



2018-2019

# Parent Student Handbook

HILLTOP  
CHRISTIAN  
SCHOOL

## **Statement of Faith**

We believe the Bible to be the holy, inspired, infallible Word of God providing precise rules of faith and practice. We believe in one God, existing in three persons: the Father, Son, and Holy Spirit. We believe in the deity of Jesus Christ, His sinless life, vicarious death, glorious resurrection, and imminent return. We believe salvation comes by faith alone and exists in the repentant heart, engendering faith, and unreserved committal of one's self to Christ as Savior with purpose to love and obey His written Word and indwelling spirit upon regeneration.

## **Mission Statement**

Hilltop Christian School exists as a ministry of Hilltop Free Will Baptist Church to provide academic excellence through a Biblical worldview and to develop students who are becoming complete in Christ, are building critical thinking skills, and are growing in Christ-like character in a loving, safe, nurturing, and structured environment.

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# History

In October of 1981, Hilltop Free Will Baptist Church voted to begin a daycare ministry. Because of the success of the daycare ministry, the decision was made to start a Christian school. Hilltop Christian School opened in August of 1982 with an enrollment of seventy students. Due to the steady growth of the school, the church voted to add an educational building to its existing facility in 1985. The transition from the Accelerated Christian Education curriculum to a traditional classroom setting began in 2001 and concluded in 2004. With both the church and the school growing steadily, construction started on a new facility in the fall of 2005. In December of 2006, the church and school moved into the completed building with plans for the construction of a gymnasium with additional classroom space to follow. The construction on the gymnasium was completed in October 2008. In this facility, a K5-12<sup>th</sup> grade program has been offered with college preparatory academics, athletics, and fine arts opportunities.

## Objectives and Philosophy

Hilltop Free Will Baptist Church and Hilltop Christian School hold that Christian education is a directive from God for the Christian family (Prov. 19:27; 22:2; Deut. 6:6-9; Col. 2:8). We believe in the growth process of the total person. We strive to promote the student's spiritual, academic, social, and physical growth.

Students should be grounded in Biblical moral values, patriotism, citizenship, moral character, and superior academic knowledge. Hilltop Christian School adheres to these goals:

1. To lead children to a personal knowledge of Christ as Savior
2. To prepare children spiritually by instilling in them a love for the Lord Jesus Christ and a sense of responsibility to obey God's precepts
3. To prepare children to serve God effectively
4. To encourage children to think clearly, logically, and independently
5. To offer instructional programs that meet children's academic needs
6. To achieve mastery in the tools of learning and communication
7. To teach students how to build quality relationships with their peers and authorities

## **Admission Procedures and Policies**

The church and school has a racially nondiscriminatory policy and, therefore, shall not discriminate against members, applicants, students, and others on the basis of race, color or national or ethnic origin. HCS accepts students when parents share the school's objectives and philosophy. Students are required to regularly attend services at a Christian, Bible-teaching church (Jehovah Witness, Mormon, United Pentecostal, or Catholic services do not qualify). Please be aware that HCS has limited facilities and resources to accommodate students with learning or handicapped disabilities; therefore, the administration may admit a handicapped or LD student upon specific stipulations accepted by the parents.

Observe the following procedures for admissions:

1. Obtain an information packet from the office,
2. Schedule an interview with the principal,
3. Give the pastor reference form to your pastor so it can be mailed or faxed to the office,
4. Complete the registration form and sign the appropriate agreements,
5. Pay the registration fee,
6. Schedule placement testing for your student

The interview with the principal begins the enrollment procedure. The appointment will include a tour of the facility, and an examination of the student's academic and behavioral record. Parents should bring with them a copy of the student's latest report card or standardized test results.

Upon acceptance:

1. The first month's tuition and all other necessary fees should be paid before the first day of school.
2. Immunization records and a copy of the child's birth certificate should be delivered to the office by the first day of school.
3. Parents will also be required to attend the opening PTF night before the first week of school.

## **Transfer Students**

Students seeking to transfer to HCS must be in good standing with their previous school. They must fulfill all financial obligations with their previous school before transferring. The student's discipline record may also be requested. All new students entering 1<sup>st</sup> -11<sup>th</sup> grades (new seniors are not permitted) will be required to take a placement test upon acceptance. After testing, the principal will determine the student's academic status and grade. High school students' course credits will be transferred to HCS if the courses comply with the UNC Board of Governors requirements for college entrance

Re-Enrollment: Students who are currently enrolled in HCS will have a seat reserved until the pre-registration date has expired. A re-enrollment form must be completed, and the re-enrollment fee must be paid before this date. Beginning in March, enrollment is based on a first come basis.

## **Church and School Relationship**

Hilltop Christian School exists as a ministry of Hilltop FWB Church. The Board of Deacons for Hilltop FWB Church performs the duties of the school board, and the pastor serves as the chief executive of the school. The principal oversees the daily operations of the school.

As an educational outreach, HCS has opened its doors to the community; however, the same philosophy adopted by the church is adapted to the Christian school. Therefore, parents who become uncooperative and volubly disgruntled with the church or who become openly critical and unruly in their disagreement will lose the privilege of their children attending HCS.

## **Parental Agreement and Communication**

Because the Bible has given parents the mandate to rear their children (Duet 11:9), the Christian school should assist the parents, not replace the parents. Students will not excel academically or develop spiritually without parental involvement. Therefore, parents should actively supervise their students in the areas of homework completion and test preparation. With parental reinforcement, discipline problems may be kept to a minimum. Parents may receive occasional phone calls from teachers or the principal; this insures adequate communication between the school and the parents in order to quickly alleviate problems that would otherwise persist.

The school will maintain accurate records of students' demographic information, grades, and attendance. Personal files will be kept secure and private. Should the school cease to exist, Hilltop Church will maintain files for parental access. We maintain a safe school space that is asbestos free and is subject to yearly inspections by the health and fire departments.

Teachers will make efforts to keep parents informed of their child's disciplinary and academic performance; however, parents should also assume responsibility to initiate communication. Throughout the year, students will bring home tests, forms, and notes to be signed; all papers should be signed and returned within two days. Parent/teacher conferences may be requested by either the parents or the teacher. Parents and teachers should work together to resolve problems. Parents who have a problem with their child's teacher should contact the administration. All matters should be handled in a Christian manner, void of slander and gossip. Parents may also be asked to help with school functions (field trips, fund raisers, ect.), and their help will be appreciated on a volunteer basis. Whenever parents assist with school activities, they are asked to abide by school dress policies. Some volunteer opportunities may require the volunteer to undergo a criminal background check. Contact your child's teacher to be placed on the list of volunteers.

## **Standard of Conduct**

In order to develop the spiritual character of each student, Standards of Conduct have been adopted that will benefit each student's spiritual growth. Every student must adhere to these standards, whether they are on school property or away from the campus, during the school year or summer break. Maintaining a Christian environment can only be accomplished when students who would manifest poor testimonies or contribute negative peer pressure are disallowed the privilege of attending HCS

Therefore, any student who breaches the Standards of Conduct will be disciplined through detention, suspension, or expulsion. Students are expected to live according to the school's standards of conduct when school is in and out of session. HCS students must consistently observe the following standards:

- Faithful church attendance to a Bible-believing church

- Refrain from all illegal activity

- Refrain from all forms of alcohol, tobacco, and drug abuse

- Refrain from listening to music and attending dances with violent or vulgar lyrics

- Refrain from fornication, homosexuality, and immoral practices

## Discipline

Discipline and order is vitally necessary to achieve the goals of Christian education. Students cannot effectively learn academic, subject matter or spiritual values when discipline is disregarded. The principal and teachers administer discipline with love and instruction. If the administration deems that a paddling is required, the parents will be called to administer corporal punishment at school.

At the beginning of each year, Junior High and High Schools students must sign a statement agreeing that they have read and aim to comply with school policies. When JH and HS students become disruptive in class or breach the handbook and classroom policies, they may be given disciplinary assignments or demerits. Students will be given detentions when they accumulate 4 demerits. These detentions must be served on the day assigned. Students will be charged \$3.00 for each hour of detention served.

The following offenses may warrant detentions, suspensions, or expulsion:

- Fighting or harming students
- Willful disobedience, defiance, or disrespect to authority
- Willful destruction of another's property
- Indecent, inappropriate, or racist language
- Cheating, stealing, or dishonesty
- Blatant disregard for the standards of conduct
- Provoking other students
- Bringing a weapon to school
- Skipping school
- Persistently disregarding school rules and policy

Parents will be notified when a detention must be served, and all detention forms must be returned with the students when detentions are served.

Students will only be allowed to reschedule a detention in the case of a family emergency, sickness, or long term plans. Work, extra-curricular activities, or athletics will not be accepted as viable reasons. Non-viable absences from detention will result in demerits.

If a student accumulates several detentions in a quarter, the following action apply: 4<sup>th</sup> Detention – eligible for suspension from extracurricular activities, 5<sup>th</sup> Detention – parent/principal conference, 6<sup>th</sup> Detention – eligible for removal from extracurricular activities, 8<sup>th</sup> Detention – probation, suspension; two probations in a year may result in expulsion or refused reenrollment for the next year, 9<sup>th</sup> Detention – possible expulsion, 10<sup>th</sup> Detention – expulsion.

Some suspensions may be “in school” and others may be “out of school.” Suspended students will receive a zero in all daily grades for each day of suspension; however, exams and tests may be made up at the teacher’s convenience. A \$35.00 fee will be charged for each day of suspension. The principal and administrator will determine when suspensions and expulsions are necessary. The principal will also determine the type and length of suspensions.

When cooperation from a student or parent seems insufficient or a behavioral problem persists, the student may be requested to transfer out. The administrator, principal, and school board will determine if a student may return after being expelled for one year.

## **Payment Plan**

All families should sign up for an account with FACTS, the company handling all tuition billing and collecting. Tuition is divided into eleven equal payments (August through June), and tuition is due on the 1st of each month. Families who choose to pay by bank draft may pay on the 15th of the month. Payment must be received within ten days of the due date. Delinquent fees will be added 10 days after balances are overdue. If an account has not been paid by the end of the month, the student may be suspended until the payment is made. If a student is withdrawn or expelled from HCS, the full tuition payment for the calendar month of withdrawal or expulsion must still be paid, regardless of the day of the month. Registration fees and book fees are non-refundable; only tuition may be refunded. Tuition payments must be current before a student will be allowed to participate in K-5 or high school graduation ceremonies. The school may withhold report cards and records until tuition is paid in full.

## **Before and After School**

Parents may begin bringing their students to school at 7:15am; children should never be left on campus before the doors are opened. There is no charge for "before school" care. All students who are not picked up by 3:15pm must go directly to "aftercare." Parents will be billed for "after school" care, and parents must pick up their children by 6:00pm. Athletes must also go to "after care" or an appointed study hall until it is time for them to arrive at practice, and they must return after practice is over. They will not be charged for the time before practice (siblings of athletes will be charged), but they will be charged for the time they spend in aftercare after practice. Students who are sixteen years old or older will not be charged for aftercare, but they must stay in the place designated for them if they do not leave campus.

## **Absences, Tardiness, and Late Dismissals**

Absenteeism and tardiness will impair a student's academic progress. It can also be an inconvenience to the teacher while causing class disruptions. Students who arrive at 8:00am or later will be considered late for school. If they are late, they should not enter the classroom until they have first checked in at the office and received a tardy form. When a student has been tardy three times or has left early three times for unexcused reasons in a grading period, he will be disqualified for perfect attendance. When parents need to pick up their child early, they must sign out in the office. Early dismissals will be counted in the same manner as tardiness. Excused reasons for arriving late or leaving early must include sickness, uncommon traffic, medical appointments, unforeseeable emergencies, or family bereavement.

Students will be considered absent if they arrive after 10:00am or leave before 12:00pm. Students will only be excused for absences due to sickness, bereavement, and unforeseeable emergencies; and students must return to school with a note written by the parents, explaining the sickness or reason for absence. When school is missed, students may not participate in extracurricular activities on that day of absence. Any student who misses 25 days in the year or 15 days in one semester (excused or unexcused) may not be promoted or may be required to attend summer school. High school students will not receive credit for a course when absent more than 10 classes per semester. The only exception will be a long-term illness that can be verified by a doctor.

High School and Junior High School students should have their book bags unpacked and be in their homerooms by 8:00. They will be dismissed from the lunchroom early enough to go to their lockers before school begins.

## **Make-Up Work for Absences**

Parents or students should contact the teacher when they know they will be absent. When students are absent, they are not excused from their schoolwork. When an absence is excused (unforeseeable emergencies, bereavement, or sickness), a student may have the same number of days missed to make up the work and tests missed, not counting the day of return; however, long term assignments are still due on the day of return.

When parents and students know an unexcused absence will take place, the parents or students should contact the teacher before the absence takes place. Arrangements for making up schoolwork and tests must be made before the absence takes place. If a student fails to make arrangements with a teacher before an unexcused absence, a letter grade will be deducted for each test and quiz missed. On the day of return, students may make up the tests and quizzes missed with a letter grade deduction. Each additional day taken to make up work will result in additional letter grade deductions.

## Curriculum

Believing that any contrary purpose would not be Christian, Hilltop Christian School has purposed to excel in academics. While the teachers have been delegated the responsibility to teach the students, we believe that parents are ultimately responsible for their child's education. Educating children will require teamwork between the parents and teachers. Our students perform above the national average, and we wish to continue high standards of academics. We believe that both the educator and the curriculum should be Bible-based and Christ-centered, and we hold to the belief that the Bible is truth and any curriculum that opposes Scriptural principles must be omitted.

### GRADE SCALE

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	78-79
C	76-77
C-	74-75
D+	73
D	71-72
D-	70
F	0-69

### GPA SCALE:

A	4
B	3
C	2
D	1
F	0

\*Add 1 point for honors courses and 2 points for AP courses.

- Principal's List: no grades below an A
- A Honor Roll: A average, having no grades below a B
- Honor Roll: B average, having no grades below a C

**Dual Enrollment:** See the guidelines posted on the school's website about dual enrollment courses.

## **Homework**

Students are expected to finish their homework assignments on time, as well as other projects and research papers. Homework is given for reasons of practice, reinforcement, strengthening remedial skills, and special projects. We request full cooperation with the parents in seeing that homework is completed. Repeated homework failures could result in expulsion.

When a student is absent, he should try to complete the assignments on time. Using the extra days allowed for "make-up" work should be a last resort. Whenever possible, an absent student should call a friend and get the daily assignments. Obtaining the assignments and completing the work is always the students' responsibility.

## **After School Study Hall**

Junior High and High School Students: When a junior high or high school student receives his 5<sup>th</sup> offense in a quarter, he will be required to attend after-school study-hall for the remaining weeks of the quarter. This study hall will be held on the same days of detention.

## **Honor Societies**

HCS inducts students into the National Honor Society as well as the National Christian Honor Society. The faculty committee will nominate students who earn a high GPA and demonstrate high levels of responsibility. Students may request a copy of the bylaws and an application and the if they would like to be considered for nomination.

## **Graduation Requirements**

GENERAL DIPLOMA: A minimum of 22 credits is required. Availability of electives and honors courses will vary each year. These courses are required:

English	(4 credits)
Math	(3 credits, Algebra I required)
Social Studies	(3 credits)
Science	(3 credits)
Health/PE	(1 credit)
Bible	(1 credit per year at HCS)
Electives	(Requirements vary)

COLLEGE PREP DIPLOMAS: Students must earn a minimum of 24 credits to be awarded a college prep diploma. Availability of electives and honors courses will vary each year. The following courses are required:

English	(4 credits)
Math	(4 credits, 3 higher than Algebra I)
Social Studies	(4 credits)
Science	(4 credits: minimum of 2 labs)
Health/PE	(1 credit)
Foreign Lang.	(2 credits)
Bible	(1 credit per year at HCS)
Electives	(Requirements vary)

Honors Courses: Students scoring and 90% or higher in an honors course will be recommended for the subsequent honors course. All other students require a parent's recommendation to be considered for an honors course.

## **Athletic Eligibility Requirements**

Physical education and athletics will not be prioritized above spiritual and academic education; but physical education is necessary (I Cor. 6: 19-20). Students should consider participation in athletics a privilege not a right. All participants must maintain an attitude and reputation of character and godly conduct during participation. The administration, along with the athletic coaches, will discipline unsportsmanlike conduct. Students may be disallowed the privilege of participating if disciplinary infractions occur, whether they are related or non-related to sports.

- Athletes must maintain a "C" average, having no grades below a "D." Students who do not meet the criteria when report cards come out will be placed on probation. An athlete will then have a maximum of three weeks to bring his grade up to regulation status, and the principal will remove the athlete from probation. During probation, athletes may practice with the team or squad, but they may not participate in a game.
- Once a sports season begins, students must fulfill their commitments by completing the entire season with the team. When students withdraw from a team before the season ends, he may be disallowed participation by the coach the following season.
- Athletes are expected to attend all practices and games for their team. When an athlete misses a practice or game for an unexcused reason, the coach will enforce team rules with disciplinary measures. Players who will miss a practice or game for an excused reason should call or send a message to the coach before the game or practice.

## Dress Code and Appearance

The administration maintains the conviction that genders should remain distinct and separate in appearance; and one's appearance should not conform to worldly styles that would compromise one's Christian reputation. Women should do nothing that would reduce their femininity, while men should never carry themselves in a way that would detract from their masculinity. We endeavor to create an atmosphere that is conducive to learning. School leaders uphold the following policies according to their best judgment.

1. Clothing, jewelry, makeup, or nail polishes should never be worn in a gaudy or worldly manner.
2. Clothing should never be worn excessively tight or form-fitting.
3. Torn, shredded, sloppy, or faded clothing is not permissible. Do-rags are not permitted. During school hours, students should do their best to display a dressy-casual appearance (shoes, clothing, etc.).
4. Tattoos and body piercing are prohibited. Two earrings in each ear are permissible for girls only.

### GIRLS

1. Dresses or skirts with blouses or sweaters must be worn during school hours. Hemlines must be no shorter than the middle of the knee, and slits must be no shorter than the top of the knee. Leggings are permitted underneath a dress or skirt that meets dress code. **ELEMENTARY EXCEPTION:** Girls in K5-6<sup>th</sup> grades may wear loose-fitting, traditional cut pants (no denim, athletic wear, knit, spandex, skinny leg, clingy, or above the ankle pants). Pants should be worn with a collared shirt.
2. Graphic T-shirts and sweatshirts are not permitted; tops should be dressy/casual in appearance; pants should be worn with a collared shirt. However, students may wear HCS T-shirts and sweatshirts on Fridays.
3. Necklines must be modest and no lower than three finger widths below the collarbone. Blouses must be lengthy enough to touch the hipbone, no plunging backs, and no undergarments or straps may show.
4. Sleeveless dresses/blouses are allowed; they must come to the edge of the shoulder and should not be low cut in the arms or neckline, neither should see-through material appear to be non-compliant with this rule. Sun dresses are only permissible when worn with a sweater, T-shirt, etc.
5. Loosely woven sweaters and blouses, as well as lightweight, lightly colored, and thin apparel should be worn with an undershirt that covers their undergarments.
6. Hair coloring must be a natural color, and highlights of unnatural colors should not be excessive or in poor taste. Hats may only be worn on field trips or outdoor activities.

7. **Casual Attire:** When athletic shorts, pants or capris are deemed appropriate they must be modest and loose-fitting. Athletic pants or traditional-cut casual pants (not jeans) may be worn when attending or participating in athletic events or on field trips that permit students to dress casually. Girls should not wear jeans, yoga, or pajama styles. Girls should be able to pinch 1 inch of material on each side; clingy styles are not permitted.

## **BOYS**

1. Collared shirts must be worn during school hours, and the shirts must have sleeves. Writing should not be displayed on clothing other than a small logo. Sweaters must be worn with a collared shirt or turtleneck beneath them. Shirrtails must be tucked in at all times. T-shirts and sweatshirts are not permitted; however, all students may wear HCS T-shirts and sweatshirts on Fridays.
2. Dress or casual pants must be worn to classes; blue jeans are not permitted Monday thru Thursday. Athletic, parachute style pants, and camouflage pants cannot be worn during class times. Blue jeans are only permitted on Fridays. For PE classes, boys may wear knee-length shorts in the gym and on the athletic field.
3. Belts should be worn and buckled, and pants are not to sag.
4. Sandals and flip-flop style shoes are not permitted.
5. Chains, bracelets, and earrings are not permitted.
6. Boys may not have beards or mustaches and must be cleanly shaven; hair should be neatly trimmed at the neck and above the ears. Hair should not be excessively bushy, a bowl cut, or shaven above the natural hairline. Short haircuts are permissible, but "skinheads" are not. Sideburns should not be lower than the bottom of the ear.
7. Hats should not be worn in the building.

## **FORMAL DRESSES**

When it is appropriate to wear a formal dress at a school activity, the dresses must be approved. Guidelines for formal dresses may be obtained in the school office.

## **School Closings and Delays**

When school must be closed or delayed, parents will be notified through the SchoolCast alert system. The closing and delay status will also be submitted to local television stations and their websites. Closings and delays will first be posted on the school web site: [www.hilltopchristianschool.com](http://www.hilltopchristianschool.com). It should not be assumed that HCS always follows the decisions of the county schools.

## Testing

Once a student has been registered, a placement test will be scheduled for all incoming 1<sup>st</sup>-12<sup>th</sup> grade students. Testing will cover math and language arts. It is designed to compare a student's achievement to the curriculum standards at HCS. This testing will provide information that parents and teachers can use to identify learning gaps that will need to be addressed as the student transitions into our academic program.

Each spring, students in 1<sup>st</sup>-11<sup>th</sup> grades take standardized achievement tests; students in the odd grades also take a cognitive ability test. These tests offer a measurement that compares a student's achievement to national averages. The cognitive ability tests measure a student's cognitive ability to learn in school; this is not identical to an I.Q. test. These tests are not used to promote or retain students; they are used to measure a student's individual progress in school. These test also provide the school with group data that can be used to evaluate the effectiveness of the curriculum and identify gaps in instruction that need to be addressed. Because curriculum standards differ from school to school, as well as among test designers, HCS gives most consideration to the math and language arts sub-tests, rather than the social studies and science.

Throughout the year, students will take curriculum tests and quizzes. Other projects will also be included in the grading system. A report card will be issued at the end of each quarter and will be the best report of each student's academic progress. These grades determine whether or not a student will be promoted to the next grade by the end of the year.

## Morality and Human Sexuality

The Hilltop Church constitution state the following:

“We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4)”

Students are expected to adhere to this philosophical statement in their private and public lives, and parents are expected to support the church-school's philosophy on this topic.

## **Breaks, Lunches, and Charge Policies**

Students may bring a lunch to school or buy their lunch. If a student forgets his lunch, he will be allowed to charge lunch from the school, and the parents will be contacted about the charged amount. If charges have not been paid by the end of the nine-week period, it may be added to the tuition bill. Elementary students should not have candy or soft drinks for morning break. It is important that their morning food and drink complement their learning duties, not hinder their alertness and performance. Elementary students should not bring glass-bottled drinks; only drinks in plastic bottles or boxes should be brought for lunch.

## **School and Classroom Policies**

### **GENERAL POLICIES**

1. Students should respect the school property and the property of others. Everyone should make an attempt to keep the facilities clean.
2. Radios, ipods, video games, laser light, toys, etc. should not be brought to school except when special permission has been given. Guns, knives, and other weapons should never be brought to school.
3. Lying, cheating, inappropriate and racist language, disobedience, harassment, fighting, disrespect to authority, destruction of property, complaining, leaving school without permission, and failure to complete responsibilities are forbidden traits and actions that will be dealt with seriously.
4. Gum is forbidden at school. Candy, food, and drinks are not permitted in the classroom without teacher permission.
5. Animals should not be brought to school unless special permission is granted.
6. Cell phones should be turned off and stored during classes; students should not have them out. Elementary and Junior High students must obtain a teacher's permission to use their cell phones. High School students may use them at break, lunch, before school, and after school. Students are not permitted to use the school phones except in rare cases.
7. Electronic tablets should only be brought to school and used for educational purposes. Students may not use them for playing games, surfing the internet, or other entertainment purposes during the school day.

## **VISITORS AT SCHOOL**

1. Students should not have visitors come to see them during school hours or after school. Only immediate family members may visit a student for lunch. Any exception must be approved by the principal one day in advance.
2. Parents should not enter the classroom during school hours; they should ask an office secretary to remove their child from the classroom or give their child a message. This situation should only occur under extreme circumstances.
3. Students may not have friends meet them after school unless parents accompany them.

## **SICKNESS AND MEDICINE**

1. The office will only keep a minimal supply of medicine. Parents will be contacted before a child is given medicine other than Tylenol or throat lozenges.
2. Medicine should never be sent to school with children without a note of explanation and instruction. Without a note of instruction, the child will not be permitted to take the medicine.
3. When a student's temperature rises to a fever, he is not permitted to come to school. Parents will be contacted immediately and will be asked to pick their child up from school if a child contracts a fever at school.
4. Medicine must be taken in the presence of a teacher.

## **MOVING IN THE HALLS**

1. Elementary students should move in the hallways quietly and in straight lines.
2. Junior High and High School students should walk quietly in the hallways without distracting other classes.

## **LUNCHROOM BEHAVIOR**

1. Students should not talk loudly.
2. Each student should observe proper manners and cleanliness in the lunchroom.
3. Appropriate trash should go in the trash cans, and aluminum cans should be recycled.
4. Students may not leave the lunchroom without permission.

## **BOY-GIRLS RELATIONSHIPS**

1. Holding hands, tickling, hugging, embracing, kissing, or similar forms of physical contact are not in good taste and will not be permitted while at school or school-related activities. Couples who disregard these policies will be socially separated. These rules apply when a HCS student is with a non-HCS student at school functions.
2. Students should act discreetly and show good judgment. Couples should never be in buildings, classrooms, or other secluded locations without an adult being present.

## **EXTRACURRICULAR ACTIVITIES & SCHOOL FUNCTIONS**

1. Students of HCS are bound to the handbook rules and policies after school hours and at off campus school events.
2. Girls should never wear shorts above the knee on campus, while dresses, skirts, shorts, capris, pants, and T-shirts should meet the standards established in “Appearance and Dress Code” section of the handbook.
3. When an event is deemed appropriate for boys to dress casually, shorts should be knee-length, and jeans and shirts must comply with the standards established in the “Appearance and Dress Code” section.
4. Students are expected to act in a responsible and Christian manner at all events, including ball games.
5. Boys should not wear chains and jewelry that would not be approved during school hours.
6. When students fail to comply with the rules during an extracurricular function, they will be asked to leave and punished the next day at school.

## **TRANSPORTATION AND DRIVING STUDENTS**

1. Elementary and high school students may not ride home with anyone other than a parent unless their parents have notified a school official with permission.
2. Students should drive slowly and responsibly while on campus. The privilege of driving may be refused to those who act irresponsibly.
3. Students may not have bumper stickers or decals that compromise HCS standards.

## **SOCIAL MEDIA AND WEBSITES**

HCS students who use social media, blogs, and other websites must keep all content aligned with Christ-like behavior. Students will be held responsible for offensive material on their website if it contradicts the Standards of Conduct. Students must provide the school with the necessary information and access to view their websites.

# TRAFFIC PATTERNS

7:15-8:00 AM & 2:30-3:15 PM

