTS & MAKE-UP WORK

The student will be responsible for all missed assignments, projects, work, and graded work. The teachers and administrator will determine the appropriate time frame for completing all make up work and graded work. All graded work will be completed as quickly as possible and usually, make up work will have one day per absence to be completed.

If a student is absent, parents may request and pick-up make-up work from the student's classroom at the end of the school day. The request for make-up work should be directed to the teacher or elementary administrative assistant via email or phone. Please note that the teachers and elementary office will not send make-up work to other school offices or classrooms to be picked up (high school and middle school). It is the parent's responsibility to pick up their child's make-up work in a timely fashion.

TESTING

The Terra Nova will be given to students in grades K5-5th in the Spring to measure academic growth throughout the year.

ATTENDANCE

The school day begins at 7:45 AM and ends at 2:30 PM each day. Any changes to this schedule will be posted on the school website or on the school calendar.

TARDINESS:

Students are expected to be in their classrooms and ready for learning by 7:45 AM. Students coming into the building after 7:45 AM should be accompanied by a parent/guardian who will sign them into the elementary office and drop off the student to the classroom. You must give the teacher the tardy slip that was filled out in the elementary office when you drop off your child at the classroom. If you go directly to the classroom first, you will be instructed to sign the student into the elementary office and then return to the classroom. Please note that 3 unexcused tardies = one absence for the purpose of perfect attendance awards. Excused tardies include: doctor/dental visits, illness, and

traffic situations that result in a large number of students being tardy. All other tardies will be considered unexcused. We also ask that you please refrain from picking up your child early as it affects your child's instructional time.

ABSENCES:

1. Teachers and the elementary office will maintain an accurate record of attendance and tardiness. The attendance record will appear on each report card.
2. Parents must phone or e-mail the elementary office (704-531-4195) by 9 AM to report an absence.
3. Students returning after an absence must supply the teacher a written or electronic excuse from the parent/guardian AND send an email to NancyMcDowell@hgbc.org for attendance purposes.
4. If the student leaves school before 11:30 AM, they will be considered absent for that school day.
5. Please see "Missed Assignments & Make Up Work" below for further information.
6. Excused absences include: illness of the student, doctor's appointment, death in the family, unavoidable family emergency, or a court appearance. Students need to bring a note from the doctor's office upon returning to HGCS in order to be considered an excused absence.

BEFORE/AFTER SCHOOL CARE:

HGBC offers a before and after school program for students in grades TK-7th with a study hall for 8th-12th graders. The before school program begins at 7 AM and ends at the beginning of the school day. The after school program begins at 2:30 PM and students must be picked up by 6 PM. Registration for before and after school care must be submitted to the program director Janice Wilson before a student may attend the program. This program is not a one day drop-off program; it is staffed on a permanent basis and will run a continuous monthly format. Please contact Janice Wilson at 704-531-3588 for more information.

ELEMENTARY SPORT OPPORTUNITIES:

Hickory Grove Christian School offers organized school sports beginning in 6th grade. Hickory Grove Baptist Church offers developmental team sports for basketball, cheerleading, baseball, softball and soccer through the recreational department for all students. These programs allow a way for boys and girls to be involved in team sports at an early age. If you are interested you may find more information on the Hickory Grove Baptist Church website: discoverhickorygrove.org.

DISCIPLINE POLICY

KINGDOM CHOICES:

With the desire to partner with families and churches, we have implemented "Kingdom Choices" for our behavioral model. Each grade level is taught, modeled, and expected to follow these Biblically-based principles. Please join with us in teaching your children to publically and privately live their lives in a way that honors Jesus. Use the model below to support "KC's" at school and at home. Please take the opportunity to teach and reinforce these God honoring principles every opportunity you get. If a particular child struggled with one of the Kingdom Choices during the quarter, it will be documented on the report card for further encouragement.

- K** Keep a respectful attitude
- I** Interact gently with others
- N** Notice opportunities to be helpful
- G** Guard your reputation by making good decisions
- D** Distinguish yourself as a commandment keeper
- O** Obey promptly
- M** Make choices showing that you are self-controlled, trust worthy, and responsible

ADDITIONAL INFORMATION

SPECIALS:

Each student at HGCS is able to participate in the following special classes.

Art	TK-5th
Spanish	TK-5th
Library	TK-3rd
Music	TK-5th
PE	TK-5th
Computer	TK-5th
Band	4th and 5th grade

All classes are offered in order for the students to have an opportunity to experience a deeper understanding of the academic knowledge obtained while applying and discovering it through a different venue.

FIELD TRIPS:

Field trips will be taken throughout the school year. They are intended both for fun and to be an informative learning experience. They are primarily designed to enrich the curriculum of HGCS. The Student Information Form, which must be on file before your child begins school, releases the school from any liability. Any parent wishing to chaperone a field trip must be on the approved volunteer list.

1. HGCS activities are for current HGCS students only. No other students are allowed to attend. Siblings are not allowed to attend.
2. Any student on disciplinary probation may be excluded from the field trip.
3. School rules, regulations and policies are in effect on all field trips on or off campus.
4. The sponsoring grade level will communicate the dress code.
5. If parents choose not to allow their child to participate in a scheduled field trip, parents should make other arrangements for their child's care and an absence will be documented.
6. Parent chaperones are secured in advance for all field trips and must have the completed background check on file. Parents who do not have a completed background check on file will not be allowed to chaperone children other than their own on field trips.

BIRTHDAYS AND SPECIAL OCCASIONS:

A child's birthday is very special. If you want to have birthday refreshments at the school, you must contact the teacher in advance to set up a day and time. School parties are not an occasion to exchange gifts; however, treats are acceptable at the end of the day or at another time designated by the teacher. For children with summer birthdays, please contact the teacher to determine a day and time to celebrate the summer birthday. For birthday parties outside of school, please adhere to these guidelines:

1. Invitations may not be distributed in school unless the entire class is invited. If they are distributed in school, they may be distributed only at a designated time approved by the teacher.
2. After school carpool lines may not be used as pick up times for birthday parties. Flowers, balloons and/or gift baskets may not be delivered to students during the school day or at any school-sponsored event or program.

CLASSROOM VISITS:

We welcome visitors to our classrooms; however, we want to minimize disruption to classroom instruction. Therefore,

we ask that parents who wish to visit classes do so within the following guidelines:

1. Contact the teacher or an administrator in advance to schedule your visit to coincide with the class you wish to observe.
2. At the time of your visit, please check in with the Guest Services desk and then proceed to the Elementary office to obtain a visitor's badge.

BRINGING ITEMS TO STUDENTS DURING THE SCHOOL DAY:

Should it be necessary to bring an item to your student at school, please follow this procedure:

- Check in at Guest Services to receive a pass to the Elementary Office.
- Check in at the Elementary Office to receive a yellow "Visitor" tag to adhere to your shirt. Our teachers will not open the door unless you are wearing a yellow "Visitor" tag. When possible, leave the item in the office and we will have the teacher assistant or student retrieve it.

PARTIES:

Because of the secularization of so many holidays, the following guidelines will be used in the handling of class parties:

- Halloween: Halloween will not be observed. All HGCS families are invited to participate in the Fall Festival, sponsored by Hickory Grove Baptist Church each year.
- Thanksgiving: Thanksgiving is celebrated with a Thanksgiving Banquet for TK-5th grade.
- Christmas: Class parties may be planned with an emphasis on the birth of Christ.
- Valentines: Class parties may be planned. Valentines may be exchanged provided students bring them for all class members.
- Easter: Class parties will be planned with an emphasis on the substitutionary death, burial and resurrection of our Lord Jesus Christ.
- End of the Year: A class party is held on the last day of school. Parents are welcome to attend class parties.

CELL PHONES:

Cell phones, video games, iPods, etc. are not permitted in the Elementary grades at HGCS.

ELEMENTARY SCHOOL DRESS CODE FOR TK-2ND

Our Goal is to guide our students to dress neatly and to glorify God. Please read over the following dress code requirements. **Administration reserves the right to acknowledge any clothing as inappropriate.**

PANTS

Pants should be modest and neat. They may be any color.

SHORTS

Shorts must be a modest length (halfway between thigh and knee).

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. Halter, tank strap, and spaghetti strap dresses are not allowed.

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, halter 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.*

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.

BELTS/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.

ELEMENTARY SCHOOL DRESS CODE FOR 3RD-5TH

Our Goal is to guide our students to dress neatly and to glorify God. Please read over the following dress code requirements. **Administration reserves the right to acknowledge any clothing as inappropriate.**

PANTS

Pants and jeans should be modest and loose fitting. No athletic pants may be worn. Leggings can be worn with dresses, skirts, and shorts that come to the knee.

SHORTS

Shorts, dresses, skirts, and jumpers must be to the top of the knee. Dresses do not have to have a collar or buttons.

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. Halter, tank strap, and spaghetti strap dresses are not allowed.

SHIRTS

All shirts must have a collar, buttons or snaps, and sleeves. Shirts should be long enough not to show any skin if arms are raised. Shirts should be free of questionable slogans and pictures. Shirts must be loose fitting and modest. All sweatshirts, hoodies, fleece or any other variation of a pullover must be HGCS apparel purchased through the Booster Club.

SHOES

Shoes should be laced and tied at all times. Extreme heels should be avoided. No flip flops.

BELTS/HATS

Belts should be worn by boys and should be visible at all times.

No hats or head coverings may be worn, except on special days as announced by the Administration.

HAIR/JEWELRY/MAKEUP

Avoid extremes in hairstyles. Boys: hair must be above collar and eyebrows.

Girls: earrings must be worn in ears only. They should not be extreme in size. Boys: earrings are not allowed.

Make-up of any kind is not permitted This includes colored lip gloss.



MIDDLE SCHOOL SECTION

ACADEMICS

PLAGIARISM

Students will be held accountable in all classes (not only English classes) for all instances of plagiarism. All instances of plagiarism, regardless of the amount of material plagiarized or the student's intent, will result in a grade of zero and may incur additional disciplinary consequences.

ACADEMIC POLICIES

1. Students must earn an average of 70% or higher in their courses for the year to earn credit. A failed course earns no credit and may have to be repeated.
2. Report cards will be posted on RenWeb following each quarter.
3. Online grades are updated weekly. Refer to RenWeb to view grades and assignments.
4. GPA calculations are determined by averaging regular and weighted courses together as indicated on the grading scale listed below. Honors courses receive one extra quality point.

GRADING SCALE			
	Grade	Standard	Honors
A+	(98-100)	4.7	5.7
A	(95-97)	4.4	5.4
A-	(93-94)	4.0	5.0
B+	(90-92)	3.7	4.7
B	(87-89)	3.4	4.4
B-	(85-86)	3.0	4.0
C+	(82-84)	2.7	3.7
C	(79-81)	2.4	3.4
C-	(77-78)	2.0	3.0
D+	(75-76)	1.7	2.7
D	(73-74)	1.4	2.4
D-	(70-72)	1.0	2.0
F	(0-69)	0.0	0.0

CREDIT RECOVERY

HGCS will offer a limited number of credit recovery courses. These courses are designed for students who have earned an unsatisfactory grade in a course. Credit recovery course offerings will be posted at the end of the academic school year. Students wishing to take courses not offered at HGCS must first receive written permission from the Administration. Grades must be turned in to the Middle School Office upon completion of the course. Students cannot seek credit recovery in more than two classes.

ACADEMIC PROBATION

Students will be placed on academic probation if they receive two F's at the end of a semester grading period. Once parents and students are notified of the probationary standing, they will remain on probation for one calendar year (12 months/2 semesters). Students may not receive any F for a semester average during the 12-month probationary period. If such grades do re-occur during this time, the student may not be allowed to re-enroll for the following school year. Students who are asked to leave HGCS for academic reasons may re-apply after one full calendar year. If they choose to return to HGCS they must apply through the Admissions Office and follow normal admissions procedures.

Students will receive classroom accommodations if they have a current IEP or 504 plan on file with the school. In addition to the current IEP they must be receiving services through a certified educational service.

HOMEWORK POLICY

The principal purpose for homework is to reinforce course content and instruction. Homework will be a regular part of school life. As a student progresses through each grade there will be an increase in time and application required. In general, homework is for skill practice, enrichment or more in-depth attention to a given unit of study. Whether or not a student spends less time or more time on homework depends on organization, study skills, use of time, homework environment, and class schedule. Please note that honors classes will have more homework.

TESTING

The Terra Nova will be given to students in grades 6-8 in the spring to measure academic growth throughout the year.

TECHNOLOGY POLICY

Students' use of the Internet at school must be in support of education and research and be in line with the curriculum and educational objectives of HGCS. Misuse of the Internet is forbidden, including production or use of threatening or obscene material, and infringement of copyrighted material or material protected by trade secret.

Accessing inappropriate Internet sites is strictly prohibited. HGCS reserves the right to use specialized software or other means to monitor Internet usage by students.

Students are expected to contact a teacher or administrator immediately if they inadvertently access a website that contains inappropriate material.

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 student's 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.

PRE-APPROVED ABSENCES:

Planned absences require that parents/student complete and submit an absence approval form within two days prior to the absence. Students are allowed five pre-approved absences per year. If a student fails to get a pre-approved absence form completed and on file, it is counted as an unexcused absence. As a result students will only be allowed to make up work at 80% credit. This form can be picked up at the Middle School office or downloaded off our website. Pre-approved absences that exceed the 5 day maximum are at the discretion of the administration. Students who do not submit a pre-approval absence form will receive a warning the first time. Any repeat violations will result in the absence being counted as unexcused.

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

ABSENCES:

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 respective 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 the day they return to school or the absence will be automatically counted as unexcused. The following procedures apply to absences:

1. Teachers and Mrs. Chaffin will maintain an accurate record of attendance. Attendance records will appear on report cards.
2. Students must be present for at least a half day in order to be counted present. A half day is remaining in school until 11:30 AM.
3. It is the student's responsibility to obtain any missed assignments. Missed work may be picked up outside each teacher's door after 2:30 PM.
4. 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 tests 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 example: If a student is absent on Monday, Tuesday, and Wednesday and returns to school on Thursday, then all make up work is due by 8 AM on Tuesday of the following week.
5. For unexcused absences, students may makeup missed work for 80% credit. In the case of confirmed skipping, students will not be allowed to complete any makeup work.
6. A plan for making up work for an extended absence should be arranged with each teacher.
7. If a student misses the day of a previously announced test or quiz, he/she will be required to take the test or quiz when he/she returns to class unless other arrangements have been made with the teacher. Pre-assigned projects are due the day the student returns to school.
8. Absences that result from school functions such as field trips, athletic events, or other school activities will not be reflected on the report card. Students are responsible for all missed work and should turn in assignments before the event or the day he/she returns, depending on what the teacher has requested. If a student misses a previously announced test or quiz he/she will be required to take the assessment the day he/she returns or before the event, depending on what the teacher requests. Pre-assigned projects are due the day the student returns to school or before the event, depending on what the teacher request.

Excused Absences:

Excused absences include but are not limited to:

- Student illness (note from a doctor/home)
- Court appearance
- Unavoidable family emergency (note from family)
- Funeral
- Medical need
- Pre-Approved absences

Unexcused Absences:

Unexcused absences include but are not limited to:

- Off campus without permission
- Suspensions
- Parent note without any explanation
- Vacation
- Failure to bring a note upon return to school

The administration reserves the right to determine if an absence is excused or unexcused.

Arrival and Dismissal:

The following procedures have been set in order to ensure the safety of your student.

1. Middle school students may not be dropped off prior to 7:20 AM unless they are under the direct supervision of a teacher or administrator.
2. Students who are not picked up at the end of car line will be escorted to a study hall and a guardian will be contacted. There will be a fee charged to any student who has to attend study hall. This excludes students participating in athletics or other school activities. HGCS is not responsible for students who remain on campus after the above stated locations and times. Students may not wait for parents in the FLC lobby. All Middle School students should be picked up in the designated car line location.
3. 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.
4. In addition, an early dismissal slip must be filled out at the respective office before a student can be dismissed.

MAKEUP WORK

1. Students will be required to make up all missed work resulting from an absence. This includes homework, tests and/or quizzes. Failure to make up the assignment within the allotted time may result in students only being able to make up work for partial credit or they may not receive any credit at all. 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 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 Arts student does not meet for that class due to a game or an event that day.*

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

Daily Bell Schedule

First Period	7:45-8:35
Second Period	8:40-9:30
Third Period	9:35- 10:25
Fourth Period	10:30-11:20
Fifth Period	11:25-12:15
Lunch	12:20-12:50
Sixth Period	12:55-1:45
Study Hall	1:50-2:30

TARDY POLICY

School begins promptly at 7:45 AM. A student will be considered tardy after 7:45 AM.

Students who are tardy to school more than 10 minutes should report to the Middle School office to sign in. Students will be given a pass to class.

Being on time is a necessary part of a student's development. Students are expected to be on time for classes during the school day. Three or more trancies or tardies for one class will result in a disciplinary action.

3-3-3 TARDY RULE

Students who are tardy to school should report directly to class. Students who are more than 10 minutes late should report to the Middle 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 class
2. 4th, 5th, and 6th tardy– After School Detention \$5.00
3. 7th, 8th and 9th tardy– Saturday School \$25.00
4. 10th and above– referred to the Administration
5. Students who are tardy due to a doctor's appointment must bring a note from the doctor in order for the tardy to not count towards the first 3 non-penalty tardies.

DISCIPLINE POLICY

The purpose of discipline is to provide an atmosphere conducive to learning. Discipline is an aspect of moral guidance. We at HGCS 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 HGCS 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 HGCS'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.

HGCS 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. 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 acceptance of 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.

HGCS 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 of 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 HGCS are serious about spiritual growth and academic preparation for college and have high standards of conduct, integrity, honesty, motivation, courtesy, and respect are essential. HGCS expects students to exemplify behavior that is consistent with the Biblical teachings of the school and provide a positive Christian environment.

HGCS students are called to represent Christ and their school even when they are not on school grounds. Students and parents acknowledge that discipline action may be taken for any situation that draws negative attention to HGCS that has occurred off campus during non school hours, weekends, holidays, and summers. A student may be removed from participation in extracurricular events and maybe removed from school honors or dismissed from the school.

- 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 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 to class, complete all assignments 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 individual 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 tobacco products, 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 HGCS (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.
- 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
 - 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: Lunch detention, after school detention, Saturday school or suspension 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)
- Cell phones MUST be turned off and concealed at all times during schools hours. Violation of this rule will result in the phone taken and detention issued.
- Willful disobedience
- Disrespect/Dishonesty
- Cheating- including lying, plagiarism or forgery. In addition, students will be given a zero.

- 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 HGCS campus before, during, or after school hours
- Fighting
- Intimidating or threatening behavior
- Vandalism and/or destruction of school or church property
- Plagiarism

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 AM on the day(s) of suspension. Completed assignments must be returned before 3 PM the same day. Failure to return assignments by 3 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 Christian School will provide the appropriate information upon request.

DETENTIONS AND SATURDAY SCHOOL

Detentions may be given when students fail to obey school rules and regulations.

Lunch detentions will be held from 12:20-12:50 on Monday, Wednesday, and Friday.

After school detentions will be held from 2:35 -3:30 PM on Tuesday and Thursday. Students are required to pay a \$5.00 fee the day of the detention. Cash only will be accepted.

Saturday School will be held from 7-10 AM:

- Students are to arrive at 6:55 AM in school dress code
- Students must pay \$25 in cash upon arrival
- Students must bring supplies (pen, paper, and school work) for a silent study hall. Students who arrive after 7:05 AM or fail to bring their \$25 payment may not be permitted to stay for Saturday School and will serve two Saturday Schools as an additional consequence.

Missed Detentions:

- First Missed Detention: will result in the student's being assigned a double detention and any other missed detentions may result in a Saturday School. Extenuating circumstances must be discussed with the Administration prior to the detention or Saturday School.

- A student will receive a one day suspension if Saturday School is missed. Extenuating circumstances must be discussed with the Administration prior to the detention or Saturday School.

RESTORATION

Restoration at a Christian school is always a difficult matter. Students who have been expelled from HGCS 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 an 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.

Disciplinary Probation

1. Program. A written notice of a student's 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's 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.

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. A conference with parents will be scheduled to determine the student's longevity at HGCS. Students may be placed on disciplinary probation with enrollment for the following year until a review of the student's progress has been evaluated.

SPECIFIC RULES

1. HGCS reserves the right to suspend or dismiss a student for misconduct on or off the school campus, and without regard for whether the form or misconduct is identified specifically herein 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 HGCS 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.

CELL PHONES

Students may not use cell phones or other electronic devices during school hours. **Cell phones MUST be turned off and concealed at all times during schools hours.** Violation of this rule will result in the phone taken and detention issued. Students may use the office phone for emergency issues.

GUIDELINES FOR ATHLETES

1. 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.
2. 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.
3. Any time an athlete is in uniform or on a team trip, he/she is representing HGCS and must act responsibly and demonstrate good character.
4. All students must have a physical exam before trying out or participating in any game or practice.
5. 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.)
6. Athletes are to attend practice every day. Every practice is important; even if injured, the athlete can learn from observation.
7. 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.
8. If an athlete has a D or an F in any class, he/she cannot miss this particular class for any reason pertaining to their particular sport that is in season (this includes early dismissals to games).
9. 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.
10. 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.

GUIDELINES FOR FINE ARTS

1. 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.
2. 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 Arts student is capable of performing.
3. Fine Arts students are to attend a full day of school on the day of a Fine Arts event in order to participate (unless the Fine Arts student has a pre-approved absence or a doctor's note).
4. If a Fine Arts student has a D or an F in any class, they cannot miss this particular class for any reason pertaining to their particular Fine Arts program/event that is in season (this includes early dismissals to Fine Arts programs/events).
5. The school reserves the right to suspend or dismiss a student from any participation in a Fine Arts event, activity, meeting or competition based upon the student's conduct or violation of the standards set forth in the handbook.

MIDDLE SCHOOL DRESS CODE

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

- 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
- leggings can be worn with shorts, dresses and skirts of appropriate length only

SHORTS

- 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

DRESSES & SKIRTS

- 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. All sweatshirts and hoodies, or any variation of a pullover must be HGCS apparel purchased through the Booster Club. HGCS apparel is available for purchase in the Bookstore.

Girls

- 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

Boys

- 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

JACKETS

- any color or material
- free from **inappropriate** logos, graphics, and writing
- worn with a collared shirt that buttons or snaps
- must be worn for warmth & sleeve must cover entire arm

SHOES

The following shoes may be worn:

- sandals
- dress shoes
- casual shoes
- tennis shoes
- clogs

No flip-flops or house shoes may be worn, including fur-lined shoes.

BELTS/HATS

- Boys must wear a belt at all times
- No hats or head coverings may be worn

JEWELRY/HAIR

Girls:

- Earrings must be worn in ears only. Body piercing and tattoos are not allowed.

Boys:

- Earrings, body piercing, and tattoos are not allowed.
- Hair must be neat, above the collar and above the eyebrow.
- All students should avoid extreme hairstyles/color.

DRESS CODE, CONTINUED

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.

CONSEQUENCES

It is never an option to stay at school out of dress code.

1. First violation: warning given; student is to call home to get a change of clothes.
2. Second violation: lunch detention; student is to call home to get a change of clothes.
3. Third violation: after school detention; student is to call home to get a change of clothes.
4. Fourth violation: Saturday school; student is to call home to get a change of clothes.
5. Fifth and beyond: suspension; student will not be allowed to stay at school.



HIGH SCHOOL SECTION

ACADEMIC POLICIES

1. Students must earn an average of 70% or higher in their courses for the year to earn credit. A failed course earns no credit and may have to be repeated.
2. Report cards will be sent home following each quarter. Refer to the school calendar for dates.
3. Progress reports may be seen online. Online grades are updated weekly.
4. Semester Exams: Semester exam grades count as 20% of the semester average.
5. GPA calculations are determined by averaging regular and weighted courses together as indicated on the grading scale listed below. Honors courses receive one extra quality point. Advanced Placement (AP) courses receive two extra quality points.
6. Exemption for semester exams:
 - Seniors must have an "A" average at the end of each semester in order to be exempt from the exam in a particular class. Seniors cannot have any unexcused absences and no more than 5 excused absences per class, per semester.
 - Seniors may not exempt out of Advanced Placement exams.
 - Seniors suspended during a semester will not be allowed to exempt any finals.

GRADING SCALE				
	Grade	Standard	Honors	AP
A+	(98-100)	4.7	5.7	6.7
A	(95-97)	4.4	5.4	6.4
A-	(93-94)	4.0	5.0	6.0
B+	(90-92)	3.7	4.7	5.7
B	(87-89)	3.4	4.4	5.4
B-	(85-86)	3.0	4.0	5.0
C+	(82-84)	2.7	3.7	4.7
C	(79-81)	2.4	3.4	4.4
C-	(77-78)	2.0	3.0	4.0
D+	(75-76)	1.7	2.7	3.7
D	(73-74)	1.4	2.4	3.4
D-	(70-72)	1.0	2.0	3.0
F	(0-69)	0.0	0.0	0.0

GRADES

Parents are able to check their student's progress in each class on a weekly basis using the online information system. In order to access student grades, a user name and password are required to set up an account. Specific information on how to set up an account will be sent home to parents at the beginning of the school year.

Students will receive classroom accommodations if they have a current IEP or 504 plan on file with the school. In addition to the current IEP they must be receiving services through a certified educational service.

CREDIT RECOVERY

HGCS will offer a limited number of credit recovery courses. These courses are designed for students who have earned a failing grade in a course. Credit recovery course offerings will be posted at the end of the academic school year. Students wishing to take courses not offered at HGCS must first receive written permission from the Guidance Office or Administration. Grades must be turned in to the Guidance Office upon completion of the course. Students cannot seek credit recovery in more than two classes.

PLAGIARISM

Students will be held accountable in all classes (not only English classes) for all instances of plagiarism. All instances of plagiarism, regardless of the amount of material plagiarized or the student's intent, will result in a grade of zero and may incur additional disciplinary consequences.

ACADEMIC PROBATION

Students will be placed on academic probation if they receive two F's at the end of a semester grading period. Once parents and students are notified of the probationary standing, they will remain on probation for one calendar year (12 months/2 semesters). Students may not receive any F's for a semester average during the 12 month probationary period. If such grades do re-occur during this time, the student may not be allowed to re-enroll for the following school year. Students who are asked to leave HGCS for academic reasons may re-apply after one full calendar year. If they choose to return to HGCS they must apply through the Admissions Office and follow normal admissions procedures.

DROPPING COURSES

Students have approximately two weeks to make any changes to their classes once the fall or spring semester begins. Once the two week period has ended students must have permission from Administration to drop or add a class.

GRADUATION REQUIREMENTS

Classes 2012-2014

<u>Subject</u>	<u>Credits Needed</u>
Bible	4
English	4
Math	4
Social Studies	3
Science	3
Foreign Language	2
Health/PE	1
Electives	5
Total	<hr/> 26 Units

Class of 2015 and beyond

<u>Subject</u>	<u>Credits Needed</u>
Bible	4
English	4
Math	4
Social Studies	4
Science	3
Foreign Language	2
Health/PE	1
Electives	5
Total	<hr/> 27 Units

HOMEWORK POLICY

The principal purpose for homework is to reinforce course content and instruction. Homework will be a regular part of school life. As a student progresses through each grade there will be an increase in time and application required. In general homework is for skill practice, enrichment or more in-depth attention to a given unit of study. Whether or not a student spends less time or more time on homework depends on organization, study skills, use of time, homework environment, and class schedule. Please note that honors and Advance Placement classes will have more homework.

TESTING

The PSAT is given in October to students in grades 9-11. Check the school calendar for specific date. This test is a practice test for the College Board's Scholastic Aptitude Test (SAT) required by most colleges and universities for admission consideration. All students in grades 9-11 are automatically enrolled for this test.

The Otis Lennon Ability Test (OSLAT) will be given in the spring to all 9th grade students. This test measures student achievement.

TECHNOLOGY POLICY

Students' use of the Internet at school must be in support of education and research and be in line with the curriculum and educational objectives of HGCS. Misuse of the Internet is forbidden, including production or use of threatening or obscene material, and infringement of copyrighted material or material protected by trade secret.

Accessing inappropriate Internet sites is strictly prohibited. HGCS reserves the right to use specialized software or other means to monitor Internet usage by students.

Students are expected to contact a teacher or administrator immediately if they inadvertently access a website that contains inappropriate material.

CELL PHONES

Students may not use cell phones or other electronic devices during school hours. **Cell phones MUST be turned off and concealed at all times during school hours.** Violation of this rule will result in the phone taken and detention issued.

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.

ABSENCES

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.

Pre-approved Absences: Planned absences require that parents/student complete and submit an absence approval form within five days of the absence. Students are allowed five pre-approved absences per year. The pre-approved absence form must also be filled out for college visits. Pre-approved absences are recorded as excused absences. If a student has a pre-planned absence without getting a pre-approved absence form completed and on file, it is counted as an unexcused absence. As a result students will

only be allowed to make up work at 80% credit. This form can be picked up at the High School office or downloaded off our website. Pre-approved absences that exceed the 5 day minimum are at the discretion of the administration. Students who do not submit a pre-approval absence form will receive a warning the first time. Any repeat violations will result in the absence being counted as unexcused.

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

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 respective 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 the day they return to school or the absence will be automatically counted as unexcused. The following procedures apply to absences:

1. Teachers and Mrs. Miracle will maintain an accurate record of attendance. Attendance records will appear on report cards.
2. Please call or email Mrs. Miracle by 9 AM on the day of the absence.
3. Attendance is recorded by class period. The student must be present for more than half the class period to be counted present.
4. Students must be present at least two classes to be counted present for the entire school day.
5. It is the student's responsibility to obtain any missed assignments.
6. 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 tests 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 example: If a student is absent on Monday, Tuesday, and Wednesday and returns to school on Thursday, then all make up work is due by 8 AM on Tuesday of the following week. (It does not matter if it is an A or B day; you are responsible for turning in your make up work even if you don't have that class that day.)
7. For unexcused absences students may make up missed work for 80% credit. In the case of confirmed skipping students will not be allowed to complete any make up work.
8. A plan for making up work for an extended absence should be arranged with each teacher.

9. If a student misses the day of a previously announced test or quiz, he/she will be required to take the test or quiz when he/she returns to class unless other arrangements have been made with the teacher. Pre-assigned projects are due the day the student returns to school.
10. Absences that result from school functions such as field trips, athletic events, or other school activities will not be reflected on the report card. Students are responsible for all missed work and should turn in assignments before the event or the day he/she returns, depending on what the teacher has requested. If a student misses a previously announced test or quiz he/she will be required to take the assessment the day he/she returns or before the event, depending on what the teacher requests. Pre-assigned projects are due the day the student returns to school or before the event, depending on what the teacher request.

EXCUSED ABSENCES:

Excused absences include but are not limited to:

- Student illness (note from a doctor/home)
- Court appearance
- Unavoidable family emergency (note from family)
- Funeral
- Medical need
- Pre-Approved absences

UNEXCUSED ABSENCES:

Unexcused absences include but are not limited to:

- Off campus without permission
- Suspensions
- Parent note without any explanation
- Vacation
- Failure to bring a note upon return to school

The administration reserves the right to determine if an absence is excused or unexcused.

Arrival and Dismissal: The following procedures have been set in order to ensure the safety of your student.

1. High school students may not be dropped off prior to 7:20 AM unless they are under the direct supervision of a teacher or administrator.
2. Students who are not picked up by 2:45 PM will be escorted to a study hall and a guardian will be contacted. There will be a fee charged to any student who has to attend study hall. This excludes students participating in athletics or other school activities. HGCS is not responsible for students who remain on campus not in accordance to the above stated locations and times. Students may not wait for parents in the FLC lobby. All high school students should be picked up in the designated car line location.

3. 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.
4. In addition, an early dismissal slip must be filled out at the respective office before a student can be dismissed.
5. Upon arrival on school property students may not leave before 2:30 PM unless he/she has followed the proper procedures for dismissal or have early release. In addition students may not miss any classes, assembly, lunch or any other scheduled event for any reason without prior approval from Administration.
6. Please note the section above entitled "Pre-approved Absences" for guidelines that govern students leaving town for any reason. Pre-approved absence forms are available online and in the high school office.

MAKEUP WORK

Students will be required to make up all missed work resulting from an absence. This includes homework, tests and/or quizzes. Failure to make up the assignment within the allotted time may result in students only being able to make up work for partial credit or they may not receive any credit at all. It will be necessary for missed work, including makeup tests, to be completed 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 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 Arts 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 PM outside the teacher's door or may be available online.

DAILY BELL SCHEDULE

First Block	7:45-9:15
Second Block	9:20-10:50
Lunch	10:55-11:25
Third Block	11:30 -1:00
Fourth Block	1:05-2:30

TARDY POLICY

School begins promptly at 7:45 AM. A student will be considered tardy after 7:45 AM. Upon arrival to school, students should report directly to his/her first block class.

Students who are tardy to school more than 10 minutes should report to the high school office to sign in. Students will be given a pass to class.

Being on time is a necessary part of a student's development. Students are expected to be on time for classes during the school day. Three or more trancies or tardies for one class will result in a disciplinary action.

3-3-3 TARDY RULE

Each semester:

1. There will be no penalty for the first 3 tardies to class (parents will be notified)
2. 4th, 5th, and 6th tardy– After School Detention \$5.00
3. 7th, 8th and 9th tardy– Saturday School \$25.00
4. 10th and above– referred to the administration
5. Students who are tardy due to a doctor's appointment must bring a note from the doctor in order for the tardy to not count towards the first 3 non-penalty tardies.

DISCIPLINE POLICY

The purpose of discipline is to provide an atmosphere conducive to learning. Discipline is an aspect of moral guidance. We at HGCS 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 HGCS 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 HGCS'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.

HGCS 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. 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 acceptance of 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.

HGCS 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 of 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 HGCS students are serious about spiritual growth and academic preparation for college and have high standards of conduct, integrity, honesty, motivation, courtesy, and respect are essential. HGCS expects students to exemplify behavior that is consistent with the biblical teachings of the school and provide a positive Christian environment. HGCS are called to represent Christ and their school even when they are not on school grounds. Students and parents acknowledge that discipline action may be taken for any situation that draws negative attention to HGCS that has occurred off campus during non school hours, weekends, holidays, and summers. A student may be removed from participation in extracurricular events and may be removed from school honors or dismissed from the school.

- 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. HGCS reserves the right to suspend or dismiss a student for misconduct on or off the school campus, and without regard for whether the form or misconduct is identified specifically herein 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 HGCS reserves the right, in its sole discretion, to impose discipline, including suspension or expulsion.

- Students are to listen and obey school authorities (i.e. teachers, staff and administrators). Defiance or insubordination of authority is not permitted. Conduct and attitude shall be respectful. Disruptions in class, unruly behavior, or repeated violations of prescribed school policy will not be allowed.
- 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 to class, complete all assignments 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 individual or the school's property is not tolerated. 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.
- 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 tobacco products, 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. 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.
- 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 HGCS (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.
- **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**
- **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: Lunch detention, after school detention, Saturday school or suspension 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 HGCS campus before, during, or after school hours
- Fighting
- Intimidating or threatening behavior
- Vandalism and/or destruction of school or church property
- Plagiarism

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 AM on the day(s) of suspension. Completed assignments must be returned before 3 PM the same day. Failure to return assignments by 3 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 Christian School will provide the appropriate information upon request.

DETENTIONS AND SATURDAY SCHOOL

Detentions may be given when students fail to obey school rules and regulations.

Lunch detentions will be held from 11:00-11:25 AM on Monday, Wednesday, and Friday.

After school detentions will be held from 2:35-3:30 PM on Tuesday and Thursday. Students are required to pay a \$5.00 fee the day of the detention. Cash only will be accepted.

Saturday School will be held from 7-10:00 AM.

- Students are to arrive at 6:55 AM in school dress code
- Students must pay \$25 in cash upon arrival
- Students must bring supplies (pen, paper, and school work) for a silent study hall. Students who arrive after 7:05 AM or fail to bring their \$25 payment may not be permitted to stay for Saturday School and will serve two Saturday Schools as an additional consequence.

Missed Detentions:

- First Missed Detention: will result in the student's being assigned a double detention and any other missed detentions may result in a Saturday School. Extenuating circumstances must be discussed with the Administration prior to the detention or Saturday School.
- A student will receive a one day suspension if Saturday School is missed. Extenuating circumstances must be discussed with the Administration prior to the detention or Saturday School.

RESTORATION

Restoration at a Christian school is always a difficult matter. Students who have been expelled from HGCS 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 an 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.

Disciplinary Probation

1. Program

A written notice of a student's 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's 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.

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. A conference with parents will be scheduled to determine the student's longevity at HGCS. Students may be placed on disciplinary probation with enrollment for the following year until a review of the student's progress has been evaluated.

GUIDELINES FOR ATHLETES

1. 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.
2. 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.
3. Any time an athlete is in uniform or on a team trip, he/she is representing HGCS and must act responsibly and demonstrate good character.
4. All students must have a physical exam before trying out or participating in any game or practice.
5. 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.)
6. Athletes are to attend practice every day. Every practice is important; even if injured, the athlete can learn from observation.
7. 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.
8. If an athlete has a D or an F in any class, he/she cannot miss this particular class for any reason pertaining to their particular sport that is in season (this includes early dismissals to games).
9. 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.
10. 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.

GUIDELINES FOR FINE ARTS

1. 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.
2. Fine Arts students are to be students first and Fine Arts students second. Classwork must be maintained on as high a level as the Fine Arts student is capable of performing.
3. Fine Arts students are to attend a full day of school on the day of a Fine Arts event in order to participate (unless the Fine Arts student has a pre-approved absence or a doctor's note).
4. If a Fine Arts student has a D or an F in any class, they cannot miss this particular class for any reason pertaining to their particular Fine Arts program/event that is in season (this includes early dismissals to Fine Arts programs/events).
5. The school reserves the right to suspend or dismiss a student from any participation in a Fine Arts event, activity, meeting or competition based upon the student's conduct or violation of the standards set forth in the handbook.

DRESS CODE

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.

CONSEQUENCES

It is never an option to stay at school out of dress code.

1. First violation: warning given; student is to call home to get a change of clothes.
2. Second violation: lunch detention; student is to call home to get a change of clothes.
3. Third violation: after school detention; student is to call home to get a change of clothes.
4. Fourth violation: Saturday school; student is to call home to get a change of clothes.
5. Fifth and beyond: suspension; student will not be allowed to stay at school.

Please see the following page for dress code.

HIGH SCHOOL DRESS CODE

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

- 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
- leggings can be worn with shorts, dresses and skirts of appropriate length only

SHORTS

- 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

DRESSES & SKIRTS

- 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. All sweatshirts and hoodies, or any variation of a pullover must be HGCS apparel purchased through the Booster Club. HGCS apparel is available for purchase in the Bookstore.

Girls

- 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

Boys

- 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

JACKETS

- any color or material
- free from **inappropriate** logos, graphics, and writing
- worn with a collared shirt that buttons or snaps
- must be worn for warmth & sleeve must cover entire arm

SHOES

The following shoes may be worn:

- sandals
- dress shoes
- casual shoes
- tennis shoes
- clogs

No flip-flops or house shoes may be worn, including fur-lined shoes.

Revised 3/22/2012

BELTS/HATS

- Boys must wear a belt at all times
- No hats or head coverings may be worn

JEWELRY/HAIR

Girls:

- Earrings must be worn in ears only. Body piercing and tattoos are not allowed.

Boys:

- Earrings, body piercing, and tattoos are not allowed.
- Hair must be neat, above the collar and above the eyebrow.
- All students should avoid extreme hairstyles/color