



HICKORY GROVE CHRISTIAN SCHOOL HANDBOOK • 2018-2019

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Welcome!

Hickory Grove Christian School (HGCS) seeks to be a distinctively different, distinctively Christian school.

We aim to set ourselves against and apart from the culture in many ways, while simultaneously engaging culture in ways that draw people to the message of the Lord Jesus Christ. We hope that there is a balance between maintaining convictions while developing students who can articulate the gospel in a way that demonstrates, unapologetically and unequivocally, hope for the world.

We look forward to walking with you on this journey!

Jimmie Quesinberry

OUR VISION

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

OUR SCHOOL VERSE

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

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

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

OUR BELIEFS

We believe:

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

KINGDOM EDUCATION PRINCIPLES

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

Education of children and youth:

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

STATEMENT OF FAITH

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

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

STATEMENT OF FAITH, CONTINUED

Religious Beliefs

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

Marriage

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

Sexual Immorality

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

Sexual Identity

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

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

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

Sexual Orientation

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

STATEMENT OF FAITH, CONTINUED

Sexual Redemption

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

Celibacy

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

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

Authority

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

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

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

Name _____

Date _____

ADMINISTRATION

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ANTI-HARASSMENT POLICY

NON-DISCRIMINATION POLICY

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

ANTI-HARASSMENT POLICY:

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

A. Definition of Sexual Harassment

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

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress. This may occur by clearly stated acts or words.
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose or effect of negatively impacting the individual's academic performance or creating an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

1. Unwelcome and Offensive Harassment

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

2. Verbal Harassment

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

3. Physical Sexual Harassment

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

4. Sexual Harasser

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

5. Race, Color, National Or Ethnic Origin, Age, & Disability Harassment

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

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

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

- The conduct has the purpose or effect of negatively impacting the individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.

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

6. Verbal Harassment

Prohibited statements include, but are not necessarily limited to, the following: Use of derogatory descriptions of a student or group of students based on race, color, disability, ethnic or national origin, or age. It is also a violation of this policy to state stereotypical classifications concerning race, national or ethnic origin, color, age or disability of a student or group of students, especially if repeatedly made.

7. Physical Harassment

Prohibited actions include but are not necessarily limited to:

(a) Display of signs, pictures, cartoons, written statements or other material that denigrates, intimidates, bullies or otherwise discriminates against any student based on race, color, national or ethnic origin, age, or disability; and

(b) General harassment, pushing, shoving or other intentional acts perpetrated in whole or in part because of the student's race, color, national or ethnic origin, age or disability.

B. Examples of Harassment, Bullying or Intimidation

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

- Unwanted advances or propositions
- Offering academic benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making inappropriate gestures, displaying sexually suggestive objects or pictures, cartoons or posters

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

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

- Physical conduct such as touching, assaulting, impeding or blocking movements; and any conduct that has the effect of insulting or demeaning a student or group of students in such a way as to disrupt or interfere with the school's educational mission or that is severe, persistent or pervasive such that it creates an intimidating, threatening or abusive educational environment.

C. Definitions of Bullying or Intimidating Behavior

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

D. Prohibited Actions

1. Employee-Student Harassment, Bullying or Intimidation, of any type is prohibited.
2. Student-Student Harassment, Bullying, or Intimidation, of any type is prohibited.

E. What to do if You Experience or Observe Harassment, Bullying or Intimidation

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

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

F. Where to Report Harassment Bullying or Intimidation

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

- | | |
|---------------------|---|
| 1. Dan McCrae | Security Director 704-566-3553 |
| 2. Larry Stinson | Elementary School/ Middle School Principal 704-531-4195 |
| 3. Adam Hamilton | High School Principal 704-248-3572 |
| 4. Mildred Similton | Administrator of Student Services 704-531-3572 |

G. Confidentiality

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

H. Protection Against Retaliation

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

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

I. Procedure for Investigating a Complaint and Taking Corrective Action

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the administrator. The administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing, bullying, or intimidating conduct shall be informed of the corrective action taken.

In addition, any employee or student found to be responsible for harassment, bullying, or intimidation in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

HGCS DISCIPLINE POLICY

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

HGCS endeavors to work together with parents to foster in our students self-discipline, responsibility for one's own actions, problem-solving skills and respect for the rights and property of others. Students are expected to conduct themselves in a manner that will permit teachers to teach and students to learn without interference. They are expected to behave in a manner that will ensure the physical and emotional welfare of other students and staff. Students are also expected to demonstrate an acceptance of Christian values. Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

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

SOCIAL MEDIA POLICY

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

STUDENT GUIDELINES

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

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

PHYSICAL RESTRAINT OF STUDENTS

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

- Protect a person from physical injury
- Take possession of a weapon
- Remove a student from school property to restore order for disciplinary means
- Contain an irrational student
- Protect property

BEHAVIOR

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

Students are required to behave in accordance with these standards:

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

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

PATHWAY TO RESTORATION

The goal of Pathway to Restoration (PTR) is to provide students an opportunity to amend and correct their inappropriate behavior under the guidance of the PTR Instructor. Students will report to the assigned PTR room at the beginning of the school day and remain with the PTR instructor until the end of school.

Students will be required to complete assignments related to daily class work and homework, as assigned by the PTR Instructor. Daily classwork and homework will be the student's responsibility to complete outside of class.

The goal of PTR is to regain focus of the student on the importance of respectful behavior to all people, punctuality, dress code, among all other rules set forth by Hickory Grove's Administration. Once PTR has been completed, the student will be restored back into their normal activities and classroom requirements. The hope with this program is to provide students with a new perspective on the consequences of misbehavior. The result should also give them further understanding of the proper path to educational success and a Christ-like behavior they can carry with them throughout their educational experience and perhaps their lives.

DEMERIT SYSTEM FOR 2018-2019

All students begin each quarter with 0 demerits. Students will be issued varying numbers of demerits depending upon the type and severity of the infraction. A list of common offenses and their demerit penalties follows. Demerits may also be issued at the discretion of the administration in certain irregular cases not covered by the list. The number of demerits given for a specific offense may be doubled, tripled, etc. for successive violations of the same code. A student who accumulates a total number of demerits in a nine-week period may suffer the following penalties as determined by the administration. While demerits will reset to 0 at the beginning of each nine-week period, Administration will consider previous disciplinary sanctions for future offenses that could ultimately lead to separation from the school.

| ELEMENTARY SCHOOL SANCTION SCHEDULE | |
|-------------------------------------|--|
| Demerits up to 40 | All sanctions will be issued by the classroom teacher or administrator. Parents/guardians will be notified of the sanction issued via RenWeb. Possible sanctions may include, but are not limited to, lunch Detention, loss of recess, walking laps, parent teacher conference, write a letter demonstrating biblical repentance, or a combination of the aforementioned consequences. |
| 40 demerits | Full day of In School Suspension (Pathway to Restoration). Students will be assigned another full day of PTR for every 20 demerits earned after receiving initial PTR. |
| 80 demerits | One day of Out of School Suspension (OSS) |
| 70+ demerits | Disciplinary action taken as determined by Administration |

| MIDDLE SCHOOL AND HIGH SCHOOL SANCTION SCHEDULE | |
|---|--|
| 20 demerits | Lunch Detention |
| 40 demerits | Full day of In School Suspension (Pathway to Restoration). Students will be assigned another full day of PTR for every 20 demerits earned after receiving initial PTR. |
| 80 demerits | One day of Out of School Suspension (OSS) |
| 70+ demerits | Disciplinary action taken as determined by Administration |

- Each parent/guardian and student will receive a copy of the dress code, honor code, and discipline policies during the first week of school. Parents/guardians and students are responsible for reading the policies, signing the policy agreement, signing the Honor Code, and returning the signed forms to their respected school office. Enrolling and remaining enrolled at Hickory Grove Christian School implies a willingness to comply with these policies.
- All students having to serve any of the above sanctions will be notified directly and parents will be notified through RenWeb.
- Students may be given opportunities to earn merits for offsetting accrued demerits assigned by Administration.
- If the Administration deems that demerits (and the punishments associated with them) are not successful in modifying the student's behavior, a behavior contract, tailored to address the areas of repeated infractions, could be drawn. A meeting with the parent/guardian to discuss the contract will be arranged by Administration and signatures on the document will affirm its authenticity.
- Although a student may not have accrued enough demerits to warrant suspension or expulsion, the demerit record weighs heavily into the decision-making process for re-enrollment in future terms.

DEMERIT ASSIGNMENTS

CLASS I OFFENSES

| OFFENSE | BASE DEMERITS |
|--|---|
| Tardy class I (<15 minutes for 1st class, <5 minutes during class change MS/HS)* <i>*3 Tardies= 1 Absence for all grade levels TK-12th</i> <i>*Elementary school tardies will be handled on a case by case basis. Students will receive demerits for being late to school.</i> | 5 |
| Dress code violation | 5 (change into dress code compliance) |
| Sleeping in class | 5 |
| Unprepared for class | 5 |
| Excessive talking | 5 |
| Unauthorized food or drink in class | 5 |
| Failure to return library books/materials | 5 (can be expunged following return of items) |
| Possession of nuisance items | 5 or more |
| Cafeteria misconduct | 10 or more |
| Disobedience | 10 or more |
| Horseplay | 10 or more |
| Inappropriate language or behavior | 10 or more |
| Violation of teacher's classroom rules | 10 or more |
| In off-limits area | 10 or more |
| Disorderly conduct/class disruption | 10 or more |
| Disrespect to fellow classmate - insults/pestering, etc. | 10 or more |
| Skip SMART lunch session | 10 per occurrence |
| Use of headphones on campus | 10 (device is confiscated and returned at the end of the day) |

CLASS II-IV OFFENSES

| OFFENSE | BASE DEMERITS |
|---|--|
| Tardy class II (>15 minutes for first class, >5 minutes during class change) | 10 |
| Public display of affection | 10 or more |
| Failure to display parking permit | 10 |
| Parking in unassigned space | 10 |
| Aggressive behavior | 10 or more |
| After School program misbehavior | 10 or more |
| Possession of inappropriate publications/music (per handbook) | 15 or more |
| Disrespect to faculty/staff (includes, but not limited to, rolling eyes, back-talking, mumbling, sighing, slamming books) | 20 or more |
| Profanity or profane gestures | 20 or more |
| Discussion of inappropriate topics (refer to handbook) | 20 or more |
| Cell phone use during school day except during lunch | 20 (confiscation of phone until parent claims) |
| Damage of property | 20 or more |

continued next page

CLASS II - IV OFFENSES

| OFFENSE | BASE DEMERITS |
|---|---|
| Lying to/intentionally deceiving faculty/staff member | 30 or more |
| Violation of honor code | 30 or more |
| Academic dishonesty (includes, but is not limited to, plagiarism, giving/receiving answers, copying homework, etc.) | 30 or more for homework, 40 or more for tests, quizzes, projects |
| Skipping class | 40 |
| Leaving campus without appropriate permissions/signing out | 40 |
| Communicating threats in person or electronically | 40 or more |
| Misbehavior on school trips/athletic events | 40 or more |
| Bullying | 40 or more |
| Social media policy violation | 40 or more |
| Gross defiance | 40 or more |
| Sexual harassment | 40 or more |
| Smoking/possessing tobacco products | 40 or more |
| Unjustified activation of a fire extinguisher or fire alarm | 40 or more |
| Speeding/Reckless driving | 40, possible citation |
| Fighting | 60 or more |
| Directing obscene or profane language at a school employ | 60 or more |
| Theft | 60 or more |
| Vandalism | 60 or more + restitution |
| Assaulting a school employee | Administrative referral (up to expulsion) |
| Violation of Biblical standards of purity | Administrative referral (up to expulsion) |
| Possession of drugs/alcohol | Administrative referral (up to expulsion) |
| Possession of knives/weapons | Administrative referral (up to expulsion) |
| Possession of firearm | Expulsion |

Any 60+ demerit infraction is a potentially expellable offense.

Demerits earned will be considered when applying for admission to and continuation in honors organizations. Removal or suspension from these organizations will be reviewed on a case by case basis.

Athletes who earn enough demerits to receive lunch detention, PTR, or out of school suspension will also face on the field sanction(s) at the discretion of their respective coach and the athletic department.

PTR will not be moved to accommodate for athletic events, field trips or any other school functions.

Administration reserves the right to amend the listing of demerit sanctions in the event of special circumstances.

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

1:1 Laptop Discipline Policy

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

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

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

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

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

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

SUSPENSION AND EXPULSION:

Suspension is temporary absence from the school for disciplinary reasons as indicated by the Administration. A suspended student will be eligible to return after the time specified by the Administration. Suspended students may be placed on behavioral probation for the remainder of the semester. *When a student is suspended from school s/he may make up missed work for 75% credit. The parent or student driver will need to come to pick up work by 8 AM on the day(s) of suspension. Completed assignments must be returned before 8 AM the following school day. Failure to return assignments will result in partial credit.* Any suspended student holding an office in a club or an organization will be required to relinquish his/her position for the remainder of the school year. The Administration is vested with authority to suspend or expel a student from school in accordance with these guidelines. Some colleges and universities admissions applications ask whether a student has ever been suspended, expelled, or been the subject of disciplinary action. HGCS will provide the appropriate information upon request.

Expulsion is permanent dismissal from school for the remainder of the school year. The student expelled may reapply for admission through restoration procedures (see Restoration Policy) after being gone for one school year.

DETENTIONS

Detentions can be given when students fail to obey school rules and regulations. Students may be required to work in Afterschool care or with maintenance staff to work off demerits.

RESTORATION PROCESS:

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

mentor will sign off on successful completion by recommending the student for re-enrollment. Before re-enrolling or enrolling at HGCS the student must meet with the Head of School for a final review of their restoration process. Returning students will be placed on disciplinary probation for one full academic year (Psalm 26:1-12).

Disciplinary Probation

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

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

2. Procedure. The Disciplinary Probation Agreement is to be seen and signed by (and copies given to) all parties involved. It is the Administration's responsibility to ensure that the contract is being upheld.

CONTINUED ENROLLMENT:

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

Video/Audio Monitoring:

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

Use of Recordings:

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

THREATS OF VIOLENCE AND BRINGING WEAPONS TO SCHOOL

A. Threats of Violence

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

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

B. Weapons

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

DEFINITION

A. "Weapon"

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

and other propellants; stun guns; ammunition; poisons; chains; arrows; and any object that has been modified to serve as a weapon.

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

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

B. Violations

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

ATTENDANCE

Regular attendance is required. Students' repeated failure to comply with school attendance policies can result in suspension at the discretion of the Administration.

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

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

An "absence" is defined as any part of a school day when a student is not present in class or on a designated class field trip. This includes early dismissals and tardies in excess of 30 minutes to any class period.

ABSENCES:

An Elementary or Middle School student may have up to 16 absences a year. High school students may have up to 8 absences per semester. Any student who exceeds the

number of allowable absences must have the approval of the area principal to be promoted to the next grade or to pass the course. On the day a student returns to school after being absent, s/he must bring a note explaining the reason for the absence or the absence will automatically be counted as unexcused. The note must be turned in to the respective office before school begins. It is the discretion of the Administration whether an absence is excused or unexcused. These procedures apply to absences:

1. Teachers and the Main School Office will maintain an accurate record of attendance. Attendance records will appear on report cards.
2. Students must be present for at least a half-day to be counted present. A half-day means remaining in school until 11:30 AM.
3. For information concerning missed assignments, contact your student's school office.
4. For excused all-day absences, the student is allowed the number of school days they were absent to complete and turn in their make-up work. This includes tests and quizzes, but does not apply to pre-assigned work. It is the student's responsibility to check with individual teachers for due dates. **Any work not turned in on time will result in partial credit. For example: If a student is absent on Monday, Tuesday, and Wednesday and returns to school on Thursday, then all make-up work is due by 8 AM on Tuesday of the following week.*
5. For unexcused absences, students may make up missed work for 75% credit. In the case of confirmed skipping, students are allowed to complete make-up work for only 50% credit.
6. A plan for making up work for an extended absence should be arranged with each teacher.
7. If a student misses the day of a previously announced test or quiz, s/he will be required to take the test or quiz when s/he returns to class unless other arrangements have been made with the teacher. Pre-assigned projects are due the day the student returns to school.
8. Absences that result from school functions such as field trips, athletic events, or other school activities will not be reflected on the report card. Students are responsible for all missed work and should turn in assignments before the event or the day s/he returns, depending on what the teacher has requested. If a student misses a previously announced test or quiz s/he will be required to take the assessment the day s/he returns or before the event, depending on what the teacher requests. Pre-assigned

projects are due the day the student returns to school or before the event, depending on what the teacher requests.

9. It is an expectation for all students to arrive promptly to school each day. Demerits will be assigned as appropriate and 3 tardies will convert to 1 absence.

An excused absence means that a student has the opportunity to make up work without a grade penalty. **All absences, whether excused or unexcused, count toward the total number allowed for exam exemptions and failure in the course.**

Once high school students have reached eight absences in the same course in one semester, they are considered as failing that course. Middle school students are considered failing a course after reaching sixteen absences in that course for the year. Elementary students will also be allowed sixteen total absences for the year. Exceptions to the absence policy may be considered with ample doctor documentation.

An excused tardy counts toward the three "free" tardies that a student is allowed each quarter. In addition, three tardies to a particular course, even if they are excused, is viewed as an absence in that course and will count toward the maximum allowed absences per course (eight per semester in high school, sixteen per year in middle school). Exceptions to the tardy policy may be considered with ample doctor documentation.

Three tardies will equate to one absence. Tardies to school of less than 15 minutes will be assessed five demerits. Tardies in excess of 15 minutes will be assessed ten demerits. Tardies excused with ample doctor documentation are not subject to any of the above sanctions.

SPECIFIC RULES

1. HGCS reserves the right to suspend or dismiss a student for misconduct on or off the school campus, and without regard for whether the form of misconduct is identified specifically herein, and does not supervise student conduct off-campus during an activity which is not school-sponsored. Misconduct during such activity may come to the attention of school authorities, and HGCS reserves the right, in its sole discretion, to impose discipline, including suspension or expulsion.

2. School property shall be protected. Defacing or damaging school property, which is malicious or careless in nature and which results in destruction or damage, will result in appropriate disciplinary action and the required replacement of such property by the student and/or his/her parents or legal guardian.

3. Conduct and attitude shall be respectful. Disruptions in class, unruly behavior, or repeated violations of prescribed school policy are not allowed.

4. Respect for authority is expected from every student for any staff member at any time either at or away from school. Any student who is disrespectful to a staff member will be subject to disciplinary action, which may include suspension or expulsion.

5. All online activities will be monitored and subject to discipline.

SEARCH AND SEIZURE:

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

HGCS reserves the right to invite Charlotte Mecklenburg Police Department, or an appropriate narcotics search group to visit at any time during the school year to search for drugs. It also reserves the right to search any property, including automobiles brought onto school premises.

Parents and/or students consent to the following searches and the potential discipline outlined herein by enrolling at HGCS. In addition, any alcohol, drugs, or drug paraphernalia found in lockers, cars, or other items under the student's control constitute possession.

1. Personal Searches: A student and/or his/her personal effects (e.g., purse, bookbag, etc.) may be searched whenever a school authority has reasonable suspicion or basis to believe that the student is in possession of illegal, unauthorized or contraband materials.

Students may be asked to empty their pockets, purses, wallets, bookbags, etc., without the parent's notification or permission. If the student refuses, then the student will be detained from class and monitored and the parents will be phoned and must come to the school to perform the search. If the student does not comply with the search request and the parents fail to perform the search in a reasonable time (one hour) and/or the student refuses to empty his/her pockets or remove from his or her person what is suspected, then HGCS will assume that the student has the suspected or alleged illegal, unauthorized or prohibited materials and may proceed, in its sole discretion, with immediate disciplinary action as though the student had engaged in the prohibited conduct suspected or alleged. Failure to comply with the search request will lead to disciplinary action including, but not limited to, suspension or expulsion.

2. Locker Searches: Student lockers are the school's property and remain at all times under the control of the school and are provided solely as a convenience to students. Students are expected to assume full responsibility for the security of their lockers. The school exercises exclusive control over school property, and students do not have any expectation of privacy or right to privacy regarding items placed in school lockers or in or on school property. School property, including school lockers, is subject to search at any time by school officials. Students are responsible for whatever is contained in their desks and lockers issued by the school. School authorities for any reason may conduct periodic general inspections of lockers at any time without notice, without student consent, without parental consent, and without a search warrant.

3. Automotive Searches: HGCS is private property. In consideration for the privilege of driving to school and parking on school premises, students are required to register their vehicles, and parents and students consent to and agree to school searches and the potential discipline outlined herein. Students are permitted to park on school premises purely as a privilege. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on campus. As with the personal search above, the school may request to inspect the interiors of student vehicles whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained campus. As with the personal search above, the school may request to inspect the interiors of student vehicles whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. If the student refuses, parents will be phoned and must come to the school to perform the search. If the student and/or parent do not comply with the request, then HGCS will assume the student has the suspected illegal, unauthorized, or prohibited materials and may proceed with immediate disciplinary action. Failure to comply with the search request will lead to disciplinary action including, but not limited to suspension or expulsion.

4. Seizure of Illegal Materials: If a properly conducted search yields illegal or contraband materials, such findings shall be provided to the proper legal authorities.

USE OF SCHOOL COMPUTERS, NETWORK, AND COMMUNICATIONS EQUIPMENT:

Monitoring of Student Use/No Expectation of Privacy
Use of any computer, technology, or other school equipment by students is subject to inspection and monitoring by the school, **at any time, in the school's sole discretion. Students do not have any expectation of privacy in any use of any school computer, technology, or other school equipment.** Accordingly, the school may

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

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

CELL PHONES:

Cell phones may not be used during instructional times or SMART lunch sessions.

Elementary students will not be permitted to use cell phones at any point during the school day. Violations of this rule will result in the phone being confiscated and demerits assigned.

PARENT CODE OF CONDUCT

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

conduct can jeopardize the enrollment status and/or continued enrollment of their child.

Complaints/Issues Resolution:

Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent should then address it with the Principal. Finally, if the concern is still unresolved, the Head of School should be contacted.

Deliveries:

Parents are discouraged from arranging delivery of flowers, balloons, or other gift items during school hours.

Signing Students Out of School:

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

Parents are asked to schedule medical appointments beyond regular school hours (7:45 AM -2:30 PM). Students leaving early must have a note from a parent or guardian. When students return to school after a medical appointment, they must bring a note from the doctor. Students should get missed work before leaving school. All work due that day is to be turned in to the teacher before leaving school. All missed work should be turned in the next school day.

COMMUNICATION WITH STAFF

HGCS staff welcomes communication from parents via:

- Staff mailboxes – Notes may be left with the administrative assistant in your student's respective school office for placement in the staff mailbox.
- Email – All staff have email addresses. A staff directory is on the website. Every attempt will be made to respond to messages within 24 hours.
- Conferences – To arrange a conference, call or email your child's teacher to schedule. Instructional time is valuable. Unscheduled conferences do not allow staff to address your concerns adequately.
- Please note: DO NOT call staff at home.
- Please make every effort to have after-school plans in place before the school day begins.
- When problems arise, students and parents should work with the teacher to resolve the situation, then involve administration if needed. Concerns involving classroom procedures are most appropriately directed to the teacher.

DISASTER DRILLS

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

BEFORE AND AFTER SCHOOL

HGCS offers a Before and After School Program for students in grades TK-5th and Study Hall for 6th-12th grades. Adventure Days are also offered and provide care for children on Teacher workdays and certain days around our main holidays. If your child does not participate in the Before and After School Program, they may still participate in Adventure Days. You have the option of choosing Adventure Days care when you register for the program, or you may register for individual Adventure Day care two weeks prior to our scheduled Adventure Days. The Before School Program is offered at Main Campus only. It begins at 7:00 AM and will end at the beginning of the school day. After School begins at 2:30 PM. Any student remaining on campus after 3 PM will be placed in After School and their accounts will be charged the per diem rate for After School care. All students must be picked up by 6:00 PM. All Adventure Days will be held at Main Campus Family Life Center. Our hours are from 7:00 AM - 6:00 PM. This program is not a one-day drop-off program; it is staffed on a permanent basis and will be run on a continuous monthly format. Charges are applied yearly and divided equally between payment plan drafts. Registration for Before and After School care must be submitted to Victoria Henderson, Finance Department, at victoriahenderson@hgbc.org. Registration forms are on our school website. You may contact Kendall Huneycutt, Director of Before and After School Program at kendallhuneycutt@hgchristian.org or by calling 704-531-4029.

ADMISSIONS / FINANCE

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

NEW STUDENT ENROLLMENT

All children seeking enrollment for K5-5th grade at HGCS are required to take an entrance evaluation for the purpose of proper grade placement. It will be necessary for a child to

score on or above the grade level applied for. HGCS requires students registering for kindergarten to have had their fifth birthday on or before October 16 of the entry year.

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

All admissions procedures, admissions fees and tuition fees are applicable. Please refer to website (HGChristian.org) for updated fees.

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

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

RE-ENROLLMENT

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

REQUIRED DOCUMENTATION

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

CUSTODY OF CHILDREN

On occasion, there may be some custody situations that HGCS is not aware of. Legally, HGCS cannot keep another parent from coming to visit their child at school. If there is a custody issue with an ex-spouse, HGCS **must** have a current court order signed by a judge or magistrate on file so that HGCS can help protect each child. If this is a concern to you, please send in the necessary paperwork to the school office **and** your child's principal as soon as possible. HGCS requests parents not to involve teachers and staff in the litigation process.

FINANCIAL POLICIES:

For the 2018-2019 school year parents have these options:

Families paying all fees in full

(Must be paid before May 31)

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

– Paid by May 31:

Submit New Student Application and full registration fee.

– Paid by 2 weeks of acceptance into HGCS:

Submit payment in full for all yearly fees (tuition, activity fee, bus fee, Before/Afterschool fees).

FACTS monthly draft options

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

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

Early enrollment is encouraged to help keep school fees manageable.

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

Visit www.HGChristian.org for FACTS guidelines and payment options.

■ **HGBC Members:** Hickory Grove Christian School is a ministry of Hickory Grove Baptist Church. Families who are active attending members of HGBC are eligible to receive the membership discount. (Please see guidelines and requirements for Active Church Membership status.) If you become an active attending member of HGBC during the school year, notify the School Finance Office. To become a member of HGBC, please contact HGBC at 704-531-4000. If you are no longer an active attending member of HGBC, notify the School Finance Office.

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

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

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

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

■ **Class Trips:** Students in grades 2-8 scheduled to attend the mission or class trips must be current on tuition payments. If the account is not current before the month in which the trip is scheduled, the student will not be allowed to attend regardless of money already paid toward the trip.

■ **Withdrawals:** Each child is considered enrolled for the entire year unless the Admissions Office receives advance written withdrawal notice. Withdrawals should be submitted in writing to the Admissions Office and should be received within two weeks before the withdrawal date.

■ **Student records:** Student recommendations, records, transcripts, etc., will not be released during the year or

at year-end unless the account is current and any unpaid balances have been satisfied.

HEALTH GUIDELINES

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

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

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

The original medication forms and emergency treatment forms will be kept in the Health Room (Education Center Room 3119).

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

- Physical Form
- Student Authorization Form
- Medication Administration Form

GUIDELINES:

1. Students with a temperature of 100 degrees or higher, or a student who has vomited or has had diarrhea will not remain in the classroom. The student will remain in the Health Room and shall be picked up in a timely manner once the parent/guardian has been contacted.

2. Students should be fever-free (lower than 100 degrees) or free from vomiting or diarrhea for 24 hours before returning to school. Children sent home from school are NOT to return the next day.

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

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

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

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

Student athletes are required to have annual physicals. A completed physical assessment form must be on file with the Athletic Department before any tryouts. A student who does not have a Physical Assessment Form on file will not be allowed to try out for their particular sport. Parents should keep the original physical form completed by the physician and are responsible for providing all copies.

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

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

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

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

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

TESTING

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

INCLEMENT WEATHER

In the event of inclement weather, RenWeb parent alert will be issued to all phone numbers on file. Announcements will also be posted on news stations and through social media.

LUNCH

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

LOST AND FOUND

All personal articles including jackets, notebooks, lunch boxes, instruments, etc., should be labeled with your student's name. Lost and Found items will be kept at the Guest Services desk (Education Center lobby). At the end of each month, all remaining items will be donated to charity.

PARENT TEACHER FELLOWSHIP

Parent/Teacher Fellowship provides a way for parents to be involved in their child's school. PTF is open to all parents. There are many opportunities for family involvement. Contact your respective school office for more information.

SECURITY

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

VISITOR POLICY

All visitors must check in with LobbyGuard at the HGBC Guest Services desk. At that time you will be given a pass to the appropriate school office (Elementary, Middle, or High School) where you **must** also check in and obtain a yellow visitor's pass to be placed on your LobbyGuard campus pass. Only parents of our current students, adults and siblings on the student's information form, and graduates of HGCS are allowed to visit. All visiting alumni and parents must abide by our dress code while on campus. We make no exceptions or apologies regarding this policy and the safety of your child.

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

VEHICLE USE ON CAMPUS

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

GUIDELINES FOR ATHLETES

1. HGCS athletes are required to maintain the highest standard of conduct and behavior on the school campus, in the classroom, at practice, and during athletic contests.
2. Athletes are to be students first and athletes second. Class work must be maintained on as high a level as the athlete is capable of performing.
3. Any time an athlete is in uniform or on a team trip, s/he is representing HGCS and must act responsibly and demonstrate good character.
4. All students must have a physical exam before trying out or participating in any game or practice.
5. Athletes must attend at least 1/2 day (11:30 AM) on the day of an athletic contest in order to participate (unless the athlete has a pre-approved absence or a doctor's note.)
6. Athletes are to attend practice every day. Every practice is important; even if injured, the athlete can learn from observation.
7. An athlete cannot quit one sport to start another. If s/he quits, s/he must wait until that season is over before trying out for the next sport.
8. If an athlete has a D or an F in any class, s/he cannot miss this particular class for any reason pertaining to their particular sport that is in season (including early dismissals for games).
9. The school reserves the right to suspend or dismiss a student athlete from participation in any practice, event, activity, competition or team based on the student's conduct or violation of standards set forth in this handbook.

SEE PAGE 49 FOR FULL ELIGIBILITY REQUIREMENTS.

GUIDELINES FOR FINE ARTS

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



ELEMENTARY SCHOOL HANDBOOK

ACADEMICS

CLASS PLACEMENT:

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

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

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

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

CURRICULUM:

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

GRADING SCALE:

| |
|--|
| TK-3RD |
| SKILL-BASED GRADING SYSTEM: |
| 5 - Exceeds Grade Level Expectations |
| 4 - Meets Grade Level Expectations |
| 3 - Making Progress Meeting Grade Level Expectations |
| 2 - Below Grade Level Expectations |
| 1 - Failing |

| 3RD-5TH GRADING SCALE | | |
|-----------------------|--------|--------------|
| Letter Grade | | GPA Standard |
| A+ | 99-100 | 4.0 |
| A | 92-98 | 4.0 |
| A- | 90-91 | 3.67 |
| B+ | 88-89 | 3.33 |
| B | 82-87 | 3.0 |
| B- | 80-81 | 2.67 |
| C+ | 78-79 | 2.33 |
| C | 72-77 | 2.0 |
| C- | 70-71 | 1.67 |
| D+ | 68-69 | 1.33 |
| D | 62-67 | 1.0 |
| D- | 60-61 | .67 |
| F | 0-59 | 0 |

"ZEROS AREN'T PERMITTED" POLICY - 3RD-5TH

Purpose:

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

Criteria:

- applies to all graded assignments
- upon completion of assignment the highest credit that can be earned is 75%
- not completing the assignment is not an option (students will be assigned to lunch detention until the assignment is made up)

Implementation Guidelines:

- Student who does not turn in or fails to complete an assignment will be assigned a lunch lab for that day or the next day (in cases of infractions that happen fourth block or on Friday) in which s/he will be required to complete the missed assignment.

- Repeat offenders can be assigned a lunch detention or PTR.
- Missed lengthy assignments (i.e., papers, projects) can be assigned for completion in multiple lunch labs or PTR.

HOMEWORK:

Homework is given to develop responsibility and accountability. Homework is a regular part of school life, increasing in both time required to complete and application as a student progresses from one grade to another. Homework is for skill-practice enrichment or more in-depth research to a given point of study. Homework is not generally given on Wednesday nights. Some homework assignments are given days or weeks in advance and students can choose to use weekend time to work on them. In general, homework should take approximately 10 minutes per grade level (i.e., 1st grade = 10 minutes, 2nd grade = 20 minutes, etc.) not including Bible verse memory, test preparation, projects and reading and/or math fact minutes.

MISSED ASSIGNMENTS & MAKE-UP WORK:

The student is responsible for all missed assignments, projects, work, and graded work. The teachers and administrator will determine the appropriate time frame for completing all make-up work and graded work. All graded work will be completed as quickly as possible and typically, make-up work is allowed one day per absence for completion. If a student is absent, parents can request and pick-up make-up work from the student's classroom at the end of the school day. The request for make-up work should be directed to the teacher or elementary administrative assistant via email or phone. Teachers and elementary office staff do not send make-up work to other school offices or classrooms to be picked up (high school and middle school). It is the parent's responsibility to pick up the child's make-up work in a timely fashion. Homework is not given in advance. The teacher will work with you to complete assignments upon return to school. Generally, students will be given one day for each day absent to complete missed assignments/tests.

TESTING

A series of standardized achievement tests designed to assess student achievement in reading, language arts, mathematics, science, social studies, vocabulary, spelling, and other areas will be given to students in grades K5-5 each spring to measure academic growth throughout the year. Any student not performing at grade level can be retained at the discretion of the Administration. The IOWA Assessment is the formal test administered in May of each academic year.

DEMERIT SYSTEM FOR 2018-2019

All students begin each quarter with 0 demerits. Students will be issued varying numbers of demerits depending upon the type and severity of the infraction. A list of common offenses and their demerit penalties follows. Demerits may also be issued at the discretion of the administration in certain irregular cases not covered by the list. The number of demerits given for a specific offense may be doubled, tripled, etc. for successive violations of the same code. A student who accumulates a total number of demerits in a nine-week period may suffer the following penalties as determined by the Administration. While demerits will reset to 0 at the beginning of each nine-week period, Administration will consider previous disciplinary sanctions for future offenses. Students may earn merits for exemplary behavior as reported by the teacher or assigned recitations delivered during morning announcements.

| ELEMENTARY SCHOOL SANCTION SCHEDULE | |
|-------------------------------------|--|
| Demerits up to 40 | All sanctions will be issued by the classroom teacher or administrator. Parents/guardians will be notified of the sanction issued via RenWeb. Possible sanctions may include, but are not limited to, lunch Detention, loss of recess, walking laps, parent teacher conference, write a letter demonstrating biblical repentance, or a combination of the aforementioned consequences. |
| 40 demerits | Full day of In School Suspension (Pathway to Restoration). Students will be assigned another full day of PTR for every 20 demerits earned after receiving initial PTR. |
| 70+ demerits | Disciplinary action taken as determined by Administration. |
| 80 demerits | One day of Out of School Suspension (OSS). Once a student has been given an out of school suspension they will be placed on a behavior contract for the remainder of the year. |

| MIDDLE SCHOOL AND HIGH SCHOOL SANCTION SCHEDULE | |
|---|--|
| 20 demerits | Lunch Detention |
| 40 demerits | Full day of In School Suspension (Pathway to Restoration). Students will be assigned another full day of PTR for every 20 demerits earned after receiving initial PTR. |
| 70+ demerits | Disciplinary action taken as determined by administration. |
| 80 demerits | One day of Out of School Suspension (OSS). Once a student has been given an out of school suspension they will be placed on a behavior contract for the remainder of the year. |

- Each parent/guardian and student will receive a copy of the dress code, honor code, and discipline policies during the first week of school. Parents/guardians and students are responsible for reading the policies, signing the policy agreement, signing the Honor Code, and returning the signed forms to their respected school office. Enrolling and remaining enrolled at Hickory Grove Christian School implies a willingness to comply with these policies.
- All students having to serve any of the above sanctions will be notified directly and parents will be notified through RenWeb.
- Students may be given opportunities to earn merits for offsetting accrued demerits assigned by Administration.
- If the Administration deems that demerits (and the punishments associated with them) are not successful in modifying the student's behavior, a behavior contract, tailored to address the areas of repeated infractions, could be drawn. A meeting with the parent/guardian to discuss the contract will be arranged by Administration and signatures on the document will affirm its authenticity.
- * Although a student may not have accrued enough demerits to warrant suspension or expulsion, the demerit record weighs heavily into the decision-making process for re-enrollment in future terms.
- * Behavior conference will be assigned upon number of demerits.

DEMERIT ASSIGNMENTS

CLASS I OFFENSES

| OFFENSE | BASE DEMERITS |
|--|---|
| Tardy class I (<15 minutes for 1st class, <5 minutes during class change MS/HS)* *3 Tardies= 1 Absence for all grade levels TK-12th *Elementary school tardies will be handled on a case by case basis. Students will receive demerits for being late to school. | 5 |
| Dress code violation | 5 (change into dress code compliance) |
| Sleeping in class | 5 |
| Unprepared for class | 5 |
| Excessive talking | 5 |
| Unauthorized food or drink in class | 5 |
| Possession of nuisance items | 5 or more |
| Cafeteria misconduct | 10 or more |
| Disobedience | 10 or more |
| Horseplay | 10 or more |
| Inappropriate language or behavior | 10 or more |
| Violation of teacher's classroom rules | 10 or more |
| In off-limits area | 10 or more |
| Disorderly conduct/class disruption | 10 or more |
| Skip SMART lunch session | 10 per occurrence |
| Use of headphones on campus | 10 (device is confiscated and returned at the end of the day) |

CLASS II-IV OFFENSES

| OFFENSE | BASE DEMERITS |
|---|---------------|
| Tardy class II (>15 minutes for first class, >5 minutes during class change) | 10 |
| Public display of affection | 10 or more |
| Failure to display parking permit | 10 |
| Parking in unassigned space | 10 |
| Possession of inappropriate publications/music (per handbook) | 15 or more |
| Disrespect to faculty/staff (includes, but not limited to, rolling eyes, back-talking, mumbling, sighing, slamming books) | 20 or more |
| Profanity or profane gestures | 20 or more |
| Discussion of inappropriate topics (refer to handbook) | 20 or more |
| Cell phone use during school day except during lunch | 20 |
| Lying to/intentionally deceiving faculty/staff member | 30 or more |

continued next page

CLASS II - IV OFFENSES

| OFFENSE | BASE DEMERITS |
|---|---|
| Violation of honor code | 30 or more |
| Academic dishonesty (includes, but is not limited to, plagiarism, giving/receiving answers, copying homework, etc.) | 30 or more for homework, 40 or more for tests, quizzes, projects |
| Skipping class | 40 |
| Leaving campus without appropriate permissions/signing out | 40 |
| Communicating threats in person or electronically | 40 or more |
| Misbehavior on school trips/athletic events | 40 or more |
| Bullying | 40 or more |
| Social media policy violation | 40 or more |
| Gross defiance | 40 or more |
| Sexual harassment | 40 or more |
| Smoking/possessing tobacco or vaping products | 40 or more |
| Unjustified activation of a fire extinguisher or fire alarm | 40 or more |
| Speeding/Reckless driving | 40, possible citation |
| Fighting | 60 or more |
| Directing obscene or profane language at a school employee | 60 or more |
| Theft | 60 or more |
| Vandalism | 60 or more + restitution |
| Assaulting a school employee | Administrative referral (up to expulsion) |
| Violation of Biblical standards of purity | Administrative referral (up to expulsion) |
| Possession of drugs/alcohol | Administrative referral (up to expulsion) |
| Possession of knives/weapons | Administrative referral (up to expulsion) |
| Possession of firearm | Expulsion |

Any 60+ demerit infraction is a potentially expellable offense.

Demerits earned will be considered when applying for admission to and continuation in honors organizations. Removal or suspension from these organizations will be reviewed on a case by case basis.

Athletes who earn enough demerits to receive lunch detention, PTR, or out of school suspension will also face on the field sanction(s) at the discretion of their respective coach and the athletic department.

Lunch detention or PTR will not be moved to accommodate for athletic events, field trips or any other school functions.

Administration reserves the right to amend the listing of demerit sanctions in the event of special circumstances.

ABSENCES:

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

An excused absence means that a student has the opportunity to make up work without a grade penalty. **All absences, whether excused or unexcused, count toward the total number allowed that leads to a failure in the course.** Once high school students have reached eight absences in the same course in one semester, they are considered as failing that course. Middle school students are considered failing a course after reaching sixteen absences in that course for the year. Elementary students will also be allowed sixteen total absences for the year. Exceptions to the absence policy may be considered with ample doctor documentation.

An excused tardy counts toward the three "free" tardies that a student is allowed each quarter. In addition, three tardies to a particular course, even if they are excused, is viewed as an absence in that course and will count toward the maximum allowed absences per course (eight per semester in high school, sixteen per year in middle school). Exceptions to the tardy policy may be considered with ample doctor documentation.

Three tardies will equate to one absence. Tardies to school of less than 15 minutes will be assessed five demerits. Tardies in excess of 15 minutes will be assessed ten demerits. Tardies excused with ample doctor documentation are not subject to any of the above sanctions.

ARRIVAL AND DISMISSAL:

To ensure the safety of your student:

1. Students cannot be dropped off before 7:20 AM unless they are under the direct supervision of a teacher or administrator or enrolled in the Before-School Program.

2. The single car-rider carline at Children's Center ends at 2:40 PM. Students who are not picked up at the end of carline will be escorted to the main lobby of the Education Center. **Students who are not picked up by 3:00 PM or by the end of carline will be signed into our after-school program.** After the 3rd late occurrence, a bill will be issued for the number of times that the parents are late picking up the student (*i.e.*, 3 times would be a charge of \$45 for TK-6th or \$30 for 7th-12th). There will be a fee charged to the student account who has been signed into the after-school program. **On the 5th occurrence, the after-school rates (see below) will be assessed to the account.**

Daily Charge:

| | |
|-----------------|----------------------|
| TK-5th grades | \$15.00 per day late |
| 6th-12th grades | \$10.00 per day late |

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

| | |
|-----------------|---------------------|
| TK-5th grades | \$1,800.00 per year |
| 6th-12th grades | \$1,000.00 per year |

ADDITIONAL INFORMATION

BEFORE/AFTER SCHOOL CARE:

HGCS offers a before- and after-school program for students in grades TK-5 with a study hall for 6th-11th graders. The before-school program begins at 7 AM and ends at the beginning of the school day. The after-school program begins at 2:30 PM and students must be picked up by 6 PM. Registration for before- and after-school care must be submitted to the Program Director before a student can attend the program. This program is not a one-day drop off program; it is permanently staffed on a and runs on a continuous monthly format. Contact 704-531-4029 for more information.

ELEMENTARY SPORTS OPPORTUNITIES:

Hickory Grove Christian School offers organized school sports beginning in 6th grade. Hickory Grove Baptist Church offers developmental team sports for basketball, cheerleading, baseball, softball, and soccer through the recreational department for all students. These programs allow boys and girls to be involved in team sports at an early age. Find more information at hickorygrove.org.

SPECIAL CLASSES:

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

| | |
|--------------|--------------------|
| Art | TK-5 |
| Spanish | TK-5 |
| Library | TK-3 |
| Music | TK-5 |
| P.E. | TK-5 |
| Computer | TK-5 |
| Music Theory | 4th and 5th grades |

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

FIELD TRIPS:

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

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

BIRTHDAYS AND SPECIAL OCCASIONS:

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

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

CLASSROOM VISITS:

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

1. Contact the teacher or an administrator in advance to schedule your visit to coincide with the class you wish to observe.
2. At the time of your visit, check in at the Guest Services desk and proceed to the Elementary Office to obtain a Visitor Badge.

BRINGING ITEMS TO STUDENTS DURING THE SCHOOL DAY:

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

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

HOLIDAY CELEBRATIONS

- Halloween: Halloween is not observed.
- Thanksgiving: Thanksgiving is celebrated with a banquet for TK-5th grade on the Tuesday before Thanksgiving.
- Christmas: Class parties can be planned with an emphasis on the birth of Christ (no Santa).
- Valentine's Day: Class parties can be planned. Valentines can be exchanged and students must bring them for **all** class members.
- Easter: Class parties can be planned with an emphasis on the substitutionary death, burial, and resurrection of Jesus Christ (no Easter Bunny).
- End of the Year: A class party is held on the last day of school. Parents are welcome to attend.

CELLPHONES AND ELECTRONIC DEVICES:

Cellphones, video games, iPods, iPads, electronic readers or nuisance items as determined by the Administration are NOT PERMITTED.

TK-5TH GRADE DRESS CODE

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

PANTS

- modest and loose-fitting
- any color or design
- free of any holes, patches, and fraying
- free of writing across entire bottom area
- should cover undergarments at all times
- Spandex™ material is not allowed
- athletic pants are not allowed
- should be worn at normal waistline
- oversized pants are not acceptable for boys
- leggings are not acceptable

SHORTS

- come to the knee
- modest and loose-fitting
- any color or design
- free of any holes, patches, or fraying
- free of writing across the bottom area
- Spandex™ material is not allowed
- should be worn at normal waistline
- oversized shorts are not acceptable for boys
- athletic shorts are not allowed

DRESSES & SKIRTS

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

SHIRTS

Girls

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

Boys

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

SWEATERS/JACKETS

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

SHOES

Allowed:

- sandals
- dress shoes
- casual shoes
- tennis shoes

Prohibited:

- flip-flops
- house shoes
- fur-lined shoes
- Crocs™ sandals

Heels should be no more than 1 inch.

HATS

- No hats or head coverings

JEWELRY/HAIR

Girls:

- Earrings can be worn but in ears only. No visible body piercing or tattoos.
- No hair art which includes, but is not limited to: lettering, designs, **color**.

Boys:

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



MIDDLE SCHOOL HANDBOOK

ACADEMICS

PLAGIARISM

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

ACADEMIC POLICIES

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

2018-2019 GRADING SCALE

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

CREDIT RECOVERY

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

ACADEMIC PROBATION

Students are placed on academic probation if they receive two F's at the end of a quarter grading period and remain on probation the remainder of the semester. Students with two or more F's for the year may not be allowed to re-enroll for the following school year. Students who are asked to leave HGCS for academic reasons can re-apply after one full calendar year has lapsed. If they choose to return to HGCS, they must apply through the Admissions Office and follow normal admissions procedures. Students will receive classroom accommodations if they have a current IEP or 504 Plan on file with the school. In addition to the current IEP, students must be receiving services through a certified educational service.

HOMEWORK POLICY

The principal purpose for homework is to reinforce course content and instruction. Homework will be a regular part of school life. As a student progresses through each grade, there will be an increase in time and application required. In general, homework is for skill-practice, enrichment or more in-depth attention to a given unit of study. How much time a student spends on homework depends on organization, study skills, use of time, homework environment, and class schedule. Honors classes involve more homework.

HGCS MIDDLE SCHOOL "ZEROS AREN'T PERMITTED" POLICY

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

Implementation Guidelines:

- Students who do not turn in or fail to complete an assignment will be assigned a lunch lab for that day or the next day (in cases of infractions that occur after fifth period or on Friday) in which s/he will be required to complete the missed assignment.
- Students are required to attend lunch lab even if they complete the missed assignment before lunch and turn it back in to the teacher.
- Upon completion of assignment, 75% of the highest credit will be given. **Incomplete assignments will not be accepted.** All assignments for the class must be completed to receive credit for the class. If assignments are still outstanding at the end of the quarter, students will not be given a grade for the class until all outstanding

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

Purpose:

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

TESTING

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

TECHNOLOGY POLICY

Students' use of the Internet at school must be in support of education and research and be in line with the curriculum and educational objectives of HGCS. Misuse of the Internet is forbidden, including production or use of threatening or obscene material, and infringement of copyrighted material or material protected by trade secret. Accessing inappropriate Internet sites is strictly prohibited. HGCS reserves the right to use specialized software or other means to monitor Internet usage by students. Students are expected to contact a teacher or administrator immediately if they inadvertently access a website that contains inappropriate material.

MAKE-UP WORK

1. Students are required to make up all missed work resulting from an absence. This includes homework, tests and/or quizzes. Failure to make up the assignment within the allotted time can result in students being able to make up work only for partial credit. Missed work, including make-up tests, is to be made up during the class missed, before school, or after school.

Athletes and/or Fine Arts students participating in a game or event are responsible for previously scheduled tests or quizzes on the day before or the day after their absence. Projects or assignments should be submitted on the date due even if the athlete and/or Fine Arts student does not meet for that class due to a game or an event that day.

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

MIDDLE SCHOOL BELL SCHEDULE

| | |
|------------|------------------|
| Tardy | 7:45 AM |
| 1st Period | 7:45 - 8:25 AM |
| 2nd Period | 8:30 - 9:10 AM |
| 3rd Period | 9:15 - 10:05 AM |
| 4th Period | 10:10 - 11:00 AM |
| Lunch | 11:05 - 11:55 AM |
| 5th Period | 12:00 - 12:40 PM |
| 6th Period | 12:45 - 1:35 PM |
| 7th Period | 1:40 - 2:30 PM |

TARDY POLICY

School begins promptly at 7:45 AM. A student is considered tardy after 7:45 AM. Students who arrive to school after the 7:45 bell must report to the Main School Office to sign in. Students will be given a pass to class.

Being on time is a necessary part of a student's development. Students are expected to be on time for classes during the school day.

Three unexcused tardies for one class will equal an absence. Please review our attendance policy for the amount of absences students are allowed. Excessive tardies may result in further disciplinary action, including the assignment of demerits by policy.

PLEASE SEE FULL DETAILS OF HGCS DEMERIT SCHEDULE BEGINNING ON PAGE 14.

CELLPHONES

Cellphones MUST be turned off and concealed at all times during school hours. Violation of this rule will result in the phone being confiscated and demerits assigned. Students can use the office phone for emergencies.

Lunch detention or PTR will not be moved to accommodate for athletic events, field trips or any other school functions.

Administration reserves the right to amend the listing of demerit sanctions in the event of special circumstances.

MIDDLE-SCHOOL & HIGH-SCHOOL DRESS CODE

This dress code is designed to require students to dress in modest and appropriate clothing for the classroom. Our desire is to grant our students the freedom to make wise choices within the guidelines listed here, while honoring God with their bodies. Administration reserves the right to deem any clothing as inappropriate, and to take corrective action.

PANTS

- modest and loose-fitting
- any color or design
- free of any holes, patches, or fraying
- free of writing across the entire bottom area
- should cover undergarments at all times
- Spandex™ material is not allowed
- no leggings worn as pants
- athletic pants are not allowed
- should be worn at normal waistline (no sagging)
- oversized pants are not acceptable for gentlemen

SHORTS

- come to the knee
- modest and loose-fitting
- any color or design
- free of any holes, patches, fraying
- free of writing across the bottom area
- should cover undergarments at all times
- Spandex™ material is not allowed
- should be worn at normal waistline
- oversized shorts are not acceptable for gentlemen
- athletic shorts are not allowed

DRESSES & SKIRTS

- must come to the knee or below the knee when sitting
- modest and loose-fitting
- any color or design
- free of any holes, patches, or fraying
- free of writing across the entire bottom area
- should cover undergarments at all times
- dresses must have sleeves

SHIRTS

Button-down shirts may not be worn open or as a jacket.

Ladies

- must have a MODEST round neckline and sleeves
- must be loose-fitting
- come to the top of the pocket (at hipbone)
- must NOT be made of sheer fabric
- should cover undergarments at all times
- must not have any logos, graphics or wording unless it is a small branding over the pocket area

Gentlemen

- must have a collar, buttons/snaps and sleeves
- modest and loose-fitting
- any color/design
- must not have ANY logos, graphics, or wording unless it is a small branding over the pocket area

SWEATERS/JACKETS

- any color or material
- free of inappropriate logos, graphics, and writing
- worn with a shirt that adheres to dress code
- no hoodies (hoodies worn to the campus for warmth MUST be removed immediately upon entering the building and placed in locker for the remainder of the day)

SHOES

Allowed:

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

Prohibited:

- flip-flops
- house shoes
- fur-lined shoes
- Crocs™ sandals

BELTS/HATS

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

JEWELRY/HAIR

Ladies:

- Earrings can be worn but in ears only. No visible body piercing or tattoos, this includes facial piercings. Piercings may not be covered and hidden on the face.
- No hair art which includes, but is not limited to: lettering, designs, **color**.

Gentlemen:

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

DRESS CODE, CONTINUED

The Dress Code applies to the school day and any school-related events on- or off-campus in which Hickory Grove Christian students participate unless otherwise stipulated. Students must always be neatly and modestly dressed. This includes attire at home/away athletic events.

CONSEQUENCES

It is never an option to remain at school out of compliance with our dress code. Please see full details of Demerit Schedule beginning on page 11.

HONOR DRESS

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

Ladies:

- Non-tight slacks, dress pants, chino pants or palazzo pants
- Dresses or skirts must come to the knee or below the knee when sitting, both in the front/back
- Shirts or sweaters with a modest round neckline and sleeves may be worn with skirts and over pants
- Cardigans, denim jackets or blazers may be worn over top of a shirt with a modest neckline and sleeves to provide warmth
- Dress shoes or dress sandals required (no tennis shoes)
- **Nothing too tight or molded to the figure**

Gentlemen:

- Full button-up dress shirts with a collar and long sleeves
- Neckties or bowtie required.
- Sweaters can be worn over the shirt and tie. No hoodies or sweatshirts.
- Slacks/dress pants required.
- Dress shoes required (no tennis shoes).
- No jeans of any color are permitted.

ADDITIONAL INFORMATION

BIRTHDAYS AND SPECIAL OCCASIONS:

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

1. Invitations cannot be distributed in school unless the entire class is invited. If they are distributed in school, they may be distributed only at a designated time approved by the teacher.

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



HIGH-SCHOOL HANDBOOK

ACADEMIC POLICIES

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

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

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

3. Report cards are posted on RenWeb after each quarter-end. (See the school calendar for dates.)
4. Progress reports are online. Online grades are updated weekly.
5. Semester Exams: Semester exam grades count as 20% of the semester average.
6. GPA calculations are determined by averaging regular and weighted courses as indicated on the Grading Scale. Honors courses receive one extra quality point. Advanced Placement (AP) courses receive two extra quality points.
7. All courses will contain an end-of-semester exam. Only students in 12th grade will have the opportunity to exempt an exam in a core course (English, Math, Science, History, Bible and Foreign Language). All students will have the opportunity to exempt exams in elective courses. Students cannot be exempt from Advanced Placement Exams. In order for a student to exempt an exam, the following conditions must be met:
 - The student has an A in the course **and** 3 absences or less.
 - The student has a B in the course **and** 2 absences or less.
 - Any student who accrues enough demerits in a semester to receive PTR will not be allowed to exempt from final exams in any courses taken during that semester.
 - Any student who is suspended during a semester will not be allowed to exempt from final exams in any courses taken during that semester.

2018-2019 GRADING SCALE

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

ACADEMIC POLICIES, CONTINUED

ACADEMIC COACHING

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

| <u>Grade Review</u> | <u>Date</u> | <u>Grade Check</u> | <u>Date</u> |
|--------------------------------|-------------|--------------------------------|-------------|
| Q1 Mid-Quarter | 9/10/18 | Q3 Mid-Quarter | 2/12/19 |
| Q1 End of Quarter | 10/15/18 | Q3 End of Quarter | 3/19/19 |
| Q2 Mid-Quarter | 11/13/18 | Q4 Mid-Quarter | 4/22/19 |
| Q2 End of Semester/Final Grade | 1/2/19 | Q4 End of Semester/Final Grade | 5/24/19 |

HONOR CODE

When a student is caught cheating on an assignment:

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

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

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

| INFRACTION LEVEL | DESCRIPTION | MINIMUM DISCIPLINARIAN ACTION |
|------------------------|--|--|
| Level One Infraction | May include but is not limited to: plagiarism, sharing homework answers, cheating on a classwork assignment | <ul style="list-style-type: none"> • Lunch Detention • Complete alternate assignment • Highest credit awarded 50% |
| Level Two Infraction | May include but is not limited to: plagiarism, second cheating offense on homework or classwork, cheating on a test | <ul style="list-style-type: none"> • 1-day PTR • Complete alternate assignment • Highest credit awarded 50% |
| Level Three Infraction | May include but is not limited to: plagiarism, third or more cheating offense on homework or classwork, cheating on a test or exam | <ul style="list-style-type: none"> • Recommendation for suspension or expulsion • Zero credit given |

GRADES

Parents can check their student's progress in each class weekly using the online information system. To access student grades, a user name and password are required to set up an account. Specific information on how to set up an account is sent home to parents at the beginning of the school year. Students will receive classroom accommodations if they have a current IEP or 504 plan on file with the school. In addition to the current IEP students must be receiving services through our certified educational service.

CREDIT RECOVERY

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

HONOR CODE

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

ACADEMIC PROBATION

Students can be placed on academic probation if they receive two or more F's at the end of a semester grading period. Once parents and students have been notified of the probationary standing, students remain on probation for the remainder of the school year. If unsatisfactory grades continue to occur, the student may not be allowed to re-enroll for the next school year. Students who are asked to leave HGCS for academic reasons can re-apply after one full academic calendar year. If they choose to return to HGCS, they must apply through the Admissions Office and follow normal admissions procedures.

DROPPING COURSES

Students must have approval from administration to drop or add a class. Any petitions for a course change must be due to extenuating circumstances and accompanied with appropriate documentation for consideration.

GRADUATION REQUIREMENTS

Refer to the High School Course Selection Guide.

GRADUATION MARSHAL APPOINTMENTS

The top 10 Juniors with the highest cumulative GPA at the mid-point of second semester are appointed to serve as Marshals during graduation. Administration will notify students of their appointment by May 1 each year.

HOMEWORK POLICY

The principle purpose for homework is to reinforce course content and instruction. Homework is a regular part of school life. As a student progresses through each grade, there will be an increase in time and application required. In general homework is for skill practice, enrichment, or more in-depth attention to a given unit of study. The time a student spends on homework depends on organization, study skills, use of time, homework environment, and class schedule. Honors and Advanced Placement classes involve more homework.

HGCS HIGH SCHOOL GRADING GUIDELINES AND POLICIES

"ZEROS AREN'T PERMITTED" POLICY

Purpose:

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

Criteria:

- applies to all graded assignments
- upon completion of assignment highest credit that can be earned is 75%.
- not completing the assignment is not an option (students will be assigned to lunch detention until the assignment is made up)

Implementation Guidelines:

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

TESTING

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

TECHNOLOGY POLICY

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

Students are expected to read and follow HGCS Acceptable Use Policy (AUP). All students and parents must sign the AUP at the beginning of every school year and return the form to their respective school office. A copy of the AUP will be placed in the student's file. A copy of the AUP can be found on page 60 of this handbook and on the website.

Students are expected to use the devices provided by HGCS. Students should not expect to be allowed to use their personal devices for classroom use. If there is an occasion in which a teacher allows a student to use his or her own personal device, that approval does not extend to other classrooms.

Accessing inappropriate Internet sites is strictly prohibited. HGCS reserves the right to use specialized software or other means to monitor Internet usage by students. Students are expected to contact a teacher or administrator immediately if they inadvertently access a website that contains inappropriate material.

CELLPHONES

- Cell phones may not be used during instructional times or SMART lunch sessions
- Students will be required to place their cellphones in their assigned holders upon entering a classroom.
- Students are not allowed to use headphones at any point during the school day.

Students cannot use cellphones or other electronic devices not distributed by HGCS during class time unless explicit permission is given by the teacher or an Administrator. Violation of this policy will result in the phone being confiscated and demerits assigned.

ATTENDANCE

Regular attendance is required. Students' repeated failure to comply with school attendance policies can result in the student's suspension at the discretion of the Administration.

Students occasionally have signs and symptoms, which may be related to communicable diseases. Only a licensed health practitioner can determine a diagnosis and/or prescribe treatment, and provide instructions regarding the students' return to school. Few illnesses mandate exclusion from

school; however, students should be excluded from school participation if:

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

An "absence" is defined as any part of a school day when a student is not present in class or on a designated class field trip. This includes early dismissals. (Absences at the very beginning of the school day are considered tardies. See "Tardy Policy.")

Pre-approved Absences: Planned absences require that parents/student complete and submit an absence approval form within five days of the absence. Students are allowed five pre-approved absences per year. The pre-approved absence form must also be filled out for college visits. Pre-approved absences are recorded as excused absences. If a student has a pre-planned absence without getting a pre-approved absence form completed and on file, it is counted as an unexcused absence. As a result students will only be allowed to make up work at 75% credit. This form can be picked up on the High School office or downloaded from the school website. Pre-approved absences that exceed the 5-day minimum are at the discretion of the Administration. Students who do not submit a pre-approval absence form will receive a warning the first time. Any repeat violations will result in the absence being counted as unexcused.

A student who is absent from any course more than 8 times during a semester will not receive credit for the course without approval from the Principal.

ABSENCES

A student can have up to 8 absences a semester. Any student who exceeds the number of allowable absences must have the approval of the area principal to be promoted to the next grade or to pass the course. On the day a student returns to school after being absent, s/he must bring a note explaining the reason for the absence or the absence will automatically be counted as unexcused. This note should be turned in to the respective office before school begins. It is the discretion of the Administration whether an absence is excused or unexcused. These procedures apply to absences:

1. Teachers and the High School Office will maintain an accurate record of attendance. Attendance records will appear on report cards.
2. Students must be present for at least a half-day to be counted present. A half-day means remaining in school until 11:30 AM.
3. It is the student's responsibility to obtain any missed assignments.

4. For excused all-day absences, the student is allowed the number of school days they are absent to complete and turn in their makeup work. This includes tests and quizzes, but does not apply to pre-assigned work. It is the student's responsibility to check with individual teachers for due dates. *Any work not turned in on time will result in partial credit given. (For example: If a student is absent on Monday, Tuesday, and Wednesday and returns to school on Thursday, then all make up work is due by 8 AM on Tuesday of the following week.)
5. For unexcused absences, students may make-up missed work for 75% credit. In the case of confirmed skipping, students must complete any missed work for 50% credit.
6. A plan for making up work for an extended absence should be arranged with each teacher.
7. If a student misses the day of a previously announced test or quiz, s/he will be required to take the test or quiz when s/he returns to class unless other arrangements have been made with the teacher. Pre-assigned projects are due the day the student returns to school.
8. Absences that result from school functions such as field trips, athletic events, or other school activities will not be reflected on the report card. Students are responsible for all missed work and should turn in assignments before the event or the day s/he returns, depending on what the teacher has requested. If a student misses a previously announced test or quiz s/he will be required to take the assessment the day s/he returns or before the event, depending on what the teacher requests. Pre-assigned projects are due the day the student returns to school or before the event, depending on what the teacher requests.

Designation of excused or unexcused only affects the amount of credit available to be earned. All non-school function absences count towards exam exemptions.

Excused Absences

Excused absences include, but are not limited to:

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

Unexcused Absences

Unexcused absences include, but are not limited to:

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

The Administration determines if an absence is excused or unexcused.

An excused absence means that a student has the opportunity

to make up work without a grade penalty. **All absences, whether excused or unexcused, count toward the total number allowed for exam exemptions and failure in the course.**

Once high school students have reached eight absences in the same course in one semester, they are considered as failing that course. Middle school students are considered failing a course after reaching sixteen absences in that course for the year. Elementary students will also be allowed sixteen total absences for the year. Exceptions to the absence policy may be considered with ample doctor documentation.

An excused tardy counts toward the three "free" tardies that a student is allowed each quarter. In addition, three tardies to a particular course, even if they are excused, is viewed as an absence in that course and will count toward the maximum allowed absences per course (eight per semester in high school, sixteen per year in middle school). Exceptions to the tardy policy may be considered with ample doctor documentation.

Three tardies will equate to one absence. Tardies to school of less than 15 minutes will be assessed five demerits. Tardies in excess of 15 minutes will be assessed ten demerits. Tardies excused with ample doctor documentation are not subject to any of the above sanctions.

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

1. High School students cannot be dropped off before 7:20 AM unless they are under the direct supervision of a teacher or Administrator. Any student dropped off before 7:20 AM must go to the Before School program. Students attending the Before School program will be charged a fee.
2. Students who are not picked up at the end of car line will be escorted to a study hall and a guardian will be contacted. A fee is charged to any student who has to attend study hall. This excludes students participating in athletics or other school activities. HGCS is not responsible for students who remain on campus aside from the above stated locations and times. Students may not wait for parents in the Family Life Center lobby. All High School students are to be picked up in the designated car line location.
3. **Students who are not picked up by 3:00 PM or by the end of carline will be signed into our after-school program.** After the 3rd late occurrence, a bill will be issued for the number of times that the parents are late picking up the student (i.e., 3 times would be a charge of \$45 for TK-7th or \$30 for 8th-12th). There will be a fee charged to the student account who has been signed into the after-school program. **On the 5th occurrence,**

the after-school rates (see below) will be assessed to the account.

Daily Charge:

| | |
|-----------------|----------------------|
| TK-6th grades | \$15.00 per day late |
| 7th-11th grades | \$10.00 per day late |

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

| | |
|-----------------|---------------------|
| TK-6th grades | \$1,540.00 per year |
| 7th-11th grades | \$750.00 per year |

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

MAKE-UP WORK

Students are required to make up all missed work resulting from an absence. This includes homework, tests and/or quizzes. Failure to make up the assignment within the allotted time can result in students being able to makeup work only for partial credit or they may not receive any credit at all. Missed work, including makeup tests, is to be made up during the class missed, before school, or after school.

Athletes and/or Fine Arts students participating in a game or event are responsible for previously scheduled tests or quizzes on the day before or the day after their absence. Projects or assignments should be submitted on the date due even if the athlete and/or Fine Arts student does not meet for that class due to a game or an event that day.

TARDY POLICY

A tardy is defined as time missed without excuse from a class which can include arriving late, leaving early, or leaving during school without good reason.

1. Students who arrive to **any** class after the bell rings **must** report to the High School office. A bell will ring notifying students that they have 1 minute to report to class.
2. Teachers will shut their door when the bell rings. Any students in the hallway must go to the office to receive a note.

3. Students will be counted tardy if they are not in class and ready to begin when the bell rings. Students who come to class, sit their personal items at their desk, and then leave the classroom will be counted tardy if they are not in their seats when the bell rings.
4. The High School office will document the tardy in RenWeb. Only tardies accompanied with a doctor's note will be marked as excused.
5. Three tardies to a class, regardless of the reason, will equal an absence for that class.
6. Students will begin earning demerits beginning with the 4th tardy. This is not the 4th tardy to a particular class, but the 4th tardy recorded in RenWeb, which could include an accumulation of tardies throughout a single day.
7. Administration will run a report every two weeks to update absences in RenWeb and the front office will communicate with parents/guardians.
8. Students who miss more than 30 minutes of a class period will be counted absent for the class period.

GUIDELINES FOR ATHLETES

1. HGCS athletes are required to maintain the highest standard of conduct and behavior on the school campus, in the classroom, at practice, and during athletic contests.
2. Athletes are to be students first and athletes second. Class work must be maintained on as high a level as the athlete is capable of performing.
3. Any time an athlete is in uniform or on a team trip, s/he is representing HGCS and must act responsibly and demonstrate good character.
4. All students must have a current physical to participate in off-season workouts. Students must have a current physical and turn in all other athletic paperwork to try out for a team and participate in any practices or games. Students must pay the athletic fee for that team/season to participate in any athletic contest.
5. Our athletic policy states that the student must attend at least half a day of school to participate in any athletic activity (including practice).
6. Athletes are to attend practice every day. Every practice is important; even if injured, the athlete can learn from observation.
7. An athlete cannot quit one sport to start another. If s/he quits, s/he must wait until that season is over before trying out for the next sport.
8. If an athlete has a D or an F in any class, s/he cannot miss this particular class for any reason pertaining to their particular sport that is in season (including early dismissals for games).
9. The school reserves the right to suspend or dismiss a student athlete from participation in any practice, event, activity, competition or team based on the student's conduct or violation of standards set forth in this handbook.

HGCS ACADEMIC COACHING / ATHLETIC ELIGIBILITY 2018-2019

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

Grades will be checked according to the following schedule:

| Grade Check | Date |
|--------------------------------|----------|
| Q1 Mid-Quarter | 9/10/18 |
| Q1 End of Quarter | 10/15/18 |
| Q2 Mid-Quarter | 11/13/18 |
| Q2 End of Semester/Final Grade | 1/2/19 |
| Q3 Mid-Quarter | 2/12/19 |
| Q3 End of Quarter | 3/19/19 |
| Q4 Mid-Quarter | 4/22/19 |
| Q4 End of Semester/Final Grade | 5/24/19 |

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

| Category | Grade Qualifications | Action |
|-------------------------|---|--|
| On Athletic Probation | 2 or more D's or 1 or more F's | –Required to meet weekly with assigned Academic Coach –Required SMART lunch sessions with the teacher of every class in which they have a D or an F |
| Off Athletic Probation | Fewer than 2 D's and no F's | –Released from Academic Coaching |
| Athletically Ineligible | On Athletic Probation for consecutive grade reviews | –Ineligible to practice or play until satisfactorily completing the next grade review |

MIDDLE-SCHOOL & HIGH-SCHOOL DRESS CODE

This dress code is designed to require students to dress in modest and appropriate clothing for the classroom. Our desire is to grant our students the freedom to make wise choices within the guidelines listed here, while honoring God with their bodies. Administration reserves the right to deem any clothing as inappropriate, and to take corrective action.

PANTS

- modest and loose-fitting
- any color or design
- free of any holes, patches, or fraying
- free of writing across the entire bottom area
- should cover undergarments at all times
- Spandex™ material is not allowed
- no leggings worn as pants
- athletic pants are not allowed
- should be worn at normal waistline (no sagging)
- oversized pants are not acceptable for gentlemen

SHORTS

- come to the knee
- modest and loose-fitting
- any color or design
- free of any holes, patches, fraying
- free of writing across the bottom area
- should cover undergarments at all times
- Spandex™ material is not allowed
- should be worn at normal waistline
- oversized shorts are not acceptable for gentlemen
- athletic shorts are not allowed

DRESSES & SKIRTS

- must come to the knee or below the knee when sitting
- modest and loose-fitting
- any color or design
- free of any holes, patches, or fraying
- free of writing across the entire bottom area
- should cover undergarments at all times
- dresses must have sleeves

SHIRTS

Button-down shirts may not be worn open or as a jacket.

Ladies

- must have a MODEST round neckline and sleeves
- must be loose-fitting
- come to the top of the pocket (at hipbone)
- must NOT be made of sheer fabric
- should cover undergarments at all times
- must not have any logos, graphics or wording unless it is a small branding over the pocket area

Gentlemen

- must have a collar, buttons/snaps and sleeves
- modest and loose-fitting
- any color/design
- must not have ANY logos, graphics, or wording unless it is a small branding over the pocket area

SWEATERS/JACKETS

- any color or material
- free of inappropriate logos, graphics, and writing
- worn with a shirt that adheres to dress code
- no hoodies (hoodies worn to the campus for warmth MUST be removed immediately upon entering the building and placed in locker for the remainder of the day)

SHOES

Allowed:

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

Prohibited:

- flip-flops
- house shoes
- fur-lined shoes
- Crocs™ sandals

BELTS/HATS

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

JEWELRY/HAIR

Ladies:

- Earrings can be worn but in ears only. No visible body piercing or tattoos, this includes facial piercings. Piercings may not be covered and hidden on the face.
- No hair art which includes, but is not limited to: lettering, designs, **color**.

Gentlemen:

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

DRESS CODE, CONTINUED

The Dress Code applies to the school day and any school-related events on- or off-campus in which Hickory Grove Christian students participate unless otherwise stipulated. Students must always be neatly and modestly dressed.

CONSEQUENCES

It is never an option to remain at school out of compliance with our dress code.

1. First violation: student calls home to get a change of clothes, base level demerits assigned.
2. Second violation: student calls home to get a change of clothes, additional demerits assigned.
3. Third violation: student calls home to get a change of clothes, additional demerits and lunch detention assigned.
4. Fourth violation: student calls home to get a change of clothes, additional demerits and PTR assigned.

GUIDELINES FOR FINE ARTS

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

HONOR DRESS CODE

Honor Dress is required for all chapel programs in 6th-12th grades and at certain special events. Honor Dress is over and above what is normally worn to school. Continued attention to collars, shoes, belts, ties, pants and skirts and the particular way that clothing is worn, is required. Honor Dress emphasizes and calls attention to the fact that students will be in the sanctuary for a formal and/or worship affair and dress should reflect this distinction. Outward dress should demonstrate reverence to God, submission to authority, and "profess Godliness" based upon the modest attire (1 Timothy 2:9-10). Immodesty is incongruent with a Christian lifestyle; modesty helps symbolize the indwelling of the Holy Spirit in the believer (1 Corinthians 6:19-20).

| Gentlemen | Pants | Shirts, Sweaters, and Jackets | Gentlemen |
|------------------|--|---|---|
| Honor Dress | <ul style="list-style-type: none"> - Slacks and/or dress pants - Khaki/Chino cotton pants Examples of Honor Dress | <ul style="list-style-type: none"> - Full button up shirts with a collar and long sleeves (must not have any logos, graphics or wording unless it is a small branding over the pocket area) - Shirts must be tucked in - Sweaters may be worn over a full button up shirt with either a tie or bow tie - Sport coats or suit coats optional | <ul style="list-style-type: none"> - Dress shoes Examples - Necktie or bow tie - A belt must be worn regardless if it is covered by a sweater or jacket - Dress socks |
| Prohibited Dress | <ul style="list-style-type: none"> - Pants made of denim or colored jeans - Pants that are skin-tight or molded to the figure | <ul style="list-style-type: none"> - Flannel shirts - Hoodies or sweatshirts - Jackets are not to be worn to the worship service or special event unless it is a sport coat/suit jacket - Knit short-sleeve shirts | <ul style="list-style-type: none"> - Bolo ties - Wallet chains - Tennis shoes, Vans, Toms, flip-flops, or sandals Examples |
| Ladies | Pants/Skirts | Shirts | Shoes |
| Honor Dress | <ul style="list-style-type: none"> - Non-tight slacks, dress pants, chino pants, or palazzo pants - Dresses or skirts must come to the knee or below the knee when sitting, both in front/back Examples of Honor Dress | <ul style="list-style-type: none"> - Shirts or sweaters with a modest round neckline and sleeves may be worn with skirts and over pants (must not have any logos, graphics or wording unless it is a small branding over the pocket area) - Cardigans, denim jacket, or blazer may be worn over top of a shirt with a modest neckline and sleeves to provide warmth | <ul style="list-style-type: none"> - Dress shoes, dress sandals, or dress flats Examples |
| Prohibited Dress | <ul style="list-style-type: none"> - Pants made of denim or colored jeans - Pants that are too-tight or molded to the figure | <ul style="list-style-type: none"> - Flannel shirts - Hoodies and sweatshirts - Nylon all-weather jackets are not to be worn to the worship service or special event | <ul style="list-style-type: none"> - Tennis shoes, Vans, Toms, Crocs, or flip-flops Examples |

*HGCS will always place a high value on adhering to and teaching modesty to our students. Any modification to the above dress code has been done so thoughtfully and carefully, while understanding stylistic changes within fashion.



HICKORY GROVE CHRISTIAN SCHOOL

HONOR CODE

Academic institutions are communities in which the pursuit of scholarship is based upon values such as trust, integrity, respect, honesty, fairness, and accountability. Furthermore, the promotion of these virtues can lead to emotional, psychological and, most importantly, spiritual maturity. A proper pathway to Christian spiritual maturity incorporates the development of four dimensions of an individual's life, knowledge, character, faith and action. Peter, writing to encourage Christians living among the Gentiles, encourages them to consider their actions in light of their calling in Christ. He admonishes them:

For this very reason, make every effort to supplement your faith with virtue, and virtue with knowledge, and knowledge with self-control, and self-control with steadfastness, and steadfastness with godliness, and godliness with brotherly affection, and brotherly affection with love. For if these qualities are yours and are increasing, they keep you from being ineffective or unfruitful in the knowledge of our Lord Jesus Christ. (2 Peter 1:5-8, ESV)

The administration of HGCS desires to promote, cultivate, and protect a culture of integrity by holding students to a honor code. Honor codes are not designed to implement a rule-based legalism, but to promote authentic freedom and human flourishing, both of which must be anchored in the aforementioned biblical virtues. We seek to instill principles of honesty, fairness, respect, and accountability that students will seek to employ in all academic and non-academic endeavors. In doing so, we will more effectively achieve both the mission and vision of Hickory Grove Christian School as well as remain distinctively different and distinctively Christian.

Andrew M. Davis, An Infinite Journey: Growing Toward Christlikeness (Greenville, SC: Ambassador International, 2014), 31.



HICKORY GROVE CHRISTIAN SCHOOL

HGCS HONOR CODE

As a student at HGCS I acknowledge and covenant that:

1. I will never knowingly cheat, plagiarize, defraud or take work as my own that is not my own.
2. I will report any individual that I know that cheats, plagiarizes or takes work as not their own.
3. I will continually uphold a positive relationship that I have with my fellow students by honoring and respecting them as people created in the image of God.
4. I will not slander or defame others either in my face to face relationships or in my digital life.
5. I will never take any property that is not my own and will return anything that is lost and not my own to the proper place.
6. I will continually uphold a positive relationship that I have with my school as it is the vehicle that attempts to teach me of my Lord.
7. I will not knowingly withhold information regarding violations of this honor code.
8. I will continually uphold the vision and mission of Hickory Grove Christian School in all areas of my life.
9. If I fail to uphold any of the above, then I understand that I can repent and self-report my actions and receive a prayer for judgement.
10. I agree to exercise sound judgement and live a lifestyle that is consistent with biblical guidelines on campus as well as off campus.
11. I agree to faithfully support the school through my prayers and/or my positive attitude.

The benefits of my signature may include but are not limited to the possibility of self scheduled exams, unproctored exams, a trust between teachers and students and between students that allows for other privileges.



HICKORY GROVE CHRISTIAN SCHOOL

I will be expected to affirm the following statement when submitting all assignments. My affirmation may be implicit or explicit in the form of a signature (digital or handwritten).

On my honor I have neither given nor received unauthorized information regarding this work, I have followed and will continue to observe all regulations regarding it, and I am unaware of any violation of the Honor Code by others.



HICKORY GROVE CHRISTIAN SCHOOL

HONOR CODE ACKNOWLEDGEMENT BY STUDENT

I, _____, acknowledge that I have read and understand Hickory Grove Christian School's (HGCS) Honor Code, and that I agree to be bound by all of its terms and conditions. I further acknowledge that I have been given the opportunity to ask questions regarding this Honor Code and its meaning before signing this statement. I understand that my enrollment in HGCS and the continuation of my enrollment in HGCS are contingent upon my acceptance and adherence to the principles of this Student Honor Code. I personally commit myself to upholding my personal integrity and the honor of my school.

Signature _____

HONOR CODE ACKNOWLEDGEMENT BY PARENT OR NATURAL GUARDIAN

I/we acknowledge that I/we am/are the parent(s) or natural guardian(s) of _____, that I/we have read and understand the Hickory Grove Christian School (HGCS) Student Honor Code, and that I/we agree that my/our student shall be fully bound by its terms and conditions. I/we further acknowledge that I/we have been given the opportunity to ask questions regarding this Honor Code and its meaning prior to signing this statement. I/we understand that my/our student's enrollment in HGCS and the continuation of his enrollment are contingent upon my/our acceptance and adherence to the principles of this Student Honor Code. I/we personally commit myself/ourselves to supporting my/our student's personal integrity and the honor of his school.

Signature _____

Signature _____

HICKORY GROVE

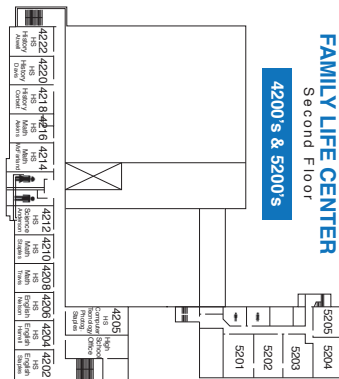
Christian School



FAMILY LIFE CENTER

Second Floor

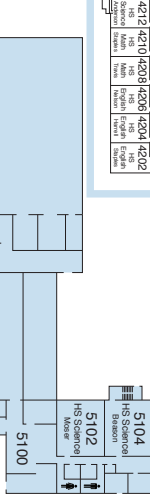
4200's & 5200's



FAMILY LIFE CENTER

First Floor

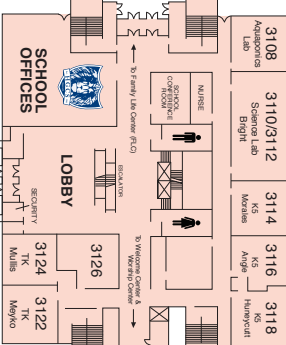
4100's & 5100's



EDUCATION CENTER

First Floor

3100's



RESTROOMS



STAIRS

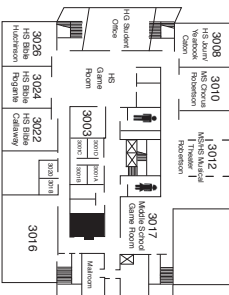


ELEVATOR

EDUCATION CENTER

Basement: Student Ministry

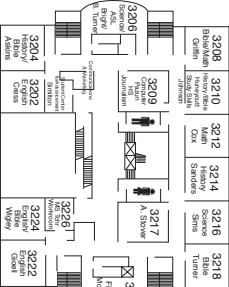
3000's



EDUCATION CENTER

Second Floor

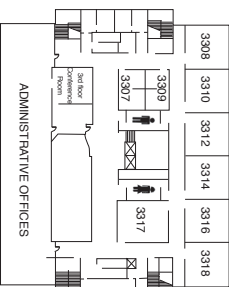
3200's



EDUCATION CENTER

Third Floor

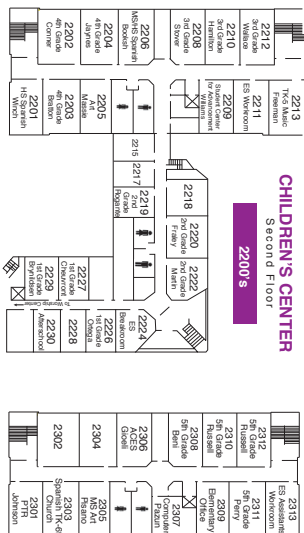
3300's



CHILDREN'S CENTER

Third Floor

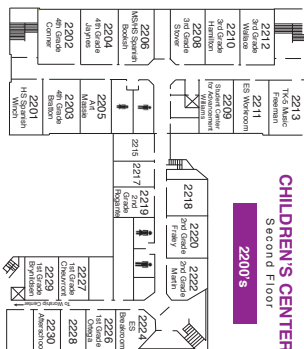
2300's



CHILDREN'S CENTER

Second Floor

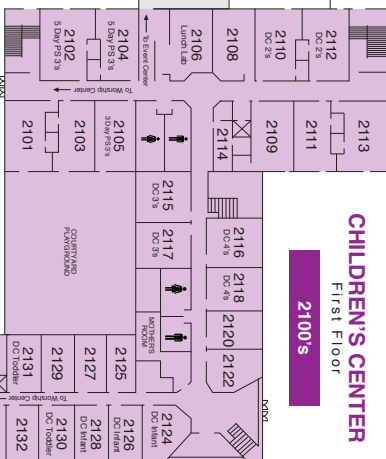
2200's



CHILDREN'S CENTER

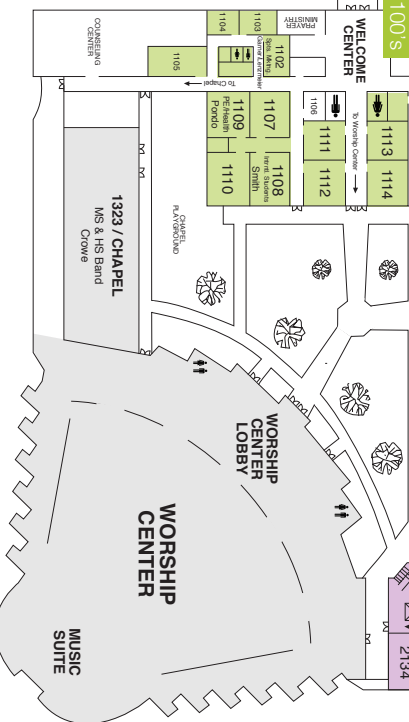
First Floor

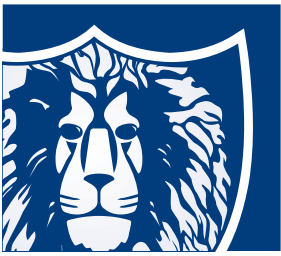
2100's



WORSHIP CENTER

MUSIC SUITE





HICKORY GROVE CHRISTIAN SCHOOL

CARLINE INSTRUCTIONS

"To Know Christ and To Make Him Known Through Christian Education"

MORNING SINGLE CAR RIDERS:

- Do not drop off students before 7:20 AM.
- Please enter the campus from WT Harris Boulevard entrances.
- TK and K5 single car riders– drop off in front of Education Center.
- 1st and 2nd grade single car riders– drop off in front of Children's Center.
- 3rd-8th grade single car riders– drop off in front of Education Center.
- 9th-12th grade single car riders– drop-off at side or at the end of the FLC, which will help alleviate traffic backing up in front of the next building.
- Students will need to be escorted by their parents or guardians after 7:40 AM to sign in at the appropriate school level office.
- Students are considered tardy at 7:45 AM.

MORNING CARPOOL RIDERS:

- Do not drop off students before 7:20 AM.
- Please enter the campus from WT Harris Boulevard entrances.
- Drop off in front of Education Center.
- Students will need to be escorted by their parents or guardians after 7:40 AM to sign in at the appropriate school level office.
- Students are considered tardy at 7:45 AM.

AFTERNOON SINGLE CAR RIDERS:

2:30 PM Pickup time

1st-5th grade single car riders Pick up at Children's Center. Enter the campus from the third WT Harris Boulevard entrance (located past the fire station). Turn left at the stop sign and follow road around behind Family Life Center to Children's Center where the line will form.

9th-12th grade single car riders Pick up at the lower lot (student parking lot). Enter campus using the entrance past the fire station. Turn left and enter the student parking lot. Park and your student will walk to the car.

K5 single car riders Pick up in front of Education Center. Enter campus using entrance past the fire station. Turn right at stop sign and follow signs.

TK single car riders Pick up in front of Education Center.

2:45 PM Pick up time

6th-8th grade students Pick up in front of Education Center. Enter campus using entrance past the fire station. Turn right at stop sign and follow signs. Line up in holding lanes A & B.

AFTERNOON CARPOOL RIDERS:

2:30 PM Pickup time

1st-5th grade carpool riders only Pick up in front of Children's Center. Enter campus using driveway past fire station. Turn left at stop sign, then follow road around behind Family Life Center.

K5 -TK carpool riders only Pick up in front of Education Center.

2:45 PM Pick up time

6th-8th grade students Pick up in front of Education Center. Enter campus using entrance past fire station. Turn right at stop sign.

TK-5th grader with a 6th-12th grade carpooler Pick up in front of Education Center. Enter campus using the entrance past fire station. Turn right at stop sign.

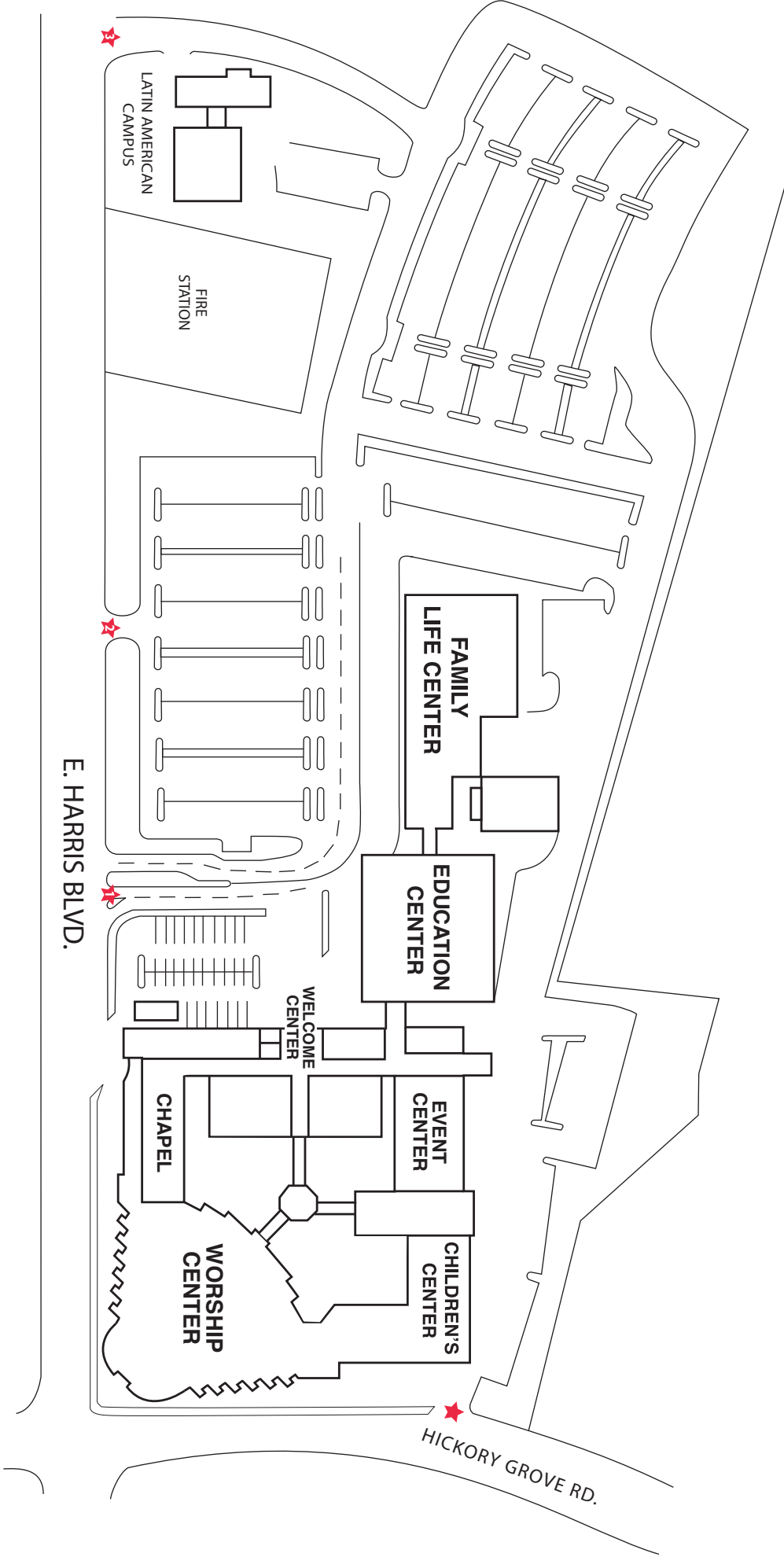
TK-8th graders will not be allowed to walk down to the high school lower lot. Please contact your respective office for specific directions.

"Single car rider" - means you have only one child riding in the car during carline for drop-off and/or pick-up.

"Carpool riders" - means you have two or more children or are bringing or picking up other children in carline.

■ **HGCHRISTIAN.ORG**

HICKORY GROVE CHRISTIAN SCHOOL CAMPUS OVERVIEW



HGCS TECHNOLOGY ACCEPTABLE USE POLICY (AUP)

OVERVIEW

The Hickory Grove Christian School Acceptable Use Policy (AUP) document was created to outline and define the acceptable use policies and expectations of the students as they are relevant to the use of technology both on and off campus.

Hickory Grove Christian School (HGCS) uses technology as a method to deliver education to the student. HGCS recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. Today's technology is an essential component of expanding the student's mind and we are committed to helping students develop technology and communication skills. To that end, our goal is to provide a safe and secure access to technologies for student and staff use.

Network access carries certain responsibilities and obligations as to what constitutes acceptable use of the HGCS network. The Internet is a resource that contains instructional value, and when used properly, can offer the end user infinite educational resources. These policies explain how HGCS information technology resources are to be used and specify what actions are prohibited. While this Acceptable Use Policy may be thorough, no set of policies can cover every situation, and thus, the user is asked to additionally use sensible judgment when using HGCS technology resources. Questions on what constitutes acceptable use should be directed to the grade level principals.

PURPOSE

The purpose of these policies is to detail the acceptable use of HGCS information technology resources for the protection of all parties involved.

SCOPE

These policies apply to any and all use of HGCS IT resources including, but not limited to, computer systems, personal mobile devices, email, network, and the HGCS Internet connection.

E-MAIL USE

Personal usage of HGCS email systems is permitted as long as A) such usage does not negatively impact the HGCS computer network, and B) such usage does not negatively impact (bully, harass, etc.) parties involved.

- The following is never permitted: spamming, harassment, communicating threats, solicitations, chain letters, or pyramid schemes. This list is not exhaustive, but is included to provide a frame of reference for types of activities that are prohibited.
- The user is prohibited from forging email header information or attempting to impersonate another person.
- Email is an insecure method of communication, and thus information that is considered confidential or proprietary to HGCS may not be sent via email, regardless of the recipient, without proper encryption.
- The user should not attempt to circumvent security or filtering systems.
- It is HGCS protocol not to open email attachments from unknown senders or when such attachments are unexpected.
- Email systems were not designed to transfer large files and as such emails should not contain attachments of excessive file size.
- Language in emails should be appropriate and not contain profanity.

CONFIDENTIALITY

Confidential data must not be A) shared or disclosed in any manner (this includes, but is not limited to, providing or receiving a student's username and password used to access secured areas such as learning management systems, grade reporting systems, websites, applications, etc.), B) posted on the Internet or any publicly accessible systems, or C) transferred in any insecure manner. It is dangerous to disseminate personal information (full name, address, DOB etc.) in an online setting.

NETWORK ACCESS

The user should take reasonable efforts to avoid accessing network data, files, and information that are not applicable to them. Existence of access capabilities does not imply permission to use this access. Additionally, HGCS is not responsible for data loss on HGCS devices.

HGCS TECHNOLOGY ACCEPTABLE USE POLICY (AUP) CONTINUED

UNACCEPTABLE USE

The following actions shall constitute unacceptable use of the HGCS network. This list is not exhaustive, but is included to provide a frame of reference for types of activities that are deemed unacceptable. The user may not use the HGCS network and/or systems to:

- Engage in activity that is illegal under local, state, federal, international, or other applicable laws.
- Engage in any activities that may compromise biblically moral standards, cause embarrassment, loss of reputation, or other harm to HGCS.
- Disseminate defamatory, discriminatory, vilifying, sexist, racist, abusive, rude, annoying, insulting, threatening, obscene or otherwise inappropriate messages or media.
- Engage in activities that cause an invasion of privacy.
- Engage in activities that cause disruption to the learning environment.
- Make fraudulent offers for products or services.
- Perform any of the following: port scanning, security scanning, network sniffing, keystroke logging, or other IT information gathering techniques.
- Install or distribute unlicensed or "pirated" software.
- Engage in activity that could harm the network and/or computer devices (virus).
- Stream music or play executable computer games.

WEB BROWSING

The Internet is a network of interconnected computers of which the district has very little control. The user should recognize this when using the Internet and understand that it is a public domain and he or she can come into contact with information, even inadvertently, that he or she may find offensive, sexually explicit, or inappropriate. Although a filter is in place, it is impossible to block every site that may be deemed offensive. The user must use the Internet at his or her own risk. HGCS is specifically not responsible for any information that the user views, reads, or downloads from the Internet. Additionally, HGCS is not responsible for the accuracy and/or quality of information obtained from the Internet. HGCS recognizes that the Internet can be a tool that is useful for both personal and professional purposes.

COPYRIGHT INFRINGEMENT

HGCS's computer systems and networks must not be used to download, upload, or otherwise handle illegal and/or unauthorized copyrighted content. Any of the following activities constitute violations of the acceptable use policy if done without permission of the copyright owner: A) copying and sharing images, music, movies, or other copyrighted material using P2P file sharing or unlicensed CDs and DVDs, B) posting or plagiarizing copyrighted material, and C) downloading copyrighted files which the user has not already legally procured. This list is not exhaustive; copyright law applies to a wide variety of works and applies to much more than is listed above.

PEER-TO-PEER FILE SHARING

Peer-to-Peer (P2P) networking is not allowed on the HGCS network under any circumstance.

STREAMING MEDIA

Streaming media can use a great deal of network resources and is prohibited.

EXPECTATION OF PRIVACY

Users should expect no privacy when using the HGCS network. Such use may include but is not limited to, transmission and storage of files, data, and messages. HGCS reserves the right to monitor any and all use of the computer network. To ensure compliance with district policies this may include the interception and review of any emails, or other messages sent or received, inspection of data stored on personal file directories, hard disks, and removable media.

BANDWIDTH USAGE

Excessive use of HGCS bandwidth or other computer resources is not permitted.

HGCS TECHNOLOGY ACCEPTABLE USE POLICY (AUP) CONTINUED

CIRCUMVENTION OF SECURITY

Using HGCS-owned computer systems to circumvent any security systems, authentication systems, user-based systems, or escalating privileges is expressly prohibited. Knowingly taking any actions to bypass or circumvent security is expressly prohibited. If an individual is aware of someone circumventing security and/or demonstrating this to others the individual should immediately alert the school principal or faculty.

SOFTWARE INSTALLATION

Numerous security threats can masquerade as innocuous software - malware, spyware, and trojans can all be installed inadvertently through games or other programs. Alternatively, software can cause conflicts or have a negative impact on system performance. Therefore, HGCS approved software will be installed on applicable computers determined by the System Administrator.

ILLEGAL ACTIVITIES

No HGCS-owned computer systems may be knowingly used for activities that are considered illegal under local, state, federal, international, or other applicable laws. Such actions may include, but are not limited to, the following:

- Unauthorized Port Scanning
- Unauthorized Network Hacking
- Unauthorized Packet Sniffing
- Unauthorized Packet Spoofing
- Unauthorized Denial of Service
- Unauthorized Wireless Hacking
- Any act that may be considered an attempt to gain unauthorized access to or escalate privileges on a computer or other electronic system
- Acts of Terrorism
- Identity Theft
- Spying
- Downloading, storing, or distributing violent, perverse, obscene, lewd, or offensive material
- Downloading, storing, or distributing or unauthorized streaming of copyrighted material

HGCS will take all necessary steps to report and prosecute any violations of these policies.

CYBER-BULLYING

Harassing, denigrating, impersonating, pranking, excluding, and cyber-stalking are all examples of cyber-bullying. Cyber-bullying will not be tolerated. Sending emails or posting comments, images, and/or other content with the intent of scaring, hurting, or intimidating someone else can be considered cyber-bullying.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, can be a crime. These behaviors may also result in severe disciplinary action and loss of privileges. Remember network activities are monitored and retained.

SECURITY/SAFETY

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

HGCS TECHNOLOGY ACCEPTABLE USE POLICY (AUP) CONTINUED

PARENT/GUARDIAN RESPONSIBILITIES

It is strongly suggested that parents communicate with students about values and the standards they should follow regarding the use of the Internet and all media information sources such as television, cell phones, electronic devices, videos, movies, and music.

APPLICABILITY OF OTHER POLICIES

This document is part of a cohesive set of security policies. Other policies may apply to the topics covered in this document and as such the applicable policies should be reviewed as needed.

AUDITS

HGCS will conduct periodic reviews to ensure policy compliance. A sampling of users will be taken and audited against these policies on a random basis.

ENFORCEMENT

The IT Department and/or Executive Team will enforce these policies. Violations may result in disciplinary action, which may include suspension, restriction of access, or other punishments deemed appropriate by HGCS executive personnel. Where illegal activities or theft of school property (physical or intellectual) are suspected, HGCS may report such activities to the applicable authorities.

REVISION HISTORY

Revision 1.1 7/06/2017

Revision 1.0 7/14/2015

Parent Signature

Date

Student Signature

Date

GOOGLE AGREEMENT FOR COLLECTION OF DATA

To parents and guardians,

At Hickory Grove Christian School, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Hickory Grove Christian School, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?
- Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a G Suite for Education account for your child.

I give permission for Hickory Grove Christian School to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Thank you,
Dr. Jimmie Quesinberry

Full name of student

Printed name of parent/guardian

Signature of parent/guardian

Date

GOOGLE USE AGREEMENT

Our [G Suite for Education Privacy Notice](#) describes how Google products and services collect and use information when used with G Suite for Education accounts.

Information about the [legal commitments Google makes for G Suite for Education Core and Additional Services](#) is available in our Help Center.

Information about how Google's products work to protect privacy is available in our [Product Privacy Guide](#) and at [privacy.google.com](#). Note that Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads for G Suite for Education users in primary and secondary (K–12) schools, and any statements about ads on those pages are overridden by this restriction from our [Privacy Notice](#).

Information about Google's compliance with international legal obligations on data protection can be seen in the [Data Processing Amendment to G Suite and/or Complementary Product Agreement](#), which describes extensive measures for data security that Google and its customers have agreed.

Answers to many top questions about privacy and security appear on our [Google for Education Trust page](#). Parents can visit [myaccount.google.com](#) while signed in to their child's G Suite for Education account to view and manage the personal information and settings of the account.