



Hillcrest Family Members:

Welcome to the 2008-2009 school year. Our goal is for our students to have a wonderful experience with us while achieving their educational objectives.

We as administration, faculty and staff, realize we have a great responsibility and obligation to providing the best education possible for our students. We also realize it is our responsibility to lead by Christian example and to help them grow in Christian values.

On the following pages, you will find the policies and procedures we have in place to provide the structure required of any organized society. Simply put, these policies are intended to assist all our patrons in knowing what is right and wrong, and what is acceptable and what is not. Please read them carefully and commit them to memory to the extent that they can be useful.

For a student to receive a Christian education, three means must work together... home, church and school. We pledge our support to parents and families in the home and we will encourage our students to be involved in the local church. We ask for your support and encouragement as we attempt to make this school year a great one for each student.

If you should have questions or need assistance please feel free to call on us at any time...May God bless you this year.

In His Service,

A handwritten signature in cursive script that reads 'Tom Prather'.

Tom Prather  
Headmaster



## FOREWORD

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

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

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

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

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

## MISSION STATEMENT OF HILLCREST CHRISTIAN SCHOOL

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

- Operate in a manner worthy of the Lord (v.10)
- Seek to please the Lord in every aspect of the school (v.10)
- Expect growth in character and knowledge (v.10)
- Rely upon the Lord (v.11)
- Cultivate an atmosphere of joyful thanksgiving (v.12)

## STATEMENT OF FAITH OF HILLCREST CHRISTIAN SCHOOL

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

## NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

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



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## BOARD OF DIRECTORS

Mr. Bill Harris, President  
Mr. Brad Fountain, Vice-President  
Dr. Jaye Myers, Secretary  
Mr. Mike Jones, Treasurer  
Mr. Scott Bailey  
Mr. James Barber  
Mr. Louis Dugas  
Mr. Shane Sheffield  
Dr. John Taylor  
Mr. Johnnie Twiner

## ADMINISTRATION

Dr. Tom Prather, Headmaster  
Mike Blue, Upper School Dean  
Linda Brown, Lower School Dean  
Shana Sheffield, Lower School Counselor  
Barbara Westerfield, Upper School Counselor  
Lacie Myers, Finance  
Melissa Jones, Admissions

## STAFF

Kent Bryant ..... Tech Support Specialist, Administrative/Academic Complex  
Becky Pigford ..... Administrative Assistant, Administrative/Academic Complex  
Christi Self ..... Student Services Director, Lower School Administrative Office  
Beth Etheridge..... Student Services Director, Upper School Student Service Office

Business Office ..... 372-0149  
Fax ..... 371-8061  
Personnel  
Dr. Tom Prather, Headmaster..... ext. 311  
Lacie Myers, Finance..... ext. 303  
Melissa Jones, Admissions ..... ext. 300  
Todd Taylor, Band Director..... ext. 315  
Becky Pigford, Administrative Assistant..... ext. 306

Lower School .....	372-0809
Fax .....	371-8066
<b>Administrative Personnel</b>	
Linda Brown, Lower School Dean.....	372-0809 or 372-0149 ext. 100
Shana Sheffield, Lower School Counselor.....	372-0809 or 372-0149 ext. 108
<b>Office Personnel</b>	
Christi Self, Student Service Director.....	372-0809 or 372-0149 ext. 102
<b>Cougar Care (Day Care)</b>	
Missy Biggs, Cougar Care Director.....	372-0812
<b>Cafeteria</b>	
Marty Ledbetter, Cafeteria Manager .....	373-2533
<b>Upper School.....</b>	<b>372-0149</b>
Fax .....	371-8061
<b>Administrative Personnel</b>	
Mike Blue, Upper School Dean.....	ext. 312
Barbara Westerfield, Upper School Counselor .....	ext. 307
<b>Office Personnel</b>	
Beth Etheridge, Student Service Director .....	ext. 309
<b>Band Hall.....</b>	<b>371-8063</b>
Todd Taylor, Band Director	
<b>Cafeteria.....</b>	<b>371-1817</b>
Marty Ledbetter, Cafeteria Manager	
<b>Coaches Office .....</b>	<b>372-0149</b>
Football .....	ext 324
Basketball .....	Girls ext. 325/Boys ext. 326
Baseball.....	ext.239
<b>Yearbook Office.....</b>	<b>372-8037</b>

**PERSONNEL**

**ADMINISTRATION**

**Dr. Tom Prather**

B.S., Mississippi College;  
M.E., Mississippi College  
Ph.D. Education, University of Mississippi

**Shana Sheffield, Lower School Counselor**

B.S., Miss. State University  
M. Ed., University of Southern Mississippi  
M.C. Gifted Certification

**Mike Blue, Upper School Dean**

B.A., M.A., Mississippi College

**Barbara Westerfield, Upper School Counselor**

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

**Linda Brown, Lower School Dean**

B.S., Mississippi State University;  
M.Ed. & Administration, Mississippi College

### Pledge to the Christian Flag



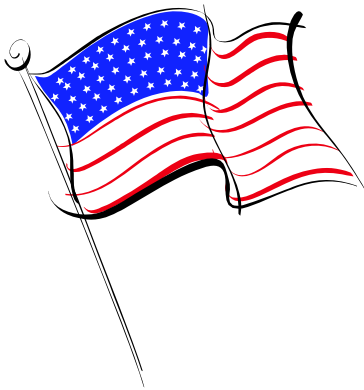
*I pledge allegiance to the Christian Flag,  
and to the Savior  
for whose kingdom it stands,  
one brotherhood  
uniting all Christians  
in service and love.*

### Pledge to the Bible

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



### Pledge to the American Flag



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

HILLCREST CHRISTIAN SCHOOL  
2008 – 2009 School Calendar

New Teacher Orientation 9:00a.m. ....	August 1, 2008
All Teachers Report 9:00 a.m.....	August 4, 2008
Kindergarten Parents Meeting (K3, K4 & K5) 6:00 p.m.....	August 4, 2008
Lower School Parents Meeting, 1 <sup>st</sup> – 6 <sup>th</sup> Grades, 6:00 p.m.....	August 5, 2008
Lower School "Meet the Teachers" 8:30 a.m. – 9:30 a.m. (Come & Go).....	August 7, 2008
Upper School "Meet the Teachers" New Student Orientation 10:00 a.m. – 12:00 Noon.....	August 7, 2008
<i>Lower &amp; Upper School First Day (full)</i> .....	<i>August 8, 2008</i>
Upper school Parent's Meeting 6:00 p.m.(HS Gym).....	August 12, 2008
Meet the Cougars 6:30 p.m.....	August 21, 2008
LABOR DAY – NO SCHOOL.....	September 1, 2008
FALL BREAK – NO SCHOOL.....	October 10 – 13, 2008
Festival of Trees & Lights.....	November 11 – 15, 2008
THANKSGIVING HOLIDAYS – NO SCHOOL.....	November 24 –28 2008
MPSEA TEACHER CONFERENCE – NO SCHOOL.....	December 5, 2008
Fine Arts Christmas Concert.....	TBA
Upper School Exams.....	December 16 – 19, 2008
CHRISTMAS HOLIDAYS – NO SCHOOL.....	December 22, 2008 – January 2, 2009
Second Semester Begins.....	January 5, 2009
Beauty & Beau Pageant.....	January 24, 2009
TEACHER IN-SERVICE DAY – NO SCHOOL.....	January 19, 2009
PRESIDENT'S DAY – NO SCHOOL.....	February 16, 2009
SPRING BREAK – NO SCHOOL.....	March 12 (1/2 day) – 20, 2009
Return to School.....	March 23, 2009
EASTER BREAK – NO SCHOOL.....	April 10-13, 2009
Evening of the Arts 6:30 p.m.....	TBA
Field Day – Lower School.....	May 1, 2009
Parent's Appreciation Dinner.....	May 4, 2009
Teacher Appreciation Week.....	May 4 – 8, 2009
Senior Exams.....	May 4 – 6, 2009
Baccalaureate Service.....	May 11, 2009
Senior Class Day/Passing the Torch 8:30 a.m.....	May 12, 2009
Awards Day – Upper School 8:30 a.m.....	May 14, 2009
Senior Graduation.....	May 15, 2009
Upper School Final Exams (7 <sup>th</sup> – 11 <sup>th</sup> grades).....	May 19 – 22, 2009
Kindergarten Graduation 8:15 a.m.....	TBA
Lower School Awards Day 10:00 a.m.....	TBA
6 <sup>th</sup> Grade Graduation.....	TBA
Last Day of School.....	May 22, 2009

SEMESTER AND FINAL EXAMS MUST BE TAKEN AS SCHEDULED. EXAMS WILL NOT BE ADMINISTERED EARLY

Cougar Care will be closed to observe the following:

- Memorial Day - May 26, 2008
- Independence Day, July 4, 2008
- Summer Vacation, July 28 – August 1, 2008
- Labor Day, September 1, 2008
- Thanksgiving, November 24-28, 2008
- Christmas, December 24 -26/January 1- 2, 2009
- Easter, April 10 and April 13, 2009
- Memorial Day, May 25, 2009
- Independence Day, July 4, 2009
- Summer Vacation, July 27 – August 3, 2009

9 Weeks Test Schedule

- 1<sup>st</sup> 9 weeks -
- October 6-9
- Semester 1 Exams -
- December 16-19
- 3<sup>rd</sup> 9 weeks -
- March 3-6
- Final Exams -
- May 19-22

## INTRODUCTION

Hillcrest Christian School holds accreditation through the Southern Association of Independent School (SAIS), the Southern Association of Colleges and Schools (SACS), the Mississippi Private School Association (MPSA) and has membership in the following: the Association of Christian Schools International (ACSI), the Council for Advancement and Support of Education (CASE), the Metro Chamber of Commerce and the Clinton Chamber of Commerce.

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

## MEMBERSHIP AND TUITION

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

Tuition payment options are as follows:

**Annual Plan** - Tuition payable in full by June 1.

**Semi-Annual Plan** - 2 of tuition payable June 1, and 2 of tuition payable December 1.

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

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

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

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

## FINANCIAL AID

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

To apply for financial aid, a family must submit an application to SSS (School & Student Services for Financial Aid) located in Princeton, NJ (applications are available in the Admissions Office). This national independent school service provides a financial evaluation of the family=s resources. Families must also submit a copy of their current tax return.

Hillcrest Christian makes every attempt to be aware of other financial aid resources that offer scholarships or assistance to students in need. If you would like information about these organizations, or if you have questions about our program, please contact the Admissions Office.

## GENERAL POLICIES

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

1. In attendance at school;
2. On school property;

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

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

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

### **CRISIS MANAGEMENT PLAN**

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

**FIRE AND TORNADO DRILLS** - Fire and tornado drills will be held throughout the year.

### **SCHOOL CLOSINGS**

**INCLEMENT WEATHER/EMERGENCY SITUATIONS** - In the event of impending inclement weather, please tune in to local radio and television stations for a list of school closures. Information will be provided for broadcast by 6:45 a.m.

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

### **PROBLEM SOLVING PROTOCOL**

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

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

**SECOND STEP** - (If necessary) When the first protocol has been followed, if the problem is not remedied, contact the immediate administrative supervisor (dean/director).

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

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

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

### **PARENTAL SUPPORT**

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

## PRAYER POLICY

In keeping with the Hillcrest Christian School Mission Statement and Statement of Faith, the Board of Directors declares the following policy to be in the best interest of our school and its students.

LOWER SCHOOL - Prior to the beginning of each school day, the elementary faculty shall lead the students in a devotion and verbal prayer.

PER SCHOOL - A devotion and announcements will be made over the intercom or HC/TV daily during advisory or chapel.

SCHOOL EVENTS (ASSEMBLY/CHAPEL, ATHLETIC, BAND, ETC.) - Prior to the beginning of all lower and upper school events, coaches, sponsors or administrative staff shall lead the players and spectators in a verbal prayer. In addition, coaches and sponsors shall ensure that the national anthem is played at least once at each sporting event.

## SPORTSMANSHIP

All participants, players, coaches and fans, which includes all extracurricular activities (i.e. athletics, band, cheerleading, pageants, Who=s Who) should show good sportsmanship and conduct themselves at all times in a Christian manner. Hillcrest Christian School is dedicated to providing an atmosphere that promotes leadership, teamwork and comradery among fellow players as well as officials and opponents. Yelling or insulting players, coaches, and referees during tryouts, practice, camps, or games, etc. will not be tolerated. Any actions that degrade or embarrass HCS or our Christian policies are unacceptable.

Offenders will be dealt with and appropriate action will be taken by the administration of Hillcrest Christian School. Individuals who are ejected from a game face a penalty from the Mississippi Private School Association, including but not limited to, a fine, suspension from future MPSA functions or both. In addition, HCS may be placed on probation or suspended from participating in MPSA functions.

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

--Mississippi Private School Association

## SEXUAL HARASSMENT POLICY INAPPROPRIATE RELATIONSHIPS BETWEEN STAFF AND STUDENTS

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

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

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

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

## **THE USE OF TOBACCO PRODUCTS**

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

## **DRUGS AND ALCOHOL**

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

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

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

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

## **WEAPONS**

NO weapons of any size or type (i.e. knife, firearm) will be allowed in the possession of any individual (all ages) while on Hillcrest Christian School property. Possession means: on one=s person, in a school locker, sports bag, backpack, lunch box, or vehicle.

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

## **POLICIES FOR LOWER AND UPPER SCHOOL**

### **ADMISSION / WITHDRAWAL**

#### **AGES**

The K-3 child must be three years old before September 1<sup>st</sup> for K-3.

The K-4 child must be four years old before September 1<sup>st</sup> for K-4.

The K-5 child must be five years old before September 1<sup>st</sup> for K-5.

The first grade child must be six years old before September 1<sup>st</sup> for 1<sup>st</sup> grade.

### **HEALTH CERTIFICATE / IMMUNIZATION**

Upon admission your child is required to have the immunization card required by state law which can be obtained from your doctor. All students in K-3 through 12<sup>th</sup> grade must have an up-to-date immunization record in their files.

## MARRIAGE AND PREGNANCY

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

1. Students who are or have been married will not be accepted for enrollment. Students who are married before or during the school term will be dismissed from Hillcrest Christian School upon knowledge of such marriage by the administration.
2. Parents (either the mother or acknowledged father of a child or children) will not be accepted for enrollment at Hillcrest Christian School. Upon knowledge by the administration of the pregnancy of an enrolled student at Hillcrest Christian School, the prospective mother and acknowledged prospective father will be dismissed from Hillcrest Christian School.

## WITHDRAWALS

Withdrawals from the school must go through the business office. Tuition or fees paid in advance are non-refundable. Hillcrest Christian School reserves the right to deny readmission to any student who withdraws. No student will be considered for readmission unless they are in good standing academically and behaviorally. Parents and students must demonstrate positive reasons why they should be permitted to be readmitted. Voluntary withdrawals for reasons other than moving outside of the school area, as well as, withdrawals due to suspension or expulsion, will not release financial responsibility for payment of the complete membership/tuition contract.

## ATTENDANCE SCHOOL DAY

**LOWER SCHOOL STUDENTS** (K-3 through 5<sup>th</sup> grade) will report to the gym if they arrive at school before 7:30 a.m. A teacher will be on duty from 7:10 - 7:30 a.m. for the supervision of students and will be on duty in the afternoon until 2:55 p.m. Students who have not been picked up within 10 minutes of dismissal time will be sent to Cougar Care.

It is important to the well-being of a student to be at school at least ten (10) minutes before class begins. Each student needs time to Aunpack@ and get settled for the day.

**UPPER SCHOOL STUDENTS** will be dropped off or must park their cars immediately. Students are not allowed to sit in cars, on or around the campus at any time during school hours. Teachers will be on duty from 7:30 a.m. - 3:30 p.m. each day for the supervision of students.

Class time schedules are as follows:

	<u>Full-Day</u>	<u>Half-Day</u>
3-yr. Kindergarten	7:45 - 11:30	7:45 - 10:45
4-yr. Kindergarten	7:45 - 11:45	7:45 - 11:00
5-yr. Kindergarten	7:45 - 12:00	7:45 - 11:15
Grades 1 - 5	7:45 - 2:40	7:45 - 12:00
Grades 6 - 12	8:00 - 3:10	8:00 - 12:30

## SCHOOL VISITS

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

**LOWER SCHOOL** - Parents, please feel free to consult with the school office regarding any problems or questions that concern your child. Should you need to consult with the teacher, please come to the office and the teacher will be notified to come to the office. Also, please do not visit with the teachers during recess or loading duty times. You are free to eat lunch with your child on designated days throughout the school year.

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

## ABSENTEE POLICY

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

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

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

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

**UPPER SCHOOL** - It is the student's responsibility to obtain assignments from STI when they are absent. If the student does not have access to the work assigned, please call student services by 11:00. These assignments may be picked up at the end of the day. It is always the responsibility of the student to make up missed work. Failure to do so will result in zeros for tests and daily assignments. All work should be completed. If a student misses a class (or classes) due to a school-related event, the student is responsible for all work missed. It is the responsibility of the student to get all assignments prior to the absences and turn in the work on time. Failure to turn in assignments when due will result in a zero for that assignment. (Guidelines for missed tests will remain in effect.)

A student who is absent from school for any length of time, even for a part of the day, is required to bring to Student Services, prior to the first bell, a note from one parent or guardian. This note must include the student=s name, date of absence, and the exact reason for the absence. Although the office will randomly check students who are reported absent, Hillcrest Christian School cannot be responsible for students who leave home in the morning and never report to school.

If a student who has been absent forgets the parent or guardian note, an unexcused absence will be issued; however, with presentation of the proper note within two school days of the absence, the unexcused absence will be replaced by an excused absence. Students are responsible for showing the excuse form to each teacher, each period. Students who have an unexcused absence will receive a "0" for that particular day and will not be allowed to make up missed work.

Students who are absent for any part of a day must turn in assignments and take tests the day they return to school (no additional time will be provided). Students with excused absences will be permitted a period of time equal to the duration of his/her absence during which to make up missed work. If a student misses a class (or classes) due to a school-related event, they are responsible for all work missed. It is the responsibility of the student to get all assignments prior to the absence and turn in the work on time. Failure to turn in assignments when due will result in a zero for that assignment. (Guidelines for missed tests will remain in effect.)

If an assignment cannot be completed (i.e., study guide, worksheet) because the student does not have Internet access, the parent should call the office and request these assignments to be picked up at the end of the school day:

1. Call Student Services (by 11:00 a.m.) to request assignments.
2. Pick up requested assignments in the Student Services Office.
3. Contact another student in that class.

These assignments may be picked up in the Student Services Office between 2:00 p.m. and 3:30 p.m. For extended excused absences (over a week), the teacher may allow additional time.

If a test is assigned prior to an absence and no additional material is given, the test must be made up the day the student returns from the absence. If a pattern of habitual absence of scheduled tests is recognized, a student will be warned, then will forfeit all opportunities to make up the test or tests missed. A grade of zero will be given for each test missed. Any student who fails to comply with the above-stated policy for make up work will receive zeros for work not completed. If work is missed during the last week for a reporting period, that work must be made up and graded before report cards will be issued in those subject areas. The dean and teachers involved will determine the need for an extension of established make up time. It is the student's responsibility to contact each teacher about making up work.

## TARDINESS

LOWER SCHOOL STUDENTS will be considered tardy at 7:50 a.m. They must report directly to the office to receive a tardy slip. Excessive tardiness may result in disciplinary action. If a student is tardy, missed class work must be made up during recess.

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

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

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

## DISMISSALS

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

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

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

Students who are dismissed and then return to school must sign out when they leave and then back in upon their return to school in the Student Services Office. The dismissal slip should be signed by the parent, guardian, or doctor and returned to the office when the student signs back in.

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

### **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

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

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

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

### **ACADEMICS**

#### **LOWER & UPPER SCHOOL GRADING SYSTEM / 4 POINT CONVERSION SCALE**

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

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
4.0	3.0	2.0	1.0	69 and below = 0

### **HONOR CERTIFICATES**

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

**HEADMASTER=S LIST / HONOR ROLL** - The Headmaster=s List will consist of those students who have a final grade average of 95 or above in each subject area. The Honor Roll will consist of those students who have a final grade average of 85 to 94 in each subject area.

## CONFERENCES

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

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

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

## GUIDANCE SERVICES

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

## PROGRESS REPORTS/ REPORT CARDS

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

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

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

## PASSING AND FAILING

**LOWER SCHOOL** - A student in grades 1 - 6 will be retained (fail) in the current grade if:

1. He/she fails one (1) major subject (Reading, Language, or Math) for the year.
2. He/she fails any two (2) minor subjects for the year (or semester if it is only a semester subject).

## JUNIOR HIGH CLASS PROMOTION REQUIREMENTS

### Grades 7 - 8

Students who fail one major subject (English, Math, Science, or History) will be required to repeat the course or successfully complete and pass a summer program. The summer school program must be provided by or approved by Hillcrest Christian

School. Students who fail a minor subject must complete summer work as assigned by the administration. Failing three subjects typically results in retention of the student in the present grade.

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

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

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

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

## MISSIONS

### STUDENT COMMUNITY SERVICE PROGRAM

Students in grades 9 through 12 will be required to earn ten (10) service hours per year.

The Student Community Service Program will be administered in conjunction with the Bible course in which each high school student is enrolled. Students may begin earning service hours June 1 for the upcoming school year. Students may select their own community service projects and may earn community service hours through services in approved on-campus and off-campus activities. HCS will partner with local community organizations to develop service opportunities. HCS clubs and organizations will provide service-oriented projects and supervised off-campus activities. Students will be encouraged to select community service opportunities that will be meaningful experiences in a supervised and safe environment. Project Documentation Forms must be submitted and approved.

Student community service hours must be completed by the end of the 3rd nine weeks. Hours will be awarded as follows:

1. One hour will be credited to each student who serves one hour with any HCS partner agency or any community service organization approved in advance by the Student Community Service Program coordinator.
2. One hour will be credited to each student who serves one hour in an approved on-campus service. Students may earn a maximum of four hours from such activities.
3. Any day long (minimum of six hours) ministry activity associated with a student=s church will be credited as two hours for that day.
4. Students may earn credit by participating in short-term mission trips (i.e., one to two weeks in duration). Student will be credited with two hours for each day of the mission trip, subject to a maximum number per trip. Because students must earn their hours through a variety of community service opportunities, students may earn only a maximum of six hours from mission trips.
5. Credit hours for community service opportunities not specifically addressed above will be approved by the Student Community Service Coordinator on a case-by-case basis.

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

## BEHAVIOR / DRESS CODE

### HONOR CODE

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

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

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

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

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

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

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

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

### HONOR COUNCIL

The Honor Council is responsible for enforcing the Honor Code. Honor Council proceedings are held in the strictest confidence. A violation of this confidence is a violation of the Honor Code.

**LOWER SCHOOL** - Beginning in grade three (3), each student will be taught and use the honor pledge that states, *I have neither given nor received assistance on this assignment (including assignments, tests, make-up work, projects, etc.).* The student may simply state *AHC Upheld* and sign/initial. In the Lower School, the teacher and the Lower School Dean handle disciplinary action involving honor violations.

**UPPER SCHOOL** - The Honor Council is responsible for enforcing the Honor Code in grades 7 - 12. The Honor Council will consist of the Executive Student Council, Class Presidents, the (Upper School) Student Council Advisor, and two faculty members. The Student Body President will serve as the Chairman for the Honor Council. Presidents from grades seven (7), eight (8), and nine (9) will serve as honorary members and attend reviews for alleged violations of their peers only. Students will continue the honor pledge as above and sign/initial *AHC Upheld* on major assignments/tests.

### HONOR CODE PROCEDURES

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

1. Ask the offender to turn himself in to the Honor Council; or
2. Report the alleged incident to a teacher, the Honor Council Advisor or Dean.
3. A teacher will report the alleged incident to the Honor Council Advisor or Dean.
4. The Honor Council Advisor will report the alleged incident to the Dean.
5. The Honor Council Advisor and/or the Dean will conduct an overview of the alleged incident.

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

1. The Honor Council Advisor or the Dean will notify the parents of the incident.
2. The Honor Council Advisor will assemble the council with all deliberate speed.
3. The Honor Council will review the incident and hold a hearing with the alleged violator. The offender(s) will be given an opportunity to explain the circumstances to the council members, who will ask questions. When the council feels they have a thorough understanding of the facts, they excuse the offender(s) and begin deliberations.
4. The Honor Council will deliberate, consider and agree upon a recommendation for corrective measure or penalty. The recommendation must be agreed upon by the council members and will be presented in writing, along with a summary of the situation to Advisor and Chairman.
4. The Advisor and Chairman will present the recommendation to the Dean and/or Headmaster.

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

## DRESS CODE

Hillcrest Christian School has adopted a required uniform. All items must be purchased from the approved uniform vendor. The uniform, as adopted, may not be altered or changed in any way.

Students are expected to observe certain standards of hygiene, sanitation and personal appearance. The basis for our dress code is the spiritual and moral guidelines of Godliness and cleanliness. Student appearance should enhance a Christian=s testimony of life, adhering to biblical principals rather than worldly standards. It is virtually impossible to write regulations which are adequate to cover every detail of appropriate dress. These guidelines are intended to aid you in determining how to dress, but, are never intended to take away the discretion of professionals in discerning the appropriateness of any given situation. Even if, technically, a student is "in compliance of the dress code", but the administration, faculty or Honor Council feels what is worn is immodest or inappropriate, we will reserve the right to tell the student not to wear such attire.

Since our attention is focused on educational pursuits, students will be expected to dress appropriately at all school functions. Parents should make a special effort to see that their children conform to the regulations that have been established.

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

Students have a variety of options that they may purchase at Parker Uniform, as listed in our Parker brochure. *All clothing items*

*must be from Parker.* These articles of clothing are available to provide different options for your student. Any combination of the uniform pieces (pants, shirts, skirts, etc.) may be worn on days not designated as “required dress days”.

Designated “Required Dress Days” (FULL DRESS DAY) will be announced during the school year. Students will be required to wear the appropriate items listed below (including ties, dress shoes, etc.) for special awards days, field trips, and other special occasions.

CHAPEL DAYS WILL BE A REQUIRED DRESS DAY. Students should wear required dress day uniforms.

#### REQUIRED DRESS DAYS – (FULL DRESS DAY)

Boys 7<sup>th</sup> – 12<sup>th</sup> Grades – Parker khaki long pants or gray long pants, Parker long sleeve oxford monogrammed Hillcrest shirt, belt, tie, dress shoes (brown or black oxford shoes, loafers, or topsiders), and dark socks (not white athletic socks or ankle socks).

Girls 7<sup>th</sup> – 12<sup>th</sup> Grades – Parker chapel skirt, Parker  $\frac{3}{4}$  sleeve white shirt with tie, solid white or black knee socks (no lace), and chapel shoes (black loafers or black Mary Janes style shoes. No pointed toes or heels will be allowed. The big solid square chunky heel will be allowed, but the heel must not be higher than 2 inches measured at the back of the shoe, not at the instep.)

#### REGULAR SCHOOL DAYS –

Boys 7<sup>th</sup> – 12<sup>th</sup> Grades – Boys may wear their gray or khaki Parker pants, their Parker polo shirts, or their Parker long sleeve oxford shirt. Boys must tuck their shirts in and wear a black or brown belt.

Girls 7<sup>th</sup> – 12<sup>th</sup> Grades – Girls may wear their Parker skirts, skorts, or Parker khaki pants, with any of their Parker shirts. Girls may wear gray or black leggings (no lace) under their skirts or skorts.

All undershirts must be solid white.

#### SHOES –

Shoes may be purchased from Parker Uniforms, local stores, or the internet. Shoes must be the appropriate style and color and compliment the uniform.

Boys 7<sup>th</sup> – 12<sup>th</sup> Grades – Athletic shoes, Wallaby style shoes, Crocs (black, brown, tan, gray or navy), brown or black oxford shoes, loafers, or topsiders.

Girls 7<sup>th</sup> – 12<sup>th</sup> Grades – Athletic shoes, Wallaby style shoes, Crocs (black, brown, tan, white, navy, gray or light blue only), black loafers or black Mary Jane style shoes. No pointed heels or heels higher than 2 inches measured at the back of the shoe and not at the instep will be allowed. The big solid square chunky heel will be allowed but the heel may not be higher than 2 inches measured at the back of the shoe.

NON-UNIFORM DAYS – Designed non-uniform days (NUT – No Uniform Today), will be announced during the year. Students may choose to wear appropriate attire as announced or may wear one of their uniforms.

Dress requirements are as follows:

- All garments must be hemmed.
- All clothing items must be properly fitted.
- Pants, shorts, skirts, culottes must be worn above the hips.
- Approved belts must be worn with all pants and/or shorts that have loops or that are designed to be worn with a belt.
- Boys' shirts must be tucked into pants or shorts.
- Only solid gray or white T-shirts may be worn under boys' dress shirts. Solid gray or white long-sleeved T-shirt or turtleneck may be worn under long -sleeved boys' shirts in inclement weather.
- All shoes must conform to the requirements and guidelines specified on the shoe brochure. Fashion laces are not allowed.
- Jackets, fleeces, sweatshirts and/or sweaters worn in the classroom must have the HCS logo on them.

- Approved athletic team wear will only be allowed on game days.
- Hair should be neat, clean, well-groomed, not hampering vision. Boys' hair must be cut to a proper length, not to exceed the collar of a dress shirt or over the ears. Girls' hair accessories must complement the uniform. Unusual hairstyles or coloring are prohibited.
- Earrings : Girls - K-3 through 5th grade may wear earrings; however, they are not to be larger than the ear lobe. Grades K-3 through 5th grade - no dangling earrings or hoops will be allowed. Boys - will not be allowed to wear earring(s).
- Make-Up - K-3 through 6th grade girls may not wear makeup or eye shadow.
- Male students must be clean shaven. Mustaches, beards, or other facial hair will not be allowed. Sideburns will not extend lower than the bottom of the ear lobe.
- Muscle shirts, sleeveless sweatshirts, fishnet football jerseys, and shirts with printed pictures of rock groups, alcoholic advertisements, or distasteful printings are not allowed.
- Male students are required to wear shirts at all times, except closed athletic practices.
- Body art (i.e. body piercing and tattoos, etc.) is prohibited.

## COUGAR MANNERS

### During Chapel or Assembly Programs:

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

### During Break or Lunch:

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

### In the Classroom:

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

### In the Library:

1. Be considerate of others in the library. *ASilence is golden@* for those who are reading and studying.
2. The librarian is in charge.
3. Develop an appreciation for books and more importantly, develop a respect for them as valuable properties of our school.
4. Follow policies and procedures when using the library computers, including the Internet policy.

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

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

## NETWORK/INTERNET USAGE POLICY

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

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

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

## STUDENTS AND GUEST TEACHERS

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

## CARE OF SCHOOL PROPERTY

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

## TEXTBOOKS

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

## CONDUCT AND DISCIPLINE

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

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

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

*Proverbs 13:24*

*Proverbs 29:15*

*Proverbs 22:15*

*Proverbs 22:6*

*Proverbs 19:18*

*Proverbs 29:17*

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

### METHODS OF DISCIPLINE

1. **IN ROOM** - Disciplinary cases will be handled by the individual teacher in harmony with their own methods and abilities consistent with the policies of HCS. **LOWER SCHOOL** methods of discipline will include: time-out, missed recess, corrective writing and/or corporal punishment. **UPPER SCHOOL** methods of discipline could range from reprimands to assignment of detention. These could include, but are not limited to: missing morning break, lunch room clean up, writing an essay, after school detention, and/or corporal punishment. In the event that corporal punishment is warranted, the Dean will call the parents to discuss the punishment. Examples of this misconduct are: chewing gum, excessive talking, coming to class without books/supplies, being out of a desk without teacher permission.
2. **CORPORAL PUNISHMENT:** While the school does not believe that corporal punishment is a method to correct the cause of misbehavior, on occasion it may be used as an alternative for another method of discipline. The Dean is authorized to do so in the presence of a witness and with the permission from a parent or guardian.
3. **DETENTION** - Early Morning Detention and Saturday Detention will begin as assigned.

Early Morning Detention will begin promptly at 7:00 a.m. Saturday Detention will begin at 8:00 a.m. and will last until 11:30 a.m. All students will come prepared for work detail. You will meet your detention instructor in front of the gym. All work assigned will be completed. No one will be allowed to leave before 11:30 a.m. Tardiness for detention will result in either/or additional time served or In-School Suspension.

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

4. **IN-SCHOOL SUSPENSION** - Students will be isolated from other students and will be assigned academic work in each subject area. Work should be completed by the end of the school day. An In-School Suspension carries a daily grade of zero, which cannot be dropped. All tests missed may be made up at make-up test times.

In-School Suspension (ISS) Rules - An ISS student is to report to the designated in-school suspension area at 7:00 a.m. The student is to bring all assigned textbooks to the ISS area. The student is to remain in the designated suspension area until the monitor comes to get him/her. The student will not be allowed to talk or visit with other students.

Students assigned to ISS will not be allowed to participate in extracurricular activities for the day or part of a day served. No student will be penalized for two (2) days of extracurricular activities when serving two part-day ISS. In the event that a student needs to serve two (2) part days of ISS, the student will miss the extracurricular activity for the day that the majority of the ISS is served. Failure to follow these rules could result in additional disciplinary action.

Reasons for In-School suspension will include but not be limited to the following: excessive tardiness, cheating,

profanity, disruption of school function, disobedience, disrespect, insubordination, insulting language or behavior, obscene language or gestures, malicious mischief (intentional), use or possession of tobacco, or tobacco-like products, indecent display of affection, use or possession of fireworks, explosives.

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

#### INVOLVEMENT WITH LAW ENFORCEMENT OFFICIALS

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

#### HEALTH AND SAFETY

##### COMMUNICABLE DISEASES / ILLNESSES

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

##### SCHOOL-SPONSORED TRIPS / ACTIVITIES

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

#### MISCELLANEOUS

##### LOST AND FOUND

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

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

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

#### **MESSAGES / DELIVERIES FOR STUDENTS**

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

#### **INAPPROPRIATE PERSONAL POSSESSIONS**

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

### **LOWER SCHOOL POLICIES AND INFORMATION**

#### **THE ACADEMIC PROGRAMS**

The Lower School consists of K-3 through grade 5. The basic program centers on Language Arts, Mathematics, Science, Bible, and Social Studies. K-3 through grade 3 are self-contained. Grades 4 and 5 are departmentalized. Throughout the lower school, emphasis is placed on building vocabulary, developing critical thinking skills, and challenging the student to reason logically.

Spanish, art, physical education, music, computer and library science enhance the lower school=s curriculum. Students gain enrichment from field trips and resource speakers.

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

### CURRICULUM

K-3 - Our program encourages social, spiritual, emotional, physical and intellectual growth and development.

#### K-4

Phonics  
Numbers  
Language Development  
Colors  
Shapes  
Writing  
Bible

#### K-5

Phonics  
Math Concepts  
Time Concepts  
Money Concepts  
Writing  
Bible  
Reading

#### 1st Grade

Reading  
Phonics  
Math  
Language  
Spelling  
Bible  
Science  
Social Studies  
Handwriting

#### 2nd Grade

Reading/Glossary  
Phonics  
Math  
Language  
Spelling  
Bible  
Science  
Social Studies  
Writing

#### 3rd & 4th Grade

Bible  
Language  
Math  
Reading  
Spelling  
Social Studies  
Science  
Writing

#### 5th Grade

Bible  
Language  
Math  
Reading  
Spelling  
Social Studies  
Science

### EXTRACURRICULAR ACTIVITIES

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

Class Field Trips  
Assembly Programs  
Special Art  
Sports Teams

Dance  
Karate  
Holly Jolly Workshop  
Christmas Charity Projects

Cougar Kittens & Cubs  
Breakfast with Santa  
Field Day

## P. E. CLASS

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

## DAILY PAPERS

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

## SCHOOL RULES

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

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

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

## FIELD TRIPS / MEDICAL INFORMATION

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

## SICK CHILD

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

## MEDICATION

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

## GENERAL

### TELEPHONE

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

### SNACKS

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

### LUNCH

Nutritious, affordable lunches are provided by HCS. Students may bring their own home prepared lunch if they desire. Delivering or bringing food from outside retail sources is discouraged.

### PLAYTIME

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

### COUGAR CARE (DAY CARE / AFTER-SCHOOL CARE)

Year-Round Cougar Care will be available for Hillcrest Christian students grades K-3 through 7th.

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

Payments for after-school care will be paid directly to the Day Care Office or the business office. Payment for after-school care will not be accepted with tuition payments.

## UPPER SCHOOL POLICIES / INFORMATION

### ACADEMICS

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

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

### COLLEGE PREPARATION

The primary academic mission of Hillcrest Christian School is to prepare students for college admission. Students are expected to apply and be accepted to at least one college. In addition to the courses required under the general track for graduation, the following revision will be effective beginning with the class of 2008:

Curriculum planning must include two (2) units of a single foreign language, a computer course, and some area of fine arts. It is also strongly recommended that college-bound students take a math course their senior year.

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

### COLLEGE DAY FOR SENIORS

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

### SCHEDULE CHANGE POLICY

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

## REQUIREMENTS FOR GRADUATION\*\*\*\*

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

### Class of 2009

Course	Required for Graduation
English	4 units
Math (must include Alg. I, II & Geometry)	3 units
Science (must include Physical Science, Biology & Chemistry)	3 units
History (must include World Geography, World History, US History, Government & Economics)	4 units
Bible	2 units
Foreign Language	1 unit
Technology	1 unit
Electives	5 units
Advanced Elective	<u>1 unit</u>
	24 units

### Beginning with Class of 2010

Course	Required for Graduation
English	4 units
Math	4 units
Science	4 units
History	4 units
Bible	2 units
Foreign Language	1 unit
Advanced Elective	1 unit
Elective	2 units
Technology	1 unit
Fine Arts	<u>1 unit</u>
	24 units

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

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

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

## DUAL ENROLLMENT/DUAL CREDIT AT APPROVED COLLEGES

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

### Eligibility

Students must have (Exception: any student who has earned a minimum of 30 on the ACT can participate even if 14 core credits have not been earned):

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

### Important Facts

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

## RANKING OF SENIOR CLASS / HONOR GRADUATES

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

To qualify as an Honor Graduate, a student must have a cumulative numerical grade point average (grades 9-12) of 94 and above. To qualify as a High Honor Graduate, a student must have a cumulative numerical grade point average (grades 9 - 12) of 97 and above. The Valedictorian will be the Honor Graduate with the highest grade point average for grades 9 -12 and the Salutatorian will be the Honor Graduate with the second highest grade point average for grades 9 - 12. (GPA includes grades for 8th grade advanced classes which receive Carnegie units towards graduation)

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

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

## NINE WEEK TESTS, EXAMS AND EXEMPTIONS

Students in grades 7 - 12 will be required to take nine-weeks tests the first and third nine weeks. Grades 7 - 11 will take semester and final exams. Semester courses and first semester exams will be comprehensive. Final exams will cover material for the whole year. Seniors will be exempt from a semester class exam if they have a 90 or above grade average in that semester class and will be exempt from final exams if they have a 90 or above grade average in a full year course.

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

### TEST SCHEDULES

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

Monday	English and Writing Courses
Tuesday	Math and Health
Wednesday	Bible, Computer, and Economics
Thursday	Science, Fine Arts, Psychology and Sociology
Friday	History and Foreign Languages

### CLASS OFFICERS, HONOR ORGANIZATIONS AND ACHIEVEMENTS

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

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

Each class, grades 7 - 12, will elect a president, vice president, secretary and a treasurer. Students must have attended Hillcrest Christian School at least one school year and must carry an overall AB@ average (85 or better) to qualify as a nominee. Students who choose to run for office must obtain a petition from the office to verify that the above-stated qualifications are met. Class officers will be decided by secret ballot after the candidates present campaign speeches to their classmates in a class meeting. Class sponsor (and sponsor only) will count the votes (no students) and announce the results. All ballots will be kept in a secure place for a period of no less than three months.

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

To qualify for a Mr. Hillcrest@ or a Miss Hillcrest@, a student must have attended Hillcrest Christian School for two years and must have maintained an 85 or above overall average through the last grading period of his/her senior year. Since a Most Likely To Succeed@ and a Most Intellectual@ reflect academic achievement by implication, an 85 overall average is required for nominees who seek these positions. This average must be maintained through the last reporting period of their senior year.

### GENERAL

## CAMPUS AND CARS / PARKING ON CAMPUS

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

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

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

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

## LIBRARY

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

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

## CHAPEL/ASSEMBLIES

All students and teachers are expected to attend chapel and assembly programs. Teachers will sit scattered throughout the gym in order to provide supervision. Students who talk or who are disruptive during this time will be disciplined.

## DAILY ANNOUNCEMENTS

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

## TELEPHONE PRIVILEGES / CELL PHONES and/or PAGERS

A phone is available in Student Services for students to use before school, during their morning break, lunch, and after school. Students are NOT to be dismissed from class to use the phone. The use of cell phones and/or pagers is not permitted during the school day. All phones, pagers, ipod's and other electronic devices must be turned off before school starts. They are not to be used during school at any time. Failure to adhere to this policy will result in confiscation of your cell phone or pager. This applies to all school functions held indoors (including, but not limited to, Assemblies, Drama Performances, Class Day, Graduation, etc.).

#### FOREIGN EXCHANGE STUDENT POLICY

Students desiring to be involved with a foreign exchange program must do so before their senior year. Any school work completed during the exchange program will be reviewed to determine if it will count toward graduation requirements for Hillcrest Christian School.

## REGULAR BELL SCHEDULE

Tardy.....	7:53 – 8:00
First Period.....	8:00 – 8:50
Tardy.....	8:50 – 8:54
Second Period ..... 9 <sup>th</sup> – 12 <sup>th</sup> .....	8:54 – 9:44
Break ..... 7 <sup>th</sup> – 8 <sup>th</sup> .....	8:50 – 9:09
Second Period ..... 7 <sup>th</sup> – 8 <sup>th</sup> .....	8:13 – 10:03
Break..... 9 <sup>th</sup> – 12 <sup>th</sup> .....	9:44 – 10:03
Tardy.....	10:03 – 10:07
Third Period .....	10:07 – 10:57
Tardy.....	10:57 – 11:01
Fourth Period .....	11:01 – 11:51
Tardy.....	11:51 – 11:55
Fifth Period..... 7 <sup>th</sup> – 8 <sup>th</sup> .....	11:55 – 12:55
Fifth Period..... 9 <sup>th</sup> – 12 <sup>th</sup> .....	12:22 – 1:22
<i>Lunch</i> ..... 7 <sup>th</sup> – 8 <sup>th</sup> .....	<i>11:51 – 12:18</i>
<i>Lunch</i> ..... 9 <sup>th</sup> – 12 <sup>th</sup> .....	<i>12:55 – 1:22</i>
Tardy.....	1:22 – 1:26
Sixth Period.....	1:26 – 2:16
Tardy.....	2:16 – 2:20
Seventh Period .....	2:20 – 3:10

## ACTIVITY (PEP RALLY) / HOME ROOM BELL

Tardy.....	7:53 – 8:00
First Period.....	8:00 – 8:45
Tardy.....	8:45 – 8:49
Activity/Home Room ...	8:49 – 9:19
Tardy.....	9:19 – 9:23
Break ..... 7 <sup>th</sup> – 8 <sup>th</sup> .....	9:19 – 9:38
Second Period ..... 9 <sup>th</sup> – 12 <sup>th</sup> .....	9:23 – 10:09
Second Period ..... 7 <sup>th</sup> – 8 <sup>th</sup> .....	9:42 – 10:27
Break..... 9 <sup>th</sup> – 12 <sup>th</sup> .....	10:12 – 10:27
Tardy.....	10:27 – 10:31
Third Period .....	10:31 – 11:16
Tardy.....	11:16 – 11:20
Fourth Period .....	11:20 – 12:05
Tardy.....	12:05 – 12:09
Fifth Period..... 9 <sup>th</sup> – 12 <sup>th</sup> .....	12:09 – 1:06
Fifth Period..... 7 <sup>th</sup> – 8 <sup>th</sup> .....	12:34 – 1:31
<i>Lunch..... 7<sup>th</sup> – 8<sup>th</sup> .....</i>	<i>12:05 – 12:30</i>
<i>Lunch..... 9<sup>th</sup> – 12<sup>th</sup> .....</i>	<i>1:06 – 1:31</i>
Tardy.....	1:31 – 1:35
Sixth Period.....	1:35 – 2:20
Tardy.....	2:20 – 2:24
Seventh Period .....	2:24 – 3:10

## CHAPEL / CLUB BELL SCHEDULE

Tardy.....	7:53 – 8:00
First Period.....	8:00 – 8:42
Tardy.....	8:42 – 8:46
Chapel.....	8:46 – 9:31
Tardy.....	9:31 – 9:35
Break ..... 7 <sup>th</sup> – 8 <sup>th</sup> .....	9:35 – 9:51
Second Period ..... 9 <sup>th</sup> – 12 <sup>th</sup> .....	9:35 – 10:17
Second Period ..... 7 <sup>th</sup> – 8 <sup>th</sup> .....	9:55 – 10:37
Break..... 9 <sup>th</sup> – 12 <sup>th</sup> .....	10:17 – 10:37
Tardy.....	10:37 – 10:41
Third Period .....	10:41 – 11:23
Tardy.....	11:23 – 11:27
Fourth Period .....	11:27 – 12:09
Tardy.....	12:09 – 12:13
Fifth Period..... 9 <sup>th</sup> – 12 <sup>th</sup> .....	12:13 – 1:10
Fifth Period..... 7 <sup>th</sup> – 8 <sup>th</sup> .....	12:41 – 1:38
<i>Lunch</i> ..... 7 <sup>th</sup> – 8 <sup>th</sup> .....	<i>12:09 – 12:37</i>
<i>Lunch</i> ..... 9 <sup>th</sup> – 11 <sup>th</sup> .....	<i>1:10 – 1:38</i>
Tardy.....	1:38 – 1:42
Sixth Period.....	1:42 – 2:24
Tardy.....	2:24 – 2:28
Seventh Period .....	2:28 – 3:10