



HICKORY GROVE CHRISTIAN SCHOOL HANDBOOK • 2016-2017

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Welcome!

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 grow not only academically but spiritually and will find himself or herself 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 child's year with us will be **filled** with chapel services, athletic events, mission opportunities, field trips, and interactive academic learning. There is much excitement ahead including teachers to meet, friendships to be made, and skills to be mastered.

We look forward to partnering with your family on this wonderful journey called "school."

Together with Christ we can achieve wonderful things.

Striving to Serve Him,

HGCS Administrative Team

OUR VISION:

To know Christ and to make Him known through Christian education.

OUR SCHOOL VERSE

"But seek first the kingdom of God and his righteousness, and all these things will be added to you."
– Matthew 6:33 (ESV)

OUR MISSION 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

We believe:

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

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 is empowered to live a life characterized by love, trust, and obedience to Christ.

Education of children and youth:

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

STATEMENT OF FAITH

We believe that all matters of faith and conduct must be evaluated on the basis of Holy Scripture, which is our infallible guide (2 Timothy 3:16–17). The intent of this document is to elaborate on the Baptist Faith and Message (2000) and to the nature of human beings and their sexuality. It is imperative that we correctly understand and articulate what the Bible teaches on these matters.

We are committed to the home and family as set forth in Holy Scripture. We believe God has ordained and created marriage to exist between one man and one woman, with absolute marital fidelity. The Bible sets forth specific home and family values, which include the distinct roles of husbands and wives, fathers and mothers, and children. It is our firm conviction that we uphold the dignity of each individual as we embrace the unchanging and longstanding principles of scriptural truth.

STATEMENT OF FAITH, CONTINUED

Religious Beliefs

Based on Holy Scripture and the constant moral teaching of the universal Church, we believe:

Marriage

Hickory Grove Christian School (HGCS) defines marriage as the permanent, exclusive, comprehensive, and conjugal “one flesh” union of one man and one woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child.

Sexual Immorality

Hickory Grove Christian School believes that sexual acts outside marriage are prohibited as sinful. Consequently, HGCS students, faculty, administration, and staff must resist and refrain from any and all sexual acts outside marriage. We believe that any form of sexual immorality including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography is sinful and offensive to God.

Sexual Identity

HGCS believes that God created mankind in His image: male (man) and female (woman), sexually different but with equal personal dignity. Consequently, HGCS students, faculty, administration, and staff must affirm their biological sex and refrain from any and all attempts to physically change, alter, or disagree with their predominant biological sex — including but not limited to elective sex-reassignment, transvestite, transgender, or non-binary “genderqueer” acts or conduct.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God.

Rejection of one’s biological sex is a rejection of the image of God within that person. We believe that the term marriage has only one meaning: uniting of one man and one woman in a single exclusive Union, as delineated in Scripture.

Sexual Orientation

HGCS believes that God created and ordered human sexuality to the permanent, exclusive, comprehensive, and conjugal “one flesh” union of man and woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. Consequently, HGCS students, faculty, administration, and staff must affirm the sexual complementarity of man and woman and resist any and all same-sex sexual attractions and refrain from any and all same-sex sexual acts or conduct, which are intrinsically disordered.

STATEMENT OF FAITH, CONTINUED

Sexual Redemption

HGCS believes that all have sinned and fall short of the glory of God and should seek redemption through confession, repentance, and faith in Jesus Christ. Consequently, HGCS students, faculty, administration, and staff must welcome and treat with respect, compassion, and sensitivity all who experience same-sex attractions or confess sexually immoral acts but are committed to resisting sexual temptation, refraining from sexual immorality, and conforming their behavior to HGCS Statement of Faith.

Celibacy

HGCS believes that Holy Scripture grants two life-enhancing options for human sexual behavior: (1) the conjugal "one flesh" marital union of one man and one woman, and (2) celibacy. Either is a gift from God, given as He wills for His glory and the good of those who receive and rejoice in His gift to them. Celibacy and faithful singleness is to be celebrated and affirmed within HGCS.

Application

All of our students, employees, administration and volunteers must affirm and adhere to this Doctrinal and Religious Absolute statement on marriage and human sexuality to qualify for involvement with the Hickory Grove Christian School. This is necessary to accomplish our religious mission, goals and purpose. Behavior or counter-witnessing that does otherwise will impede and burden our integrity and religious mission. We believe that God's grace can wipe the slate of guilt and sin, though the consequences are still incurred.

Authority

The Bible is the inspired and infallible Word of God, acting as the source of authority over morality, our beliefs, Christian lifestyle and conduct. The Senior Pastor of Hickory Grove Baptist Church is charged with the ministerial responsibility of Biblical interpretation and promulgating religious policy. The Senior Pastor of Hickory Grove Baptist Church will determine life application as well as final matters relating to institutional theology, philosophy, Christian practice, faith, divine truth, morality, and theological and doctrinal resolutions.

Failure to agree with the HGCS statement of faith and not willing to comply with the organization's standards of conduct serves as grounds for dismissal.

- I believe the HGCS Statement of Faith.
- I have reviewed the HGCS Statement of Faith and agree to be governed by all the provisions herein.

Name _____

Date _____

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 bullying in the definition of harassment. 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 negatively impacting the individual's academic performance or 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 initially 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 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 provided 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 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 negatively impacting 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: 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 repeatedly made.

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:

- 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 that is severe, persistent or pervasive such that it creates an intimidating, threatening or abusive educational environment.

C. Definitions of Bullying or Intimidating Behavior

Bullying or intimidation means any written or oral statement, 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 student. Harassment, intimidation, or bullying includes a gesture, written or verbal statement, 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

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

- | | |
|------------------|---|
| 1. Dan McCrae | Security Director 704-566-3553 |
| 2. Wanda Royal | Middle School/ High School Principal 704-531-4077 |
| 4. Rhonda Brown | Elementary School Principal 704-531-4195 |
| 5. Adam Hamilton | Dean of Students 704-248-3572 |

G. Confidentiality

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

H. Protection Against Retaliation

It is against school policy to discriminate or retaliate against any person, including any student, who has filed a complaint involving harassment, bullying or intimidation or who has testified, assisted with or participated in any manner in any investigation, formal proceeding or hearing concerning harassment, bullying or intimidation.

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

I. Procedure for Investigating 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 believe that the attitude and behavior of the students sets 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 ours 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 at and away from school. 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 regard 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.)

SOCIAL MEDIA POLICY

In recognition of the growth of "social media" and in keeping the mission of Hickory Grove Christian School "To Know Christ and Make Him Known Through Christian Education," it is appropriate to establish a policy for online behavior. Social media (such as MySpace, Facebook, Twitter, Google+, blogs, etc.) may bridge school hours and the personal lives of faculty, staff, and students of Hickory Grove Christian School and thus the possibility of conflict of roles may arise. It is in the interest of Hickory Grove Christian School and all associated with or impacted by the fulfillment of our Mission, for the protection of our faculty, staff, students, and the entire school community, to develop a clear and comprehensive Social Media Policy.

STUDENT GUIDELINES

1. Interacting online with other students is no different from interacting with those individuals or groups face-to-face. As a student of Hickory Grove Christian School, you represent the school even when you are not posting to social media during class time.
2. Cyber-bullying is the willful and repeated bullying or harassment of another person or persons through social media, which includes electronic text. Students who engage in cyber-bullying on social media sites, including electronic text, can be disciplined by Hickory Grove Christian School and their behavior will be treated the same as any other form of bullying.
3. Always be authentic in who you are. Profiles, posts, or electronic text pretending to be another student, staff member, or the school are prohibited.
4. Posts that directly or indirectly address Hickory Grove Christian School, staff, faculty, or students in a negative connotation (based upon the school's discretion) will be asked to be removed. Disciplinary action may ensue based upon the school's judgment.
5. How you represent yourself online is an extension of yourself and the school. Social media venues are public. What you contribute leaves a digital "footprint" for all to see. Do not post anything that you would not want parents, friends, teachers, future employers, or future colleges to see...forever.
6. Posting or linking to other websites, "retweeting," or "reposting" to other websites or ideas that do not represent the school's Christian values and morals are prohibited.
7. Discretion and prudent judgment in social networking activities is a serious matter with regard to protecting the school, its students, and employees. As such, violation of this

policy may lead to corrective action, up to and including suspension and expulsion.

PHYSICAL RESTRAINT OF STUDENTS

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

- Protect a person from physical injury
- Take possession of a weapon
- Remove a student from school property to restore order for disciplinary means
- Contain an irrational student
- Protect 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. HGCS expects students to exemplify behavior that is consistent with the Biblical teachings of the school and that creates a positive Christian environment. HGCS students are called to represent Christ and their school even when 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 altogether.

Students are required to behave in accordance with these standards:

- Students are to demonstrate proper behavior on campus and in their communities. Students may be disciplined for conduct the school becomes aware of away from school.
- Students are to listen to and obey school authorities (i.e., teachers, staff and administrators). Defiance or insubordination toward authority is not permitted.
- Students are to use appropriate non-violent means to resolve conflict. Students should keep their hands off other students at all times. Aggressive behavior—such as bullying, insults, threats, inappropriate teasing, and harassment—is demeaning to other students, disruptive to the educational environment and is not tolerated.
- Students should strive to arrive at class well prepared, complete all assignments to the best of their ability and demonstrate academic integrity in all assignments and course work.

- Students should engage in conversation which is appropriate and honoring to God. Profanity, coarse jokes, inappropriate language or innuendoes are unacceptable.
- Students should respect the personal property of others. Students should leave the property of others alone. Destruction, damaging, tampering with or stealing another individual's or the school's property is not tolerated.
- Students should dress neatly and appropriately in accordance with the school's dress code.
- Students should view other students as brothers and sisters in Christ.
- Students should refrain from use, possession or abuse of any illegal, prohibited or controlled substances (including, but not limited to, tobacco products, alcohol, illegal drugs, or controlled substances).
- Engaging in any actions that compromise the safety of others or the school is prohibited, including, but not limited to, violation of the school's Threat of Violence and Weapons policy (even if the student is allegedly joking).
- Students should not engage in inappropriate activities on the Internet or when using messaging or other forms of communication.
- Students are expected to abide by the other policies set forth herein, including, but not limited to, policies prohibiting harassment, threats of violence and possession of any weapons.
- Students are to be courteous, cooperative, and accepting of instruction and discipline.
- Any other conduct which discredits 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.

THE FOLLOWING ARE GENERAL, NOT ALL-INCLUSIVE, CATEGORIES OF CONDUCT VIOLATIONS

CLASS I BEHAVIORAL OFFENSE - These offenses may warrant lunch detention:

- Non-conformity with dress code
- Excessive distraction of other students - any conduct or behavior that is disruptive to the orderly educational process in the classroom or any similar grouping for instruction
- Inappropriate public display of affection
- Violations of rules concerning use of candy, gum, or other food items
- Unauthorized use of electronic devices (devices will be confiscated and parents will be required to come and pick them up in their student's school office)
- Excessive tardiness to class
- Being in an unsupervised or unauthorized location
- Cheating on homework
- Failure to complete homework assignments (Zeros Aren't Permitted Policy)
- Any other violation which the administration may reasonably deem to fall within this category

CLASS II BEHAVIORAL OFFENSE- These offenses may warrant after school detention or Saturday detention:

- Defiance of authority - any verbal or nonverbal refusal to comply with a lawful directive or order of a school official
- Intentionally providing false information to Administration, including, but not limited to student information data and/or the concealment of information directly leading to school business
- Possession or use of tobacco products or electronic tobacco products- any possession on the person, in his/her locker, or other personal effects of a student
- Gambling - Any participation in games of chance for money and/or things of value
- Excessive tardiness - 4 tardies or more to school (see Tardy Policy)
- Excessive missed homework assignments (Zeros Aren't Permitted Policy)
- Disruption on a school bus
- Use of obscene manifestations (verbal, written, gesture)
- Inciting student disorder
- Malicious mischief
- Unauthorized absence from school or class (truancy)
- Plagiarism
- Cheating related to a test or quiz
- Any other violation which the administration may reasonably deem to fall within this category

CLASS III BEHAVIORAL OFFENSE - These offenses may warrant suspension. Length of suspension is to be determined by Administration:

- Assaulting a student
- Assault and battery on a student
- Fighting
- Unjustified activation of a fire extinguisher
- Unjustified activation of a fire alarm system
- Theft of property
- Knowingly possessing stolen property
- Any other violation which the administration may reasonably deem to fall within this category

CLASS IV BEHAVIORAL OFFENSE - These offenses may warrant immediate expulsion or withdrawal from HGCS without warning:

- 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, paintball 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.
- Drugs - Unauthorized possession, transfer, use or sale of drugs or alcoholic beverages.
- Violation of Biblical standards of purity and sexuality, including, but not limited to, sexual promiscuity, homosexuality or lesbianism.
- Violation of HGCS social media policy determined by Administration to meet the criterion of a Class 4 offense.
- Directing obscene or profane language at or to a school employee.
- Assaulting a school employee.
- Assault and battery upon a school employee.
- Gang participation or related activity
- Any criminal act or resulting arrest away from school.
- Cheating related to a final exam
- Any other violation which the Administration may reasonably deem to fall within this category.

As indicated, the administration reserves the right to bypass 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.

1:1 Laptop Discipline Policy

Violation: Students who intentionally access non-educational chatting, social media, gaming, movie, music download, pornographic, proxy or other inappropriate websites prohibited in the Acceptable Use Policy for Hickory Grove Christian School. This includes using webcams and software for inappropriate activity as defined in the Acceptable Use Policy.

- 1st offense- School technician will take possession of laptop, parent/guardian contact and after-school detention assigned; laptop will be returned to parent/guardian after detention is served.
- 2nd offense- School technician takes possession of laptop, parent/guardian contact, and Saturday detention assigned. One-week suspension of laptop privileges. Laptop will be returned to parent/guardian after one-week laptop suspension and Saturday detention served.
- 3rd offense- School technician takes possession of laptop, parent/guardian contact, out-of-school, suspension assigned, and loss of laptop privileges for remainder of semester.

Violation: Vandalism of laptop, including intentional damage to hardware, altering computer settings, accessing/altering HGCS central network server files, installing inappropriate software, or damaging another student's laptop.

- 1st offense- School technician will take possession of laptop and evaluate damage. Loss of laptop privileges for one week and Saturday detention assigned. Student will pay the cost of repairs.
- 2nd offense- School technician will take possession of laptop and evaluate damages. Loss of laptop privileges for remainder of the semester and out-of-school suspension assigned. Student will pay the cost of repairs.

Violation: Theft of 1:1 laptop or failure to return laptop to school upon withdrawal, transfer, or at the end of the school year.

- School Resource Officer will be consulted to assist with recovery of laptop. Student may be responsible for paying replacement cost of lost/stolen laptop, case, and A/C adapter.

SUSPENSION AND EXPULSION:

Suspension is temporary absence from the school for disciplinary reasons as indicated by the Administration. A suspended student will be eligible to return after the time specified by the Administration. Suspended students may be placed on behavioral probation for the remainder of the semester. *When a student is suspended from school s/he 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 8 AM the following school day. Failure to return assignments will result in partial credit.* Any suspended student holding an office in a club or an organization will be required to relinquish his/her position for the remainder of the school year. The Administration is vested with authority to suspend or expel a student from school in accordance with these guidelines. Some colleges and universities admissions applications ask whether a student has ever been suspended, expelled, or been the subject of disciplinary action. HGCS will provide the appropriate information upon request.

Expulsion is 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.

DETENTIONS AND SATURDAY SCHOOL

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

• **Lunch detention is held daily during the students respected lunch hour.** After-school detentions are held from 2:35 -3:30 PM on Tuesdays and Thursdays. Students are required to pay a \$5 fee the day of the detention. Cash only is accepted.

Saturday School is held from 7-10 AM:

- Students must arrive at 6:55 AM in school attire
- Students must pay \$25 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 are not permitted to stay for Saturday School and will serve two more Saturday Schools as an additional consequence.

Missed Detentions:

- First Missed Detention: student receives a double detention; other missed detentions may result in a Saturday School. Extenuating circumstances must be discussed with the Administration before 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 before the detention or Saturday School.

RESTORATION PROCESS:

Students who have been expelled or asked to withdraw from HGCS or any other school must present an evidence based demonstration of genuine repentance (Numbers 5:6-7). This process is completed through a school-designed restoration program including but not limited to the following components: The student must be involved in an 18-week discipleship process. This process is to include regular church attendance and youth group involvement. This would be a minimum of 50% attendance for both. (Hebrews 10:24-25, Colossians 3:16). The student must also be involved in counseling (or suitable mentoring). The duration and type of counseling is to be determined by the student's counselor or by the Dean of Students. HGCS must be provided with documentation of visitation (Proverbs 11:14, 12:15, 24:6). During the 18-week restoration period, successful academics must continue at another school or homeschool. Upon completing the restoration program, recommendations by a pastor and school-designated counselor will be considered by the respective Administrative Staff to determine the student's reinstatement. In addition, the counselor or mentor will sign off on successful completion by recommending the student for re-enrollment. Before re-enrolling or enrolling at HGCS the student must meet with the Dean of Students and Head of School for a final review of their restoration process. Returning students will be placed on disciplinary probation for one full academic year (Psalms 26:1-12).

Disciplinary Probation

1. Program. A written notice of a student's bordering on the need for 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(s) and student regarding disciplinary problems. Based on that conference, the Administration will decide whether the student merits probation or expulsion. If the Administration deems it beneficial to place the student under disciplinary probation, a Disciplinary Probation Agreement will be drafted for the student outlining:

- a) Behavioral Guidelines the student is expected to maintain
- b) Duration of the probation
- c) Consequences of fulfilling the probation or failing to fulfill the probation

2. Procedure. The Disciplinary Probation Agreement is to be seen and signed by (and copies given to) all parties involved. It is the Principal's responsibility to ensure 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 lack of compliance with the discipline policy. A

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

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. We do not tolerate threats of violence to oneself or 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 away from school. Any threats or depiction of violence or harm, whether specific or general, whether done in jest or seriously, whether in school or away from 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 s/he has knowledge of, has witnessed or received. All reports will be promptly investigated.

B. Weapons

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

DEFINITION**A. "Weapon"**

1. A weapon is defined as any object, device, or instrument designed as a weapon or which through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury. This includes, but is not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nun chucks; throwing stars; explosives; fireworks; Mace™ and other propellants; stun guns; ammunition; poisons; chains; arrows; and any object that has 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; 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; such use will be treated as 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.

ATTENDANCE

Regular attendance is required. Students' repeated failure to comply with school attendance policies can result in 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 on a designated class field trip. This includes early dismissals. (Absences at the very beginning of the school day are considered tardies. See "Tardy Policy.")

ABSENCES:

A student can have up to 16 absences a year. A student with 16 or more absences a year must have the approval of the principal to be promoted to the next grade. On the day a student returns to school after being absent, s/he must bring a note explaining the reason for the absence or the absence will automatically be counted as unexcused. This note should be turned in to the respective office before school begins. It is the discretion of the Administration whether an absence is excused or unexcused. These procedures apply to absences:

1. Teachers and the Main School Office 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 to be counted present. A half-day means remaining in school until 11:30 AM.
3. For information concerning missed assignments, contact your student's school office.
4. For excused all-day absences, the student is allowed the number of school days they were absent to complete and turn in their make-up 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. *Any work not turned in on time will result in partial credit. *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 make up missed work for 80% credit. In the case of confirmed skipping, students are allowed to complete make-up work for only 50% credit.
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, s/he will be required to take the test or quiz when s/he 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 s/he returns, depending on what the teacher has requested. If a student misses a previously announced test or quiz s/he will be required to take the assessment the day s/he 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 requests.

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 of 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 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 appropriate disciplinary action and the required replacement of such property by the student and/or his/her parents or legal guardian.
3. Conduct and attitude shall be respectful. Disruptions in class, unruly behavior, or repeated violations of prescribed school policy are not allowed.
4. Respect for authority is expected from every student for any staff member at any time either at or away from 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 Charlotte Mecklenburg Police Department, 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 constitute possession.

1. Personal Searches: A student and/or his/her personal effects (e.g., purse, bookbag, 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, bookbags, etc., without the parent's notification or permission. If the student refuses, then the student will be detained from 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 solely 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 to privacy regarding items placed in school lockers or in or on school property. School property, including school lockers, is subject to search at any time by school officials. Students are responsible for whatever is contained in their desks and lockers issued by the school. School authorities 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 purely as a privilege. 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 with

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 provided 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.

PARENT CODE OF CONDUCT

The school's mission and Kingdom education philosophy involves working closely with the home in the overall Christian education of students. HGCS views itself as partnering with parents/ guardians in the educational process. As a result, parents agree to support and cooperate with the school in the education of their child and agree to support the religious educational philosophy of the school. Parents agree that if, at any time, parents/guardians act in a manner that demonstrates a lack of support for the school or its religious educational philosophy or otherwise reflect a lack of cooperation and commitment to the home and school working together, HGCS has the right, in its sole discretion, to remove any student or to discontinue further enrollment of any student. Parents/guardians acknowledge and agree that their conduct can jeopardize the enrollment status and/or continued enrollment of their child.

Complaints/Issues Resolution:

Concerns regarding individual school staff members should first be directed to that staff member. 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.

CELL PHONES:

Review handbook for specific cell phone section.

Deliveries:

Parents are discouraged from arranging 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 in advance.

Parents are asked to schedule medical appointments beyond 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 via:

- Staff mailboxes – Notes may be left with the administrative assistant in your student's respective school office for placement in the staff mailbox.
- Email – All staff have email addresses. A staff directory is on the website. Every attempt will be made to respond to messages within 24 hours.
- Conferences – To arrange a conference, call or email your child's teacher to schedule. Instructional time is valuable. Unscheduled conferences do not allow staff to address your concerns adequately.
- Please note: DO NOT call staff at home.
- Please make every effort to have after-school plans in place before the school day begins.
- 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-7 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 before a student may attend the program. This program is not a one day drop-off program; it is staffed permanently and runs on a continuous monthly format. Call 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 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 of the entry year.

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.

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

- There is a non-refundable registration fee of \$500 due at the time of registration. (January-March)
- Beginning April 1, the registration fee is \$600.
- Registration fee is not applied to tuition.

There is a non-refundable \$60 evaluation fee for K5-12th grades per student.

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

RE-ENROLLMENT

- Re-enrollment is on a first-come, first-served basis. Students may be re-enrolled by a parent or legal guardian only. Online re-enrollment will be accepted during the entire month of January for current HGCS students. Siblings of current HGCS students wishing to enroll as new students must complete an online new student application before the January deadline.
- During 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 applications are received.
- Re-enrollment fees for current students and siblings will be applied to the current FACTS (tuition management program) account when online re-enrollment form is submitted.

REQUIRED DOCUMENTATION

Before your child attends HGCS, the Records Office must receive copies of his/her birth certificate and immunization record. If parents separate, divorce, remarry, or undergo any other significant changes in status, notify the Records Office at 704-531-3589.

CUSTODY OF CHILDREN

Legally, HGCS cannot keep parents from visiting 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 has all documentation on file.

Parents are not to involve teachers in the litigation process.

FINANCIAL POLICIES:

For the 2016-2017 School Year parents have these options:

Families paying all fees in full

(Must be paid before June 1)

5% tuition discount for paying in full. (Discount applies to tuition only.) To qualify for discount:

– Before January 21:

Submit New Student Application and full registration fee.

– Before June 1:

Submit payment in full for all yearly fees (tuition, activity fee, bus fee, before/after school fees).

FACTS monthly draft options

12-month payment: Enrollment must be received before May 15.

10-month payment option: Enrollment must be received before July 15.

Early enrollment is encouraged to help keep school fees manageable.

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

Visit www.hgchristian.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, notify the School Finance Office. To become a member of HGBC, you must be a Christian and be baptized by immersion. If you are no longer an active attending member of HGBC, notify the School Finance Office.

■ **Delinquent Payments:** If school is notified by FACTS that an account is delinquent, students/parents cannot 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 brought current on FACTS.

If the school is notified by FACTS that the account is more than 30 days delinquent, parents will be notified and are expected to make arrangements with the Finance Department for payment within 2 weeks. A late fee of \$30 will be charged. The student will be withdrawn from school if the account is not cleared. Any student withdrawn due to delinquent fees may not return during the current school year. (See Withdrawal section below.)

If the student has been re-enrolled for the next school year and tuition is up to 30 days late, the parent or guardian will be notified that their child will be removed from enrollment and a student on the waiting list may be enrolled in his/her place.

■ **Senior Class:** 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 graduation activities/ceremonies or receive a diploma or transcripts until cleared by the Finance Department.

■ **Class Trips:** Students in grades 8 - 12 scheduled to attend the Washington, D.C. or the Dominican Republic trip must be current on tuition payments. If the account is not current before the month in which the trip is scheduled, the student will not be allowed to attend regardless of money already paid toward the trip.

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

submitted in writing to the Admissions Office and should be received within two weeks before the withdrawal date.

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

HEALTH GUIDELINES

The following guidelines have been developed to ensure the health and safety of students while at school.

All health concerns and questions should be addressed to the School Nurse.

For reasons of liability, **under NO circumstances** will the School Nurse or any of the school faculty administer any 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 medication forms and emergency treatment forms will be kept in the Health Room (Family Education Center #1 Room 1119).

FORMS: (These can be found at hgchristian.org under your child's respective grade level section)

- Physical Form
- Student Authorization Form
- Medication Administration Form

GUIDELINES:

1. Students with a temperature of 100 degrees or higher, 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 (lower than 100 degrees) or free from vomiting or diarrhea for 24 hours before returning to school. Children sent home from school are NOT to 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 are required for all TK and kindergarten students:

- Complete School Health/Physical Form and Immunization Form*
- Complete Emergency Medical Form

*All new students to HGCS are required to turn in a physical assessment no more than one year old before starting their first year at HGCS. NC state law also requires an updated immunization record. Students who are not immunized are required to turn in a valid immunization exemption form stating the reason(s) for not receiving immunizations.

An updated immunization record will be required before entering 7th grade per the NC state law requiring students to receive the Tdap and Meningitis vaccines. Physicals should only be turned in to the school health room when it is the student's first year at HGCS. Forms can be faxed from the doctor's office to: 704-531-4082.

Student athletes are required to have annual physicals. A completed physical assessment form must be on file with the Athletic Department before 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 completed by the physician and are responsible for providing all copies.

All medications, either prescription or over-the-counter, must be given to the School Nurse in the Health Room and appropriate Medication Administration Forms completed by the parent or guardian. All medications, prescription or over-the-counter, that are kept in the health room **MUST** have a Medication Administration Form signed by the parent **and** the healthcare provider or a note from the parent with a signed prescription note from the healthcare provider.

The form can be **faxed** to the nurse:
Attn: Nurse Shelton, 704-531-4082.

All medication must be in its 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 its 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 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.

TESTING

Hickory Grove Christian School administers the Terra Nova test to all students in grades K-11 to ensure our school maintains the highest academic standards. Scores will be used to determine areas of strength and weakness at school, grade and individual student levels. In conjunction with classroom performance, scores may also be used to help determine student placement. Any student not performing at grade level may be retained at the discretion of the administration.

INCLEMENT WEATHER

In the event of inclement weather, visit the home page of the school's website (www.hgchristian.org) to obtain school delay or closing information. Announcements will be posted on the website by 6 AM. In addition, schedule changes will be communicated via RenWeb alert and through social media.

LUNCH

The HGCS cafeteria, will provide hot lunch service for grades TK-12 and à la carte items will be available to students in grades 6-12. An account will be issued to each student through *MyNutriKids*. Additional information can be found on the home page at www.hgchristian.org.

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 at the Guest Services desk (Education Center lobby). At the end of each month, all remaining items will be donated to charity.

PARENT TEACHER FELLOWSHIP

Parent/Teacher Fellowship provides a way for parents to be involved in their child's school. PTF is open to all parents. 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 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 are to sign in at the Guest Services Desk located in the lobby of the Education Center before proceeding anywhere else on campus.

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

VEHICLE USE ON CAMPUS

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

GUIDELINES FOR ATHLETES

1. HGCS 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, s/he 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 has 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. If s/he quits, s/he 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, s/he cannot miss this particular class for any reason pertaining to their particular sport that is in season (including early dismissals for games).
9. The school reserves the right to suspend or dismiss a student athlete from participation in any practice, event, activity, competition or team based on the student's conduct or violation of standards set forth in this handbook.

SEE PAGE 44 FOR FULL ELIGIBILITY REQUIREMENTS.

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, s/he cannot miss this particular class for any reason pertaining to their particular Fine Arts program/event that is in season (this includes early dismissals for Fine Arts programs/events).
5. The school reserves the right to suspend or dismiss a student from participation in a Fine Arts event, activity, meeting or competition based on the student's conduct or violation of standards set forth in this handbook.



ELEMENTARY SCHOOL HANDBOOK

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 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's personalities, specific learning needs, conflicts between students, and student's home environment. HGCS does not allow parental requests for individual student placements. We take the placement of your child seriously and are committed to student success.

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 students must be receiving services through a certified educational service.

CURRICULUM:

| | | | |
|---------------|--------------------------|--|---------|
| Bible | Abeka Ministries | Building on The Rock Summit Ministries | |
| | TK-K5 | 1st - 5th | |
| Language Arts | Readers/Writers Workshop | | |
| | TK-5th | | |
| Spelling | ACSI | | |
| | 1st-2nd | | |
| Handwriting | Zaner/Bloser | | |
| | TK-5th | | |
| Vocabulary | Sadiler | | |
| | 3rd-5th | | |
| Grammar | Sadiler Oxford | | |
| | 3rd-5th | | |
| Math | Sadiler Oxford | | |
| | TK-5th | | |
| Science | Thematic Units | Harcourt | |
| | TK-2nd | 3rd - 5th | |
| History | Thematic Units | Harcourt | TCI |
| | TK-2nd | 3rd | 4th-5th |

GRADING SCALE:

TK & KINDERGARTEN

SKILL-BASED GRADING SYSTEM:

- 5 - Exceeds Grade Level Expectations
- 4 - Meets Grade Level Expectations
- 3 - Making Progress Meeting Grade Level Expectations
- 2 - Below Grade Level Expectations
- 1 - Failing

“ZEROS AREN'T PERMITTED” POLICY - 3RD-5TH

Purpose:

- to get an accurate assessment of skill level
- to ensure that students complete required assignments
- to hold students accountable for work that has been assigned
- to ensure mastery of content
- to ensure that discipline issues are not part of the content grade

Criteria:

- applies to all graded assignments
- upon completion of assignment highest credit that can be earned is 70%
- not completing the assignment is not an option (students will be assigned to lunch detention until the assignment is made up)

Implementation Guidelines:

- Student who does not turn in or fails to complete an assignment will be assigned a lunch lab for that day or the next day (in cases of infractions that happen fourth block or on Friday) in which s/he will be required to complete the missed assignment.
- Repeat offenders can be assigned an after-school detention or Saturday school.
- Missed lengthy assignments (i.e., papers, projects) can be assigned for completion in multiple lunch labs, after-school detention, or Saturday school.

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 can choose to use weekend time to work on them. In general, homework should take approximately 10 minutes per grade level (i.e., 1st grade = 10 minutes, 2nd 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 is 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 typically, make-up work is allowed one day per absence for completion.

If a student is absent, parents can 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. Teachers and elementary office staff do 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 the child’s make-up work in a timely fashion.

TESTING

TerraNova is a series of standardized achievement tests designed to assess student achievement in reading, language arts, mathematics, science, social studies, vocabulary, spelling, and other areas. The Terra Nova will be given to students in grades K5-5 each Spring to measure academic growth throughout the year. Any student not performing at grade level can be retained at the discretion of the administration.

ATTENDANCE

The school day begins at 7:45 AM and ends at 2:30 PM. Any changes to this schedule will be posted on the school website and 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 must be accompanied by a parent/ guardian who will sign them into the Elementary Office and accompany the student to the classroom. You must give the teacher the tardy slip that was completed in the Elementary Office when you drop off your child at the classroom. **Do not** go directly to the classroom first.

Three unexcused tardies per quarter= one absence for the purpose of perfect attendance awards. Excused tardies include: illness of student, doctor/dental appointments, death in the family, unavoidable family emergency, court appearance, or traffic situations that result in a large number of students being tardy. Any other tardies are unexcused.

Do not pick up your child early, as it negatively affects 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@hgchristian.org.
4. If the student leaves school before 11:30 AM, s/he is considered absent for that school day.
5. See "Missed Assignments & Make-Up Work" for further information.
6. Excused absences include: student illness, medical appointment, death in the family, unavoidable family emergency, or a court appearance. (Students must bring a note from the doctor's office upon returning to HGCS for this absence to be excused.)

ARRIVAL AND DISMISSAL:

To ensure the safety of your student:

1. Students cannot be dropped off before 7:20 AM unless they are under the direct supervision of a teacher or administrator or enrolled in the Before-School Program.
2. The single car-rider carline at Education Center #4 ends at 2:40 PM. Students who are not picked up at the end of carline will be escorted to the main lobby of Education Center #1. **Students who are not picked up by 3:00 PM or by the end of carline will be signed into our after-school program.** After the 3rd late occurrence, a bill will be issued for the number of times that the parents are late picking up the student (i.e., 3 times would be a charge of \$45 for TK-7th or \$30 for 8th-12th). There will be a fee charged to the student account who has been signed into the after-school program. **On the 5th occurrence, the after-school rates (see below) will be assessed to the account.**

Daily Charge:

| | |
|-----------------|----------------------|
| TK-7th grades | \$15.00 per day late |
| 8th-12th grades | \$10.00 per day late |

If you choose, you may officially register your student for our after-school program. After-school Rates:

| | |
|-----------------|---------------------|
| TK-7th grades | \$1,540.00 per year |
| 8th-12th grades | \$750.00 per year |

BEFORE/AFTER SCHOOL CARE:

HGCS offers a before- and after-school program for students in grades TK-7 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 before a student can attend the program. This program is not a one-day drop-off program; it is permanently staffed on a and runs on a continuous monthly format. Contact 704-531-3588 for more information.

ELEMENTARY SPORTS 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 boys and girls to be involved in team sports at an early age. Find more information at hickorygrove.org.

DISCIPLINE POLICY

As students mature throughout Elementary school, it is our goal to teach appropriate behavior through positive reinforcement. We accomplish this task by using a behavioral framework called Positive Behavior Interventions and Supports (PBIS). It is our desire to partner with families to provide solutions to problems and equip students to ROAR in and outside of the classroom. ROAR is an acronym our staff uses to teach the Biblical-based truths of:

R- Respect (Deuteronomy 13:4)

O-Obedience (Jeremiah 7:23)

A-Appreciation (Psalm 107:1)

R- Responsibility (I Corinthians 14:40)

ADDITIONAL INFORMATION

SPECIAL CLASSES:

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

| | |
|----------|--------------------|
| Mandarin | TK-5 |
| Art | TK-5 |
| Spanish | TK-5 |
| Library | TK-3 |
| Music | TK-5 |
| PE | TK-5 |
| Computer | TK-5 |
| Band | 4th and 5th grades |

These classes allow the students to experience a deeper understanding of the academic knowledge delivered while applying and discovering it through a different mechanism.

FIELD TRIPS:

Field trips are taken throughout the school year. They are intended to be fun and informative learning experiences. They are designed primarily 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 can 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 must make other arrangements for the 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 are 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, contact the teacher to determine a day and time to celebrate the Summer birthday. For birthday parties held away from school, please follow these guidelines:

1. Invitations cannot 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 cannot be used as pick up times for birthday parties. Flowers, balloons and/or gift baskets cannot be delivered to students during the school day or at any school-sponsored event or program.

CLASSROOM VISITS:

We welcome visitors to our classrooms but we must minimize instructional disruption.

Therefore:

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, check in at the Guest Services desk and proceed to the Elementary Office to obtain a Visitor Badge.

BRINGING ITEMS TO STUDENTS DURING THE SCHOOL DAY:

If you need to bring an item to your student at school:

- Check in at Guest Services to receive a Lobby Guard pass to the Elementary Office.
- Check in at the Elementary Office to receive a **yellow** sticker to adhere to your shirt. Our teachers will not open the classroom door unless you are wearing **both** tags. When possible, leave the item in the office and we will have the teacher assistant retrieve it.

HOLIDAY CELEBRATIONS

- Halloween: Halloween is not 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 can be planned with an emphasis on the birth of Christ.
- Valentine's Day: Class parties can be planned. Valentines can be exchanged and students must bring them for **all** class members.
- Easter: Class parties can be planned with an emphasis on the substitutionary death, burial, and resurrection of Jesus Christ. (NO Easter Bunny.)
- End of the Year: A class party is held on the last day of school. Parents are welcome to attend.

CELLPHONES AND ELECTRONIC DEVICES:

Cellphones, video games, iPods, iPads, electronic readers or similar devices are NOT PERMITTED in the elementary grades at HGCS.

TK-5TH GRADE DRESS CODE

The dress code is designed to provide an environment that is safe, conducive to learning, and free from unnecessary distractions. Students are required to follow this dress code. Become familiar with our dress code requirements. **Administration reserves the right to acknowledge any clothing as inappropriate, and to take corrective action.**

PANTS

- modest and loose-fitting
- any color or design
- devoid of any holes, patches, and fraying
- devoid of 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 are not acceptable

SHORTS

- come to the knee
- modest and loose-fitting
- any color or design
- devoid of any holes, patches, and fraying
- devoid of writing across the bottom area
- 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 top of knee
- modest and loose-fitting
- any color or design
- devoid of any holes, patches, and fraying
- devoid of writing across the entire bottom area
- dresses must have sleeves

SHIRTS

Girls

- must have sleeves
- modest and loose-fitting
- come to the top of the pocket (at hipbone)
- any color/design
- should cover undergarments at all times
- devoid of inappropriate logos/graphics

Boys

- must have sleeves
- modest and loose-fitting
- any color/design
- devoid of inappropriate logos/graphics

SWEATERS/JACKETS

- any color or material
- devoid of inappropriate logos, graphics, and writing

SHOES

Allowed:

- sandals
- dress shoes
- casual shoes
- tennis shoes

Prohibited:

- flip-flops
- house shoes

Heels should be no more than 1 inch.

HATS

- No hats or head coverings

JEWELRY/HAIR

Girls:

- Earrings can be worn but in ears only. No visible body piercing or tattoos.

Boys:

- No earrings allowed. No visible body piercing or tattoos.
- Hair must be neat, trimmed above the collar and above the eyebrow.
- No hair art which includes, but is not limited to: lettering, designs, color.



MIDDLE SCHOOL HANDBOOK

ACADEMICS

PLAGIARISM

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

ACADEMIC POLICIES

1. Students must earn an average of 60% or higher in their courses for the year to earn credit. A failed course earns no credit and may have to be repeated.
2. Students in grades 6-8 must earn a 60 or above for the year in Math, Science, English, Bible, and History. Students will not be promoted to the next grade level unless they receive credit through the school's credit recovery program for any class not receiving a passing grade. Students can take a maximum of two classes in the credit recovery program. (Students who do not pass three of the above classes will not be promoted to the next grade level.)
3. Report cards are posted on RenWeb after each quarter-end.
4. Online grades are updated weekly. Go to RenWeb to view grades and assignments.
5. GPA calculations are determined by averaging regular and weighted courses together as indicated on the grading scale below. (Honors courses receive one extra quality point.)
6. Honors classes are offered in English, History, Science, and Algebra in 8th grade. Honors Math classes are offered in 6th and 7th grades. A student must have a 92 average or higher in the course for the year and no more than two zeros to qualify.

2016-2017 GRADING SCALE

| Letter Grade | 2016-2017 | GPA Standard | Honors | AP |
|--------------|-----------|--------------|--------|------|
| A+ | 99-100 | 4.0 | 5.0 | 6.0 |
| A | 92-98 | 4.0 | 5.0 | 6.0 |
| A- | 90-91 | 3.67 | 4.67 | 5.67 |
| B+ | 88-89 | 3.33 | 4.33 | 5.33 |
| B | 82-87 | 3.0 | 4.0 | 5.0 |
| B- | 80-81 | 2.67 | 3.67 | 4.67 |
| C+ | 78-79 | 2.33 | 3.33 | 4.33 |
| C | 72-77 | 2.0 | 3.0 | 4.0 |
| C- | 70-71 | 1.67 | 2.67 | 3.67 |
| D+ | 68-69 | 1.33 | 2.33 | 3.33 |
| D | 62-67 | 1.0 | 2.0 | 3.0 |
| D- | 60-61 | .67 | 1.67 | 2.67 |
| F | 0-59 | 0 | 0 | 0 |

CREDIT RECOVERY

HGCS offers a limited number of credit recovery courses. These courses are designed for students who have earned an unsatisfactory grade in a course. Credit recovery courses will be offered through an online program at an additional cost. Students cannot seek credit recovery in more than two classes per year.

ACADEMIC PROBATION

Students are placed on academic probation if they receive two F's at the end of a quarter grading period and remain on probation the remainder of the semester. Students with two or more F's for the year may not be allowed to re-enroll for the following school year. Students who are asked to leave HGCS for academic reasons can re-apply after one full calendar year has lapsed. 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 students 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. How much time a student spends on homework depends on organization, study skills, use of time, homework environment, and class schedule. Honors classes involve more homework.

HGCS MIDDLE SCHOOL "ZEROS AREN'T PERMITTED" POLICY

To ensure that teachers have an accurate assessment of skill level and to hold students accountable for the work that has been assigned, HGCS has implemented a "Zeros Aren't Permitted" Policy.

Implementation Guidelines:

- Students who do not turn in or fail to complete an assignment will be assigned a lunch lab for that day or the next day (in cases of infractions that occur after fifth period or on Friday) in which s/he will be required to complete the missed assignment.
- Students are required to attend lunch lab even if they complete the missed assignment before lunch and turn it back in to the teacher.
- Upon completion of assignment, 70% of the highest credit will be given. **Incomplete assignments will not be accepted.** All assignments for the class must be completed to receive credit for the class. If assignments are still outstanding at the end of the quarter, students will not be given a grade for the class until all outstanding

assignments have been completed. These assignments include submission of projects and participation in Accelerated Reader.

- On the 4th infraction, an after-school lab will be assigned.
- On the 7th infraction, a Saturday lab will be assigned.

Purpose:

The intent of the Middle School teachers and administration is to hold students to high standards as they are accountable for work assigned. We encourage students to turn in work completed and on time to avoid using this policy.

TESTING

TerraNova is a series of standardized achievement tests designed to assess student achievement in reading, language arts, mathematics, science, social studies, vocabulary, spelling, and other areas. The Terra Nova will be given to students in grades 6-8 each Spring to measure academic growth throughout the year. Any student not performing at grade level can be retained at the discretion of the Administration.

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.

MAKE-UP WORK

1. Students are 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 can result in students being able to make up work only for partial credit. Missed work, including make-up tests, is to be made up during the class missed, before school, or after school.

Athletes and/or Fine Arts students participating in a game or event are responsible for previously scheduled tests or quizzes on the day before or the day after their absence. 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 can be picked up after 2:30 PM outside the teacher's door or online.

Bell Schedule

| | |
|------------|-----------------------|
| 1st Period | 7:45 - 8:35 AM |
| 2nd Period | 8:40 - 9:30 AM |
| 3rd Period | 9:35 - 10:25 AM |
| 4th Period | 10:30 - 11:20 AM |
| Setup | 11:25 - 11:30 AM |
| Lunch | 11:30 AM - 12:00 Noon |
| 5th Period | 12:05 - 12:50 PM |
| 6th Period | 12:55 - 1:45 PM |
| Study Hall | 1:50 - 2:30 PM |

TARDY POLICY

School begins promptly at 7:45 AM. A student is considered tardy after 7:45 AM. Students who arrive to school after the 7:45 bell must report to the Main 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 unexcused tardies for one class will equal an absence. Please review our attendance policy for the amount of absences students are allowed. Excessive tardies may result in further disciplinary action.

PLEASE SEE FULL DETAILS OF HGCS DISCIPLINE POLICY BEGINNING ON PAGE 11.

CELLPHONES

Students cannot use cellphones or other electronic devices during school hours unless given explicit permission to do so by a staff member. **Cellphones MUST be turned off and concealed at all times during school hours.** Violation of this rule will result in the phone being confiscated and detention assigned. Students can use the office phone for emergencies.

MIDDLE-SCHOOL & HIGH-SCHOOL DRESS CODE

The dress code is designed to provide an environment that is safe, conducive to learning, and free from unnecessary distractions. Students are required to follow this dress code. Become familiar with our dress code requirements. **Administration reserves the right to acknowledge any clothing as inappropriate, and to take corrective action.**

PANTS

- modest and loose-fitting
- any color or design
- devoid of any holes, patches, fraying
- devoid of 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

SHORTS

- come to the knee
- modest and loose-fitting
- any color or design
- devoid of any holes, patches, fraying
- devoid of 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 ankle
- modest and loose-fitting
- any color or design
- devoid of any holes, patches, fraying
- devoid of 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. Button-down shirts may not be worn open or as a jacket.

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
- devoid of inappropriate logos/graphics

Boys

- must have a collar, buttons/snaps and sleeves
- modest and loose-fitting
- any color/design
- devoid of inappropriate logos/graphics

SWEATERS/JACKETS

- any color or material
- devoid of inappropriate logos, graphics, and writing
- worn with a collared shirt that buttons or snaps

SHOES

Allowed:

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

Prohibited:

- flip-flops
- house shoes
- fur-lined shoes

BELTS/HATS

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

JEWELRY/HAIR

Girls:

- Earrings can be worn but in ears only. No visible body piercing or tattoos.

Boys:

- No earrings allowed. No visible body piercing or tattoos.
- Hair must be neat, trimmed above the collar and above the eyebrow.
- No hair art which includes, but is not limited to: lettering, designs, color.

DRESS CODE, CONTINUED

The Dress Code applies to the school day and any 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 remain at school out of compliance with our dress code.

1. First violation: warning; student calls home to get a change of clothes.
2. Second violation: lunch detention; student calls home to get a change of clothes.
3. Third violation: after-school detention; student calls home to get a change of clothes.
4. Fourth violation: Saturday school; student calls home to get a change of clothes.
5. Fifth and beyond: suspension; student not allowed to remain at school that day.

HONOR DRESS

Honor Dress is required for all chapel programs in 6th-12th grades and at certain special events. Designated general dress code standards apply with the following exceptions:

Young Women:

- Slacks or floor-length dresses/skirts required.
- Shirts or blouses must have a collar. Sweaters can be worn over shirts or blouses. No hoodies or sweatshirts.
- Dress shoes or dress sandals required (no tennis shoes).
- Nothing skin-tight or molded to the figure.

Young Men:

- Shirts must be full button-up and tucked in.
- Neckties required.
- Sweaters can be worn over the shirt and tie. No hoodies or sweatshirts.
- Slacks/dress pants required.
- Dress shoes required (no tennis shoes).



HIGH-SCHOOL HANDBOOK

ACADEMIC POLICIES

1. Students must earn an average of 60% or higher in their courses for the semester to earn credit. A failed course earns no credit and may have to be repeated.
2. To be promoted to the next grade, students must have completed enough credits toward graduation. Students entering each of the following grades should have completed enough courses to satisfy all of the requirements in the corresponding column.

| | 10th | 11th | 12th |
|------------------|-------------|-------------|-------------|
| Bible | 1 credit | 2 credits | 3 credits |
| English | 1 credit | 2 credits | 3 credits |
| Math | 1 credit | 2 credits | 3 credits |
| Science | 0-1 credit | 1-2 credits | 2-3 credits |
| History | 1 credit | 2 credits | 3 credits |
| Foreign Language | 0-1 credit | 0-2 credits | 1-3 credits |
| Electives | 0-5 credits | 0-5 credits | 0-5 credits |

Students in grades 9-12 who do not pass a course can enroll in an online credit recovery program.

3. Report cards are posted on RenWeb after each quarter-end. (See the school calendar for dates.)
4. Progress reports are online. Online grades are updated weekly.
5. Semester Exams: Semester exam grades count as 20% of the semester average.
6. GPA calculations are determined by averaging regular and weighted courses as indicated on the Grading Scale. Honors courses receive one extra quality point. Advanced Placement (AP) courses receive two extra quality points.
7. Exemption for semester exams:
 - Seniors must have an "A" average at the end of each semester to be exempt from the exam in a particular class. Seniors cannot have any unexcused absences and no more than 3 excused absences per class per semester.
 - Seniors cannot be exempt from Advanced Placement exams.
 - Seniors suspended during a semester are not allowed to be exempt from final exams.

| 2016-2017 GRADING SCALE | | | | |
|-------------------------|-----------|--------------------|--------------|--------------------------|
| Letter Grade | 2016-2017 | GPA Standard Level | Honors Level | Advanced Placement Level |
| A+ | 99-100 | 4.0 | 5.0 | 6.0 |
| A | 92-98 | 4.0 | 5.0 | 6.0 |
| A- | 90-91 | 3.67 | 4.67 | 5.67 |
| B+ | 88-89 | 3.33 | 4.33 | 5.33 |
| B | 82-87 | 3.0 | 4.0 | 5.0 |
| B- | 80-81 | 2.67 | 3.67 | 4.67 |
| C+ | 78-79 | 2.33 | 3.33 | 4.33 |
| C | 72-77 | 2.0 | 3.0 | 4.0 |
| C- | 70-71 | 1.67 | 2.67 | 3.67 |
| D+ | 68-69 | 1.33 | 2.33 | 3.33 |
| D | 62-67 | 1.0 | 2.0 | 3.0 |
| D- | 60-61 | .67 | 1.67 | 2.67 |
| F | 0-59 | 0 | 0 | 0 |

ACADEMIC POLICIES, CONTINUED

ACADEMIC COACHING

Academic Coaching is provided for students who have 2 or more D's or 1 or more F's at the mid- or quarter-end grade review. Students who are placed in Academic Coaching are assigned an academic coach who will be available to meet with him or her at least once a week. Students in Academic Coaching are also required to attend SMART (*Students Maximizing Achievement with Resources and Time*) lunch sessions with the teacher of every class for which they have a D or an F grade at mid- or quarter-end grade review. Students in Academic Coaching will receive a form for tracking and documenting their attendance at the coaching sessions and lunch sessions. Students who miss SMART lunch sessions will be assigned after-school detention. At the next mid- or quarter-end grade review, the student's grades will be reviewed to determine whether Academic Coaching is to continue. Grades will be reviewed according to this schedule:

| <u>Grade Review</u> | <u>Date</u> | <u>Grade Check</u> | <u>Date</u> |
|---------------------|-------------|--------------------|-------------|
| Mid-Quarter | 9/19/16 | Mid-Quarter | 2/13/17 |
| Quarter End | 10/18/16 | Quarter End | 3/10/17 |
| Mid-Quarter | 11/21/16 | Mid-Quarter | 4/17/17 |
| Semester End | 12/20/16 | Semester End | 5/24/17 |

CHEATING POLICY

When a student is caught cheating on an assignment:

- Students will be assigned a disciplinary action according to the severity of the infraction (*refer to chart below*).
- Parents will be notified and the incident will be documented in RenWeb.

In keeping with the Zero's Aren't Allowed Policy:

- Students will be required to complete an alternate assignment
- The highest amount of credit a student can earn is 50% (unless otherwise noted)

| INFRACTION LEVEL | DESCRIPTION | MINIMUM DISCIPLINARIAN ACTION |
|------------------------|--|---|
| Level One Infraction | May include but is not limited to: plagiarism, sharing homework answers, cheating on a classwork assignment | <ul style="list-style-type: none"> • After School Detention • Complete alternate assignment • Highest credit awarded 50% |
| Level Two Infraction | May include but is not limited to: plagiarism, second cheating offense on homework or classwork, cheating on a test | <ul style="list-style-type: none"> • Saturday School • Complete alternate assignment • Highest credit awarded 50% |
| Level Three Infraction | May include but is not limited to: plagiarism, third or more cheating offense on homework or classwork, cheating on a test or exam | <ul style="list-style-type: none"> • Recommendation for suspension or expulsion • Zero credit given |

GRADES

Parents can check their student's progress in each class weekly using the online information system. 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 is 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 students must be receiving services through our certified educational service.

CREDIT RECOVERY

HGCS offers 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 are 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 completing the course. Students cannot seek credit recovery in more than two classes per year.

PLAGIARISM INFRACTIONS

Students are held accountable in all classes (not just English classes) for any plagiarism infractions. All plagiarism, regardless of the amount of material plagiarized or the student's intent, can result in a lesser grade and can incur additional disciplinary consequences.

ACADEMIC PROBATION

Students can be placed on academic probation if they receive two or more F's at the end of a semester grading period. Once parents and students have been notified of the probationary standing, students remain on probation for the remainder of the school year. If unsatisfactory grades continue to occur, the student may not be allowed to re-enroll for the next school year. Students who are asked to leave HGCS for academic reasons can re-apply after one full academic 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 one week to make any changes to their classes after the Fall or Spring semesters begin. When the one-week period has ended, students must have permission from Administration to drop or add a class.

GRADUATION REQUIREMENTS

Refer to the High School Course Selection Guide.

GRADUATION MARSHAL APPOINTMENTS

The top 10 Juniors with the highest cumulative GPA at the mid-point of second semester are appointed to serve

as Marshals during graduation. Administration will notify students of their appointment by May 1 each year.

HOMEWORK POLICY

The principle purpose for homework is to reinforce course content and instruction. Homework is 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. The time a student spends on homework depends on organization, study skills, use of time, homework environment, and class schedule. Honors and Advanced Placement classes involve more homework.

HGCS HIGH SCHOOL GRADING GUIDELINES AND POLICIES

"ZEROS AREN'T PERMITTED" POLICY

Purpose:

- to get an accurate assessment of skill level
- to ensure that students complete required assignments
- to hold students accountable for work that has been assigned
- to ensure mastery of content
- to ensure that discipline issues are not part of the content grade

Criteria:

- applies to all graded assignments
- upon completion of assignment highest credit that can be earned is 70%.
- not completing the assignment is not an option (students will be assigned to lunch detention until the assignment is made up)

Implementation Guidelines:

- Student who does not turn in or fails to complete an assignment will be assigned a lunch lab for that day or the next day (in cases of infractions that happen fourth block or on Friday) in which s/he will be required to complete the missed assignment.
- Repeat offenders can be assigned an after-school detention or Saturday school.
- Missed lengthy assignments (i.e., papers, projects) can be assigned for completion in multiple lunch labs, after-school detention, or Saturday school.

TESTING

The PSAT is given in October to students in grades 9 and 11. Check the school calendar for specific dates. This practice test for the College Board's Scholastic Aptitude Test (SAT) is required by most colleges and universities for admission consideration. Students in grades 9 and 11 are automatically enrolled for this test. Tenth grade students will participate in a practice ACT. The Terra Nova achievement test is given in Spring to students in grades 9-11. Any student not performing at grade level can be retained at the discretion of the Administration.

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.

CELLPHONES

Students can use cellphones only:

1. Before and after school
2. During class changes
3. During lunch

Students cannot use cellphones or other electronic devices during class time unless explicit permission is given by the teacher or an administrator. Violation of this rule will result in the phone being confiscated and detention assigned.

ATTENDANCE

Regular attendance is required. Students' repeated failure to comply with school attendance policies can 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. 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 on a designated class field trip. This includes early dismissals. (Absences at the very beginning of the school day are considered tardies. See "Tardy Policy.")

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 on the High School office or downloaded from the school 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 who is absent from any course more than 8 times during a semester will not receive credit for the course without approval from the Principal.

ABSENCES

A student can have up to 8 absences a semester. A student with 8 or more absences a semester must have the approval of the Administration to be promoted to the next grade or to be given credit for the class.

On the day a student returns to school after being absent, s/he must bring a note explaining the reason for the absence or the absence will automatically be counted as unexcused. This note should be turned in to the respective office before school begins. It is the discretion of the Administration whether an absence is excused or unexcused. These procedures apply to absences:

1. Teachers and the High School Office 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 to be counted present. A half-day means remaining in school until 11:30 AM.
3. It is the student's responsibility to obtain any missed assignments.
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. *Any work not turned in on time will result in partial credit given. (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 make-up missed work for 80% credit. In the case of confirmed skipping, students must complete any missed work for 50% credit.
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, s/he will be required to take the test or quiz when s/he 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 s/he returns, depending on what the teacher has requested. If a student misses a previously announced test or quiz s/he will be required to take the assessment the day s/he 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 requests.

Excused Absences:

Excused absences include, but are not limited to:

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

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 from an absence

The Administration determines 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 cannot be dropped off before 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. A fee is 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 aside from the above stated locations and times. Students may not wait for parents in the Family Life Center lobby. All High School students are to be picked up in the designated car line location.

3. **Students who are not picked up by 3:00 PM or by the end of carline will be signed into our after-school program.** After the 3rd late occurrence, a bill will be issued for the number of times that the parents are late picking up the student (i.e., 3 times would be a charge of \$45 for TK-7th or \$30 for 8th-12th). There will be a fee charged to the student account who has been signed into the after-school program. **On the 5th occurrence, the after-school rates (see below) will be assessed to the account.**

Daily Charge:

| | |
|-----------------|----------------------|
| TK-7th grades | \$15.00 per day late |
| 8th-12th grades | \$10.00 per day late |

If you choose, you may officially register your student for our after-school program. After-school Rates:

| | |
|-----------------|---------------------|
| TK-7th grades | \$1,540.00 per year |
| 8th-12th grades | \$750.00 per year |

4. Parents are expected to write a note to the school for a student's early dismissal unless there is a family emergency. Include the date and time of pick-up.
5. In addition, an early dismissal slip must be filled out at the respective school office before a student can be dismissed.

MAKE-UP WORK

Students are 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 can result in students being able to make up work only for partial credit or they may not receive any credit at all. Missed work, including makeup tests, is to be made up during the class missed, before school, or after school.

Athletes and/or Fine Arts students participating in a game or event are responsible for previously scheduled tests or quizzes on the day before or the day after their absence. 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.

TARDY POLICY

School begins promptly at 7:45 AM. A student is considered tardy after 7:45 AM. Students who arrive to school after the 7:45 bell must report to the Main 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 unexcused tardies for one class will equal an absence. Please review our attendance policy for the amount of absences students are allowed. Excessive tardies may result in further disciplinary action.

GUIDELINES FOR ATHLETES

1. HGCS 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, s/he 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 has 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. If s/he quits, s/he 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, s/he cannot miss this particular class for any reason pertaining to their particular sport that is in season (including early dismissals for games).
9. An athlete must have a 70 average in all of his/her classes to be eligible to participate 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 on the student's conduct or violation of standards set forth in this handbook.

HGCS ACADEMIC COACHING / ATHLETIC ELIGIBILITY 2016-2017

Academic Coaching is provided for students who have 2 or more D's or 1 or more F's at the mid- or quarter-end grade check. Students in Academic Coaching will be assigned an academic coach who will be available to meet with students at least once per week. Students in Academic Coaching will also be required to attend SMART (*Students Maximizing Achievement with Resources and Time*) lunch sessions with the teacher of each class in which they have a D or an F. Students in Academic Coaching will be given a form with which to plan and track their own attendance. Students who miss SMART lunch sessions will be given an after-school detention. At the next mid- or quarter-end grade check, grades will be reviewed to determine if a student needs to remain in Academic Coaching.

Grades will be checked according to the following schedule:

| Grade Check | Date |
|-----------------------------|----------|
| Mid-Quarter | 9/19/16 |
| End of Quarter | 10/18/16 |
| Mid-Quarter | 11/21/16 |
| End of Semester/Final Grade | 12/20/16 |
| Mid-Quarter | 2/13/17 |
| End of Quarter | 3/10/17 |
| Mid-Quarter | 4/17/17 |
| End of Semester/Final Grade | 5/24/17 |

Any student athlete who is placed in the Academic coaching program will be categorized as follows:

| Category | Grade Qualifications | Action |
|-------------------------|---|--|
| On Athletic Probation | 2 or more D's or 1 or more F's | <ul style="list-style-type: none"> –Required to meet weekly with assigned Academic Coach –Required SMART lunch sessions with the teacher of every class in which they have a D or an F |
| Off Athletic Probation | Fewer than 2 D's and no F's | –Released from Academic Coaching |
| Athletically Ineligible | On Athletic Probation for consecutive grade reviews | –Ineligible to practice or play until satisfactorily completing the next grade review |

MIDDLE-SCHOOL & HIGH-SCHOOL DRESS CODE

The dress code is designed to provide an environment that is safe, conducive to learning, and free from unnecessary distractions. Students are required to follow this dress code. Become familiar with our dress code requirements. **Administration reserves the right to acknowledge any clothing as inappropriate, and to take corrective action.**

PANTS

- modest and loose-fitting
- any color or design
- devoid of any holes, patches, fraying
- devoid of 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

SHORTS

- come to the knee
- modest and loose-fitting
- any color or design
- devoid of any holes, patches, fraying
- devoid of 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 ankle
- modest and loose-fitting
- any color or design
- devoid of any holes, patches, fraying
- devoid of 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. Button-down shirts may not be worn open or as a jacket.

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
- devoid of inappropriate logos/graphics

Boys

- must have a collar, buttons/snaps and sleeves
- modest and loose-fitting
- any color/design
- devoid of inappropriate logos/graphics

SWEATERS/JACKETS

- any color or material
- devoid of inappropriate logos, graphics, and writing
- worn with a collared shirt that buttons or snaps

SHOES

Allowed:

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

Prohibited:

- flip-flops
- house shoes
- fur-lined shoes

BELTS/HATS

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

JEWELRY/HAIR

Girls:

- Earrings can be worn but in ears only. No visible body piercing or tattoos.

Boys:

- No earrings allowed. No visible body piercing or tattoos.
- Hair must be neat, trimmed above the collar and above the eyebrow.
- No hair art which includes, but is not limited to: lettering, designs, color.

DRESS CODE, CONTINUED

The Dress Code applies to the school day and any 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 remain at school out of compliance with our dress code.

1. First violation: warning; student calls home to get a change of clothes.
2. Second violation: lunch detention; student calls home to get a change of clothes.
3. Third violation: after-school detention; student calls home to get a change of clothes.
4. Fourth violation: Saturday school; student calls home to get a change of clothes.
5. Fifth and beyond: suspension; student not allowed to remain at school that day.

HONOR DRESS

Honor Dress is required for all chapel programs in 6th-12th grades and at certain special events. Designated general dress code standards apply with the following exceptions:

Young Women:

- Slacks or floor-length dresses/skirts required.
- Shirts or blouses must have a collar. Sweaters can be worn over shirts or blouses. No hoodies or sweatshirts.
- Dress shoes or dress sandals required (no tennis shoes).
- Nothing skin-tight or molded to the figure.

Young Men:

- Shirts must be full button-up and tucked in.
- Neckties required.
- Sweaters can be worn over the shirt and tie. No hoodies or sweatshirts.
- Slacks/dress pants required.
- Dress shoes required (no tennis shoes).

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, s/he cannot miss this particular class for any reason pertaining to their particular Fine Arts program/event that is in season (this includes early dismissals for Fine Arts programs/events).
5. The school reserves the right to suspend or dismiss a student from participation in a Fine Arts event, activity, meeting or competition based on the student's conduct or violation of standards set forth in this handbook.

HICKORY GROVE

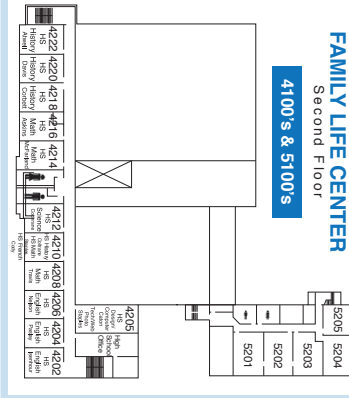
Christian School



FAMILY LIFE CENTER

Second Floor

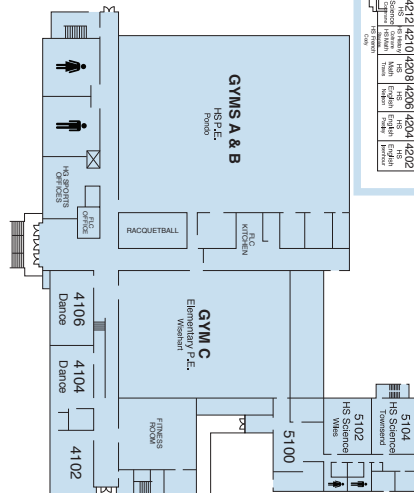
4100's & 5100's



FAMILY LIFE CENTER

First Floor

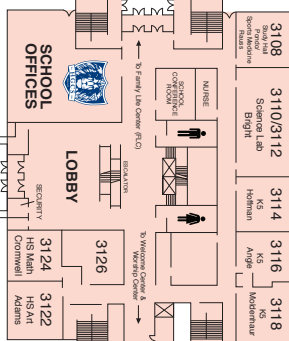
4100's & 5100's



EDUCATION CENTER

First Floor

3100's



RESTROOMS



STAIRS

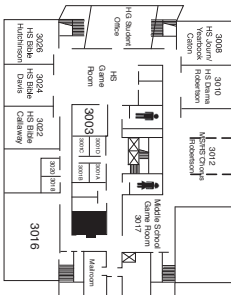


ELEVATOR

EDUCATION CENTER

BASEMENT: STUDENT MINISTRY

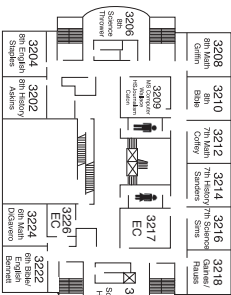
3000's



EDUCATION CENTER

SECOND FLOOR

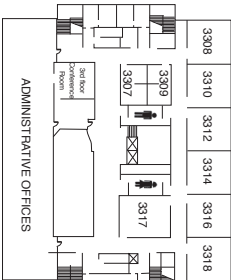
3200's



EDUCATION CENTER

THIRD FLOOR

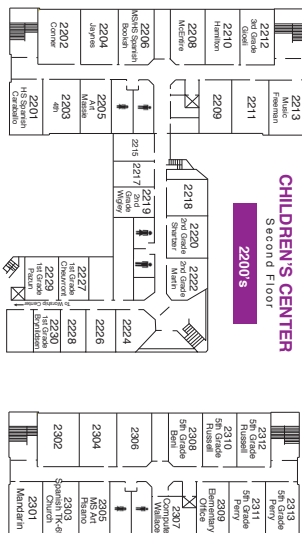
3300's



CHILDREN'S CENTER

Third Floor

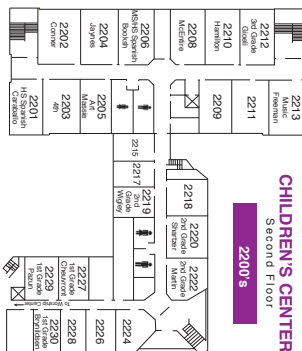
2300's



CHILDREN'S CENTER

Second Floor

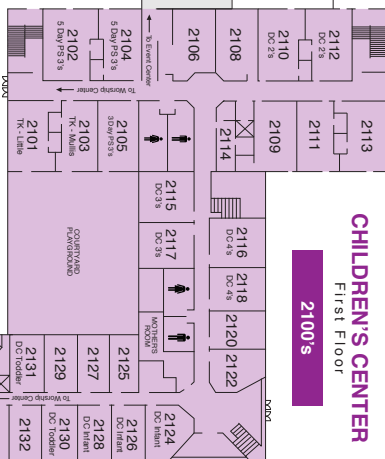
2200's



CHILDREN'S CENTER

First Floor

2100's



1100's

