



**Student & Parent Handbook
Policies and Procedures
2019-2020**



3045 Deans Bridge Rd.
Augusta, GA 30906
Principal: Dr. Billy Duggan

TABLE OF CONTENTS

SECTION I: <u>ADMISSIONS</u>	1
<u>POLICY</u>	1
<u>ENROLLMENT/REGISTRATION</u>	1
<u>READMISSION OF STUDENTS</u>	1
<u>TUITION AND FEES</u>	2
<u>Initial Fees</u>	2
<u>Monthly Fees</u>	2
<u>Extended Care</u>	3
<u>WITHDRAWAL FROM HBS</u>	4
SECTION II: <u>PROCEDURES</u>	5
<u>ATTENDANCE</u>	5
<u>Absences</u>	5
<u>Extended Absences</u>	5
<u>Arrival</u>	5
<u>Tardies</u>	6
<u>Dismissal</u>	6
<u>Early Dismissal</u>	7
<u>BIRTHDAYS/CLASS PARTIES</u>	7
<u>Birthdays</u>	7
<u>Class Parties</u>	7
<u>CHANGE OF INFORMATION</u>	7
<u>CHAPEL</u>	7
<u>COMMUNICATION</u>	7
<u>Newsletter</u>	8
<u>Office Phone</u>	8
<u>CONFERENCES</u>	8
<u>CONFLICT RESOLUTION</u>	9
<u>DISCIPLINARY PROCESS</u>	9
<u>Classroom management</u>	10
<u>Grades K3-4th</u>	10
<u>Grades 5th-8th</u>	10
<u>Demerit Listing</u>	10
<u>STUDENT CODE OF CONDUCT (5TH-8TH GRADE)</u>	11
<u>GENERAL VIOLATION OF CONDUCT</u>	12
<u>Bullying</u>	12
<u>Cheating</u>	12
<u>Vandalism</u>	13
<u>Plagiarism</u>	13
<u>Deliberate Disobedience</u>	13
<u>Disrespect for Authority</u>	13
<u>Disrespect to Other Students</u>	13
<u>Fighting</u>	13
<u>Profanity and Vulgarity</u>	13

<u>Sexual Harassment</u>	14
<u>Sexting</u>	14
<u>GENERAL OFF CAMPUS VIOLATIONS</u>	14
<u>POSSESSION OF CONTRABAND</u>	15
<u>Drugs</u>	15
<u>Medication</u>	15
<u>Pornography</u>	15
<u>Tobacco</u>	15
<u>Weapons</u>	16
<u>Other Prohibited Objects</u>	16
<u>DISCIPLINARY ACTION</u>	16
<u>PROBATION/SUSPENSION/EXPULSION</u>	17
<u>Probation</u>	17
<u>Suspension</u>	17
<u>Expulsion</u>	17
<u>DRESS CODE</u>	18
<u>General Information</u>	18
<u>Tops</u>	18
<u>Bottoms</u>	18
<u>Shoes</u>	19
<u>Outerwear</u>	19
<u>Hairstyles</u>	19
<u>Accessories</u>	19
<u>EMERGENCY PROCEDURES</u>	19
<u>EXTENDED CARE</u>	20
<u>EXTRACURRICULAR ACTIVITIES</u>	20
<u>FIELD TRIPS</u>	20
<u>FLAG SALUTES</u>	21
<u>American Flag</u>	21
<u>Christian Flag</u>	21
<u>Bible</u>	21
<u>FUNDRAISING</u>	21
<u>HEALTH</u>	21
<u>Required Immunizations</u>	21
<u>Sickness</u>	22
<u>Lice</u>	22
<u>Communicable Disease</u>	22
<u>Health Emergencies</u>	23
<u>LIBRARY</u>	23
<u>LOST AND FOUND</u>	23
<u>LUNCH</u>	23
<u>MONEY AND NOTES</u>	23
<u>MUSIC</u>	24
<u>PARENT VOLUNTEERS</u>	24
<u>Elementary Room Parents</u>	24
<u>RECORDS REQUESTS</u>	24

<u>SEARCH AND SEIZURE</u>	25
<u>TEEN PREGNANCY / MARRIAGE</u>	25
<u>TECHNOLOGY</u>	25
<u>Cell Phones</u>	25
<u>Middle School 1:1 Laptop Initiative</u>	25
<u>Computers</u>	26
<u>Laptop/Computer Misuse</u>	26
<u>Internet Use</u>	26
<u>Student Internet Contract</u>	26
<u>VISITORS</u>	27
SECTION III: <u>ACADEMICS</u>	28
<u>ACHIEVEMENT TESTING</u>	28
<u>CURRICULUM</u>	28
<u>GRADING SCALE (1ST - 8TH Grade)</u>	28
<u>GRADING SCALE (Kindergarten)</u>	28
<u>GRADING SCALE (All day K3/K4 Program)</u>	28
<u>HOMEWORK</u>	28
<u>HONOR ROLL</u>	29
<u>INCOMPLETES</u>	29
<u>MAKE UP WORK</u>	29
<u>MIDDLE SCHOOL PROJECTS</u>	30
<u>PROGRESS REPORTS</u>	30
<u>PROMOTION</u>	30
<u>Middle School</u>	30
<u>Elementary School</u>	30
<u>K3 - K5</u>	31
<u>PROBATION/DISMISSAL</u>	31
<u>REPORT CARDS</u>	31
SECTION IV: <u>ATHLETICS</u>	32
<u>ATHLETIC PHYSICAL</u>	32
<u>CODE OF CONDUCT</u>	32
<u>ELIGIBILITY</u>	32
<u>SPORTS SEASONS</u>	32
<u>SPORTSMANSHIP</u>	33
<u>TRANSPORTATION</u>	33

SECTION I: ADMISSIONS POLICY

POLICY: Hillcrest Baptist School (HBS) makes no distinction in its admissions policy on the basis of any race, color, and national or ethnic origin. HBS is not intended to be a facility of rehabilitation where parents enroll their children to address emerging patterns of undesirable behavior. Previous schools will be contacted to determine if students exhibit a history of acceptable citizenship. Students suspended or expelled from another school will not be considered for admission at HBS. Students who have serious discipline issues will not be accepted during the current academic school year. All new students will automatically be placed on disciplinary probation for 30 days to determine if they are a good “fit” for HBS. Any future admission decisions will be based upon the student’s disciplinary and academic record and will require school committee approval before enrolling.

Curriculum is designed to meet the educational needs of students who meet or exceed the academic standards of their current grade level. Students, K3-4th grade, will be assessed to ensure they are placed at the appropriate grade level. Students, 5th -8th grade, will be evaluated based on standardized testing scores, grades, and promotion. The school committee will decide special circumstances that may arise. Students will be evaluated to determine if we believe the services we offer provide the support needed for the student to succeed. HBS does not provide enrollment to students whose educational, social, and physical needs cannot be met by our existing programs, services, or staff.

ENROLLMENT/REGISTRATION:

A student’s registration and enrollment is only complete when a parent/legal guardian furnishes the school office with the following documents:

- 1) Copy of certified Birth Certificate
- 2) Copy of Social Security Card
- 3) Certificate of Immunization: Form 3231
- 4) Certificate of ear, eye, dental screening: Form 3300
- 5) Report Card with proof of promotion
- 6) Latest Standardized Test Scores
- 7) Academic record from previous school. We will request this if needed.

READMISSION OF STUDENTS

Attending HBS is a privilege and not a right. Readmission to school each year is not automatic for students. If a student is asked to leave HBS, readmission will be considered on a case-by-case basis and is contingent upon approval by the school committee. Readmission will be contingent on available space, as defined by the administrator, at the time the student wishes to be readmitted. If space is available, then the regular admission criteria and procedures apply. HBS reserves the right to

evaluate its student body at the end of the school year for readmission into the following school year.

TUITION AND FEES

1. Initial Fees – non-refundable.

- A. Registration Fees for the current school year are as follows:
 - a. Early Registration – \$175.00 - 1 Jan 2019 – 28 Feb 2019
 - b. Regular Registration - \$200.00 – 1 Mar 2019 – 30 Apr 2019
 - c. Late Registration - \$250.00 – starts 1 May 2019
 - d. Military Personnel - \$175.00 at all times.

- B. Curriculum Fees for the current school year are as follows:
 - a. \$200.00 per student – due no later than 28 Jun 2019.

2. Monthly Fees

- A. Tuition / Monthly Fees
 - a. One Child
 - i. K4 - \$400.00 + \$50.00 lunch fee = \$450.00
 - ii. K5 - \$400.00
 - iii. 1st – 4th Grades - \$410.00
 - iv. 5th – 8th Grades - \$420.00

 - b. Multi-Child Rate (**Always** add \$50.00 Lunch Fee per K4 child)
 - i. 2 Children - \$690.00
 - ii. 3 Children - \$890.00
 - iii. 4 Children or more - \$1000.00

Enrolling more than one child in a family activates a reduced rate when the children live in the same household and one person is responsible for tuition.

- B. Lunch
 - a. \$3.00 per day (\$15.00 per week) – includes one drink
 - b. White milk or chocolate milk - \$.75 per drink for extra drinks

- C. Facility Fee – this fee defers the cost of maintenance and repairs to the buildings.
 - a. \$12.00 per month (\$120.00 annually)

- D. Laptop Insurance Fee – 5th – 8th Grades – this fee covers the replacement of Laptops if misplaced or damaged by accident.

- a. \$17.50 per month (\$175.00 annually: if payment is made for the full amount, it is due by 31 Aug 2019).

NOTE: Parents have the right to deny insurance, however, they will be held financially responsible for the full price of each computer their child is found to have misplaced/broken.

3. Extended Care

A. Monthly Rates

Services	One Child	Two Children	Three Children
AM Only (6:30-8:00 AM)	\$85.00	\$125.00	\$155.00
PM Only (3:00-6:00 PM)	\$125.00	\$190.00	\$240.00
Both AM and PM	\$145.00	\$220.00	\$285.00

- B. Late Fees for pick up after 6:00 PM - \$20.00 per each 15 minutes

- C. Unscheduled Daily Extended Care Charges – not to exceed ten days per month.

AM & PM until 3:30 \$5.00 PM after 3:30 \$10.00

General information regarding tuition and fees:

- 1) Initial registration and curriculum fees are non-refundable.
- 2) Tuition and fees are payable regardless of student attendance. If tuition is paid for the entire year as your first payment, you will receive a 5% discount.
- 3) Tuition and extended care payments are due on the 1st of each month and must be paid promptly.
 - A. HBS is unable to accept post-dated checks.
 - B. Please make payments in the school office. We strongly discourage sending payments with your child.
 - C. A charge of \$35.00 will be added to the account for any returned check. In the event there is a returned check, all future payments must be made by cash, cashier’s check, or money order.
 - D. Payments will be applied to the oldest charges first, regardless of what is written on the check.

- 4) Accounts are considered delinquent after the 10th of each month and a \$25.00 late fee will be added to the account for any outstanding balance (not just tuition).
- 5) If the bill is not made current by the 1st of the next month, the parent/legal guardian will be asked to withdraw their student(s) until the bill is made current.
- 6) Student records, including report cards, will not be released until all financial obligations have been met.

WITHDRAWAL FROM HBS

We require twenty-four hour notice to complete a withdrawal packet for a student. Grades must be averaged and paperwork completed which takes considerable time. This process cannot be done at a moment's notice.

Before withdrawing a student for any reason, the student's parent/legal guardian should inform the school office in writing of such intent and file the required withdrawal papers. The parent/legal guardian should state the last day the student will attend.

Before any records are released, all financial matters must be concluded.

Failure to attend school or a telephone call to the school office is not sufficient notice of withdrawal. Monthly tuition will continue to be charged until a student has officially withdrawn from school.

SECTION II: PROCEDURES

ATTENDANCE: Regular attendance is required by Georgia Law (HB 1190, Section 11) and is necessary for academic success. Georgia state law requires attendance in school and the state requests enrollment or attendance information concerning students. To be counted present, students must be in attendance for one-half of the day, therefore, they may not check out until 11:30 am or must arrive by 11:30 am to complete the day. School policy requires retention of a student in the same grade the following year if that student is absent more than twenty-four days. All school days on the calendar are considered full days, unless otherwise specified. Absences due to extenuating circumstances such as serious illness, surgery, or family emergencies will be evaluated by the administration. When students are absent, parents/legal guardians may request assignments by notifying the office before 9:00 am. Assignments may be picked up from the office between 3:00 pm - 3:30 pm.

Absences

If a student is absent for any reason, a doctor's or parent's/legal guardian's note is required upon return. Upon accumulating seven (7) absences per semester, parents/legal guardians will receive a written notice. If a student has ten (10) absences in a semester, the student and parent/legal guardian will be required to have a conference in order to discuss these absences. If a student has fifteen (15) absences in one semester, the school committee will evaluate the absences and decide if the student should be withdrawn. School policy requires retention of a student in the same grade the following year if that student is absent more than twenty-four days.

Extended Absence

More than ten days of absence per semester per class may cause a student to forfeit credit for that semester's work without prior approval by the principal. A case of prolonged illness will be an exception if the student is able to make up the work. A doctor's statement recommending an extended absence must be submitted to the school office. Following any absence, teacher discretion will determine work to be made up. All makeup work is to be completed and handed in within three days after returning to school. In the event that a child is absent for an extended period of time, extra time may be given upon request.

Arrival

Students can be dropped off at their assigned buildings through morning carline between 7:45 am - 8:15 am and they are to promptly go to their supervised area. Students who arrive before 7:45 am must be dropped off at Extended Care in the "A" building and fees will apply. Students are allowed

to enter their assigned buildings at 7:45 am. If you need to exit your car for any reason during morning drop off, you **MUST** park in a designated parking spot. Students are not permitted to cross the parking lot without being accompanied by an adult, at any time. Students are to report to their homeroom classes by 8:15 am. Students will be marked “tardy” if they are not in their homeroom classes by 8:15 am.

Tardies

Students are considered tardy if they are not seated in their assigned classroom by 8:15 am. Teachers record tardies between 8:15 am - 8:30 am. After 8:30 am, students must report to the office to sign in and receive a pass to class. Parents are encouraged to deliver students to school on time. When a student is tardy 5 or more times, that student does not qualify for the perfect attendance award. Students that accumulate 5 tardies will be assessed 1 unexcused absence and 1 hour of detention with a \$25.00 fee to cover the cost of supervision. Excessive tardiness will result in a conference with the principal and the school committee will be notified to determine if the student should be withdrawn from HBS.

Dismissal

K3-1st Grade students are to be picked up, 2:45 pm - 3:15 pm, in carline through the “A” Building drive-through or by parking in a designated space and entering the building. The purpose of the drive-through by “A” Building is for quick pick-up and drop-off of students. Cars may not be left unattended in this area.

2nd- 4th Grade students are to be picked up, 2:45 pm - 3:15pm, in carline by “B” Building or by parking in a designated space and crossing the parking lot to escort your child to the vehicle. At **NO** time will children be allowed to cross the parking lot unescorted by an adult.

5th-8th Grade students will be picked up, 2:50 pm - 3:15 pm, in carline on the East side of the Sanctuary. In case of inclement weather, students will be picked up at the front of the Sanctuary.

If students are not picked up by 3:15 pm, they will be required to report to aftercare in “A” Building and fees will be charged.

Please provide the names and contact information for persons other than the custodial parent(s)/legal guardian(s) who are authorized to pick up your child in the event of illness, emergency, or afternoon dismissal. The list of persons will be kept on file in the office and identification will be checked before the child is released. To ensure the safety of every child, students will

not be allowed to leave the school grounds without prior written approval of the parents/legal guardians and the approval of the principal.

Early Dismissal

Parents/legal guardians who wish to pick up students prior to the end of the school day must do so at the school office by signing the student out. A doctor's notice must be submitted or the student will acquire an unexcused half-day absence. A staff member will call the child to the office. Students are not dismissed directly from the classroom.

BIRTHDAYS / CLASS PARTIES:

Birthdays

Classroom birthday parties are permissible for K3 - 1st grade when prior arrangements have been made with the teacher. For 2nd - 8th grades, cake or cupcakes may be brought to the lunchroom to be distributed during the class lunch period on a designated day to be set by the teacher.

Class Parties

All school parties are held the last hour of the school day on designated days. K3 - 5th grade may have four parties to be held at Christmas, Valentine's Day, Easter and the end of the school year. In grades 6th -8th, parties will be permitted only at Christmas and the end of the school year.

CHANGE OF INFORMATION:

Please remember to update registration information in the event that your address, home or work telephone or emergency contact information changes. It is imperative that we be able to contact you in case of an emergency situation.

CHAPEL:

Chapel is held each Thursday in the church sanctuary. A variety of activities are scheduled at this time to include awards programs, seasonal presentations, and motivational speakers such as the pastor of Hillcrest Baptist Church. Parent/legal guardian attendance is always welcomed.

COMMUNICATION:

Communication from the school is accomplished through our newsletter and/or our office phone. Parents/legal guardians may request a parent-teacher conference to discuss the student's progress any time during the course of the school year.

Although it is the responsibility of the parent/legal guardian to initiate conferences, the school may also request conferences.

Newsletter

Regular contact will be made by the administration and/or teachers that highlights upcoming events. This information will also be posted on the school website (www.hillcrest eagles.org).

Office Phone

Students can use the office telephone for emergencies only. If parents/legal guardians must change afternoon pick up plans, please tell your child before he/she leaves home in the morning **and** send a note to the teacher informing him/her of this change. If an unexpected change in plans occurs during the school day, please notify the office as early as possible, so that all appropriate personnel (teacher, extended care teacher) can be informed. Every effort should be made to notify the school before 2:30 PM to insure your directions are followed.

Please do not attempt to contact your child by cell phone. All cell phones will be turned off and locked up at 8:15 in the student's Homeroom. Any phone found with a student after 8:15 will be confiscated and taken to the office where a parent will have to pick it up. Students found in possession of a cell phone will be subject to disciplinary action.

CONFERENCES:

Any parent/legal guardian who desires to have a conference with a teacher is welcome to do so. The parent/legal guardian may call the school office or communicate directly with the teacher to schedule an appointment. Should a conference with the administrator be desired, the same procedure should be followed. Please do not attempt to see a teacher or an administrator without an appointment, except in emergency cases.

Parents/legal guardians are encouraged to communicate frequently with the teacher concerning any needs of the student. Parents/legal guardians or teachers may request a conference at any time they think necessary. For the student to grow in all areas, it is important for the home and school to work closely together. Teachers may not interrupt instructional time to meet with a parent/legal guardian, and impromptu discussions must not be held where students, other parents, or teachers may overhear. The performance and progress of every student is treated with respect and confidentiality. **Unscheduled conferences occurring during the school day are prohibited.**

It is the school's practice to meet with both parents/legal guardians at the same time, even if parents are divorced or separated. On conference days, childcare arrangements need to be made for both your preschool and school age children. The school is not obligated to meet with a student's extended family members (i.e. grandparents, aunts...) but only the parents or legal guardians. They in turn, should relay information to other family members.

CONFLICT RESOLUTION:

The following procedure is used by the faculty and staff of HBS and is taught to the students. Parents/legal guardians are requested to use this procedure.

1. If you feel God is leading you to voice your concern, ask Him to help you to present it in such a way that it will result in the betterment of HBS and, thus, in the glory and growth of His kingdom. Read and think about passages such as Ephesians 4:1-3 and Colossians 3:12-13.
2. Express the concern promptly.
3. Voice the concern to the right person. Concerns about a particular problem or situation should be expressed first to the individual in question and then through the proper chain of authority, first teacher, then the administrator.
4. Express the concern clearly. Make sure the person understands the details of the situation and exactly why it concerns you.
5. Do not broadcast the concern. Express your concern only to the person who should hear it. Needless worry, harm, and hard feelings result when problems and dissatisfaction are expressed to persons other than those directly involved.
6. HBS retains the right to address any issues that are not addressed through these channels.

DISCIPLINARY PROCESS:

"Train up a child in the way he should go, and when he gets old he will not depart from it." Proverbs 22:6

The Bible is clear that it is the parents, who are first and foremost, responsible for the discipline of their children. HBS seeks to assist and support parents in that God-given responsibility. HBS strives to align ourselves with the instruction the parents are doing at home. Together we are called to train children to respect authority and to eventually learn to discipline themselves in a way that is pleasing to the Lord. Likewise, HBS students are expected to respond to parents/legal guardians, as well as, teachers and school staff with respect, and to adhere to Biblical standards. If

parents/legal guardians have not chosen to follow these standards in the discipline of their children, please understand that HBS may not be the best school of choice for their family.

Procedures and guidelines exist so that we may offer the very best education possible for the students God has entrusted us with. Our goal is to provide clear guidelines and standards for conduct. We strive to maintain open communication with parents/legal guardians and students regarding the disciplinary process and consequences. Most of all, our discipline process has been put into place to assist parents/legal guardians in preparing students to enter the world as mature, obedient, self-disciplined members of God's family. It is neither the jurisdiction nor the desire of HBS to prescribe what limits or freedoms parents/legal guardians may specify for their student's behavior. Nevertheless, there are times (including the summer months) and places in which the behavior of students reflects on HBS. In all such cases, student behavior is definitely within the jurisdiction of HBS.

Classroom management

Grades K3 - 4th

Various age-appropriate discipline techniques are implemented within the classroom based on teacher discretion. Classroom rules will be determined by the teacher and may vary slightly. Students are expected to obey those rules at all times. Should a student choose to display excessive disruptive behavior, the teacher will notify a parent/legal guardian. Should the disruptive behavior continue, parents/legal guardians will be notified immediately and the teacher will send a discipline notice home. A parent/legal guardian signature will be required. After 2 discipline notices, the parents/legal guardians will be required to attend a conference with that child's teacher(s). If a 3rd office referral occurs, administration will schedule a conference with the parent/legal guardian and the student will be placed on a 30-day behavioral probation.

Grades 5th - 8th

In the upper grades, behavior in the classroom is extremely important for the sake of the learning process. In order to effectively maintain classroom management within our upper grades, the following demerit system listed below will be used for correction:

Demerit Listing

Demerit	Demerit Quantity
Unprepared for class	1
Dress Code Violation	3
Gum, candy or food in class	3

Tardy to class during the school day	3
Talking without permission	3
Failure to follow instructions	3
Disturbance in class	5
Hall violation and failure to report to before/aftercare	5
Entering an unauthorized area	5
Chapel misconduct	5
Name calling	5
Inappropriate Behavior	5
Physical contact	5
Inappropriate language	5
Deliberate disobedience	10

Students who receive twenty (20) demerits per month will receive an in school suspension and be charged \$50 to cover the cost of supervision.

Students who receive 30 demerits per month will be suspended for a minimum of two days.

There will be a fee charged to the student's account in the event of an in school suspension of \$50 in order to provide individual supervision.

If it is determined that 1 hour of detention is sufficient to correct a situation (i.e. 5 tardies), a minimum fee of \$25.00 will be charged in order to provide individual supervision.

STUDENT CODE OF CONDUCT (5th - 8th GRADE)

A copy of the following must be signed by each middle school student and turned in prior to the beginning of the school year for registration to be complete.

I understand my attendance at HBS is a privilege and not a right. The standards of integrity, honesty, and morality are expected to be maintained. I understand that I am to exhibit a good appearance at all times. Both dress and behavior should exemplify the high standards of Christian example. I realize that my dress and behavior are never to be an offense to others. In keeping with the character of Christ and the goals of this school, I commit to the following code of conduct:

1. I will keep myself pure in spirit, soul, and body by:
 - Avoiding participation in drugs of any kind, including tobacco and alcohol.
 - Avoiding immoral activities or sexual misconduct, including conversations or pornographic material (magazines, movies, music, internet).

- Avoiding participation in any occult activity, new age or any eastern philosophy or mysticism.
 - Avoiding the use of profanity, offensive slang, vulgarity, envious rivalry, lying, stealing, and cheating.
 - Avoiding use of racial slurs of any kind.
 - Not participating in any form of vandalism.
 - Avoiding all forms of bullying or harassment.
2. I will honor the Lord with my conversations with my peers.
 3. I will settle all difference with others through Biblical guidelines.
 4. I will commit myself to growing in my walk with the Lord.

I understand that failure to uphold this Code of Conduct will result in disciplinary action, which may include suspension and/or expulsion. I understand that my signature of the Code of Conduct indicates my acceptance of the entire code.

GENERAL VIOLATION OF CONDUCT

The following violations of conduct are school-wide. Each is clearly defined below and will result in immediate age-appropriate disciplinary action. Violations of this general conduct code will result in an office referral in which consideration will be given for suspension or expulsion. Listed below are some major violations

Bullying

Bullying can be defined as repeated intimidation or harassment over a period of time. Included is verbal behavior; teasing, name calling, threats, spreading rumors, intimidation, taunting, and physical behavior; hitting, biting, pushing or any other physical contact. Bullying will not be tolerated at HBS.

Cheating

Cheating is defined as acting dishonestly or unfairly in order to gain an advantage. If a student is caught cheating in any way, parents/legal guardians will be contacted by the student's teacher. After the first offense, the child will be deducted ten (10) points off of the test or assignment. If a student is caught cheating two or more times, they will receive a zero on that test or assignment.

Vandalism

Vandalism is defined as deliberate or ignorant destruction of property. Vandalism of any kind will not be tolerated and will result in immediate disciplinary action or expulsion.

Plagiarism

The definition of plagiarism is an act or instance of using or closely imitating the language and thoughts of another author without authorization and the presentation of that author's work as one's own, as by not crediting the original author. Plagiarism is a form of cheating and the student will receive a zero for the work submitted.

Deliberate Disobedience

This is defined as refusing to obey rules of someone in authority including a teacher or staff member of HBS. This behavior will result in disciplinary action.

Disrespect for Authority

This is defined as refusal to respect authority in any way. This is in direct disobedience with the Bible, and will not be tolerated at HBS.

Disrespect to Other Students

Name calling, slander, derogatory notes, insults, and other actions that demean another student.

Fighting

Fighting is an indication of a lack of respect for another person and is inappropriate behavior. Negative physical contact of any kind will not be allowed.

Profanity and Vulgarity

While we are aware that cursing and profanity are common in our society, we firmly believe that Christian institutions need to demand a speech free from profanity or cursing. Profane or vulgar speech demonstrates a lack of respect for God's name as well as a lack of respect for others who find such speech offensive. The discipline of the tongue is a sign of Christian maturity and a topic of frequent discourse of Scripture. An undisciplined tongue can cause much grief to others and can undermine the witness of an individual or

school. A student using profane or vulgar language will be corrected and parents/legal guardians will be informed of the problem. A parent conference may then be held. In certain situations, the administrator may choose to take strong disciplinary measures, such as suspension or expulsion.

Sexual Harassment

HBS emphasizes to all students, faculty and staff members that sexual harassment is prohibited behavior and will be taken very seriously by all members of the school community. Any student who feels they have been violated, has the right and responsibility to report the situation immediately. If anyone's attention, actions, or statements are making a student's time at school uncomfortable, the student should advise a member of the administrative team and prompt corrective action will be taken.

"Sexting"

In keeping with the school's responsibility to provide a safe learning environment for all students, the school has established the following policy regarding the issue of sexting. "Sexting" is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos or images via cell phone, computer, or other digital devices. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or emails that contain a sexual message or image, a violation of this policy, which will result in disciplinary action. Students are required to immediately report any such activities to a teacher or administrator.

GENERAL OFF CAMPUS VIOLATIONS

Students of HBS are representatives of their school, their parents/legal guardians, and their Lord at all times. Therefore, a student must conduct himself off campus in a manner consistent with his behavior as a student at HBS. There are certain guidelines that go beyond the school setting. The following constitute serious breaches of discipline and make the student subject to disciplinary review and possible action if the event occurred away from school:

- Stealing or shoplifting
- Drinking any alcoholic beverage
- Sexual immorality
- Smoking or possession of cigarettes
- Possession of illegal drugs or misuse of prescribed drugs
- Vandalism
- Malicious prank against a school staff or teacher
- Involvement in a felony crime

- Involvement with the occult, new age, or any type of eastern mysticism or any philosophy that does not promote Jesus or the Bible
- Inappropriate behavior on any social networking sites including vulgar language, racial slurs, inappropriate music, pictures, etc

POSSESSION OF CONTRABAND

Drugs

The sale, purchase, possession, or consumption of drugs, including anabolic steroids or alcohol, is strictly prohibited. Anyone observed violating this regulation is subject to expulsion. HBS is a drug free zone. Any drugs or drug paraphernalia will be confiscated and students will be turned over to the police. Possession of prescription medication with intent to distribute or possession of falsely represented, illegal, or counterfeit drugs will also be grounds for legal prosecution. Random drug testing may be done on any student, at any time, at the discretion of the administration.

Medication

The use or possession of any medication while a student is on campus must be reported to the school office. All prescription drugs must be brought to the office and be administered by the office staff.

Pornography

Pornographic material is strictly prohibited at all times on school and church property, as well as at any off-campus school function. Inappropriate sexual materials includes, but is not limited to magazines, videos, and internet content. Suspension or expulsion may result if a student has possession of these materials. In addition, any type of involvement in pornographic activities at any time (on or off campus) is also strictly prohibited. Pornographic activities include but are not limited to involvement in inappropriate chat rooms, websites, videos, music, and social media. Participation in pornographic activities may result in suspension or expulsion.

Tobacco

Smoking or the use of smokeless tobacco by a student is strictly prohibited at all times on the school or church property. In addition, use of any tobacco product is prohibited for students at all school-related functions.

Weapons

A weapon is defined as any instrument that is used or may be used to cause grave bodily harm. No student is permitted to possess any type of weapon while on the school grounds or at any school-related function. Any violation of this regulation is subject to suspension or expulsion.

Other Prohibited Objects

Fireworks, water guns, stink bombs, or similar objects that serve no purpose at school must not be brought on campus. Bringing such items onto campus will result in corrective action, up to, or including expulsion. HBS is not only concerned with the legality of underage vaping, but also of the potential long-term health risks. Therefore, we take this behavior very seriously.

Disciplinary action will be taken for vaping or possession of any vaping paraphernalia (pods, juuls, juice, battery packs, etc) to include a minimum of three days in-school suspension for the first offense with possible progressive discipline for subsequent offense.

DISCIPLINARY ACTION

Should a student display conduct listed in any of the above categories, or their behavior is not manageable by the teacher in the classroom setting, disciplinary action will take place. The forms of discipline and the process will vary, depending upon the severity of the infraction, the circumstances surrounding the issue, and the spirit of the student.

The actual forms of discipline and the discipline process will vary depending upon the seriousness of the infraction, the circumstances involved, and the spirit of the student. The following measures may be used in discipline, but not necessarily all measures will be used nor will the measures be used in this sequence.

- Verbal correction and/or warning
- A personal conference and prayer with the student
- Telephone call to parents
- Parent Conference
- Loss of privileges
- Demerits
- Suspension
- Behavioral Probation Contract
- Expulsion

If necessary, the following disciplinary action will take place:

- The student will be removed from the classroom and sent to the lead teacher.
- If the issue(s) is/are not resolved, the student will be sent to the office to meet with the Headmaster. The parents/legal guardians of the student will be notified.
- A meeting will be scheduled with parents/legal guardians, administration, and teacher if necessary.

PROBATION/SUSPENSION/EXPULSION

The administration of HBS takes very seriously, any decision to put a student on probation or to consider him/her for suspension or expulsion.

Probation

A student may be placed on a 30 day behavioral probation if he/she continues to not abide by the set rules or standards at HBS or has a repeated behavioral problem in the classroom. When a student is on probation they may still attend school, but any behavioral infractions during that period will result in immediate suspension or expulsion.

Suspension

Should a student break any of the above school-wide rules or receive thirty (30) demerits in one month, HBS administration may place that student on in school or out of school suspension and the student will not be allowed to attend normal classes during that time. All academic work/tests missed during that time must be completed and turned in on the day the child returns back to class. A zero will be given for any missed or unfinished work not turned in during suspension. If a student is given in school suspension, there will be a \$50 charge in order to provide adequate supervision. Three or more suspensions in one school year may result in expulsion.

Expulsion

HBS may decide to expel a student from our school, should administration feel as though there is no longer anything we can do to serve the child through discipline. In any case where expulsion is considered, the school committee will be the final authority. If a student is expelled from HBS they will never be allowed readmission into the school.

DRESS CODE

HBS requires all students to dress in conservative clothing suited to the atmosphere of Christian education. A student's attire should be in good taste and should not detract from the school's intended learning environment. Parents/legal guardians are expected to ensure that their child's attire is clean, neat, and appropriate for school and for special occasion events.

If a child comes to school and any part of their appearance does not adhere to dress code policies, a parent/legal guardian will be called to bring appropriate clothing. Please note that administration reserves the right to make all final decisions regarding dress code.

General Information

1. No attire with advertising of any kind with insignia, pictures or writings that pertain to alcoholic beverages, tobacco, illicit drugs or that is in any way obscene or distasteful.
2. Clothing must be the appropriate size for the student. Clothing that is too tight, baggy, long or short is not allowed.
3. Hoodies and jackets are not to be used to "hide" dress code violations.
4. No athletic attire such as wind pants, sweat pants, athletic shorts and t-shirts.

Tops

Boys:

Boys in 2nd – 8th Grades are to wear collared shirts, with sleeves, that are tucked in every day. T-shirts are not allowed unless approved by the administration for special occasions.

Girls:

Girls in 2nd – 8th Grades are to wear collared shirts, with sleeves, that are tucked in every day. T-shirts are not allowed unless approved by the administration for special occasions.

Bottoms

Boys:

Boys may wear pants or shorts that are appropriate for the Christian environment. Pants and shorts must fit appropriately and be worn on the natural waist, a belt is mandatory and the shirt must be tucked in. No holes/tears and no chains or ropes are allowed to be hanging from the bottoms.

Girls:

Girls may wear pants, shorts, skirts or skorts that are appropriate for the Christian environment. Leggings/jeggings may not be worn as pants but may be worn under a skirt/dress. Shorts and skirts may be no shorter than 3 inches above the knee. No holes/tears and no chains or ropes are allowed to be hanging from the bottoms.

Shoes

All shoes must be closed toe. High heels are not permitted. Slides and flip flops are not permitted.

Outerwear

Jackets, coats, hoodies are allowed, however, they are not to be used to “hide” dress code violations. HBS staff will ensure all students follow the dress code policy.

Hairstyles

Hair is to be worn in a neatly-groomed style, and be of natural color. Boy’s hair must be cut to above the collar.

Accessories

Earrings will be allowed for female students only and must not dangle more than 2 inches from the ear. Caps and hats of any kind may not be worn inside the school building unless authorized by the administration for special occasions.

EMERGENCY PROCEDURES

HBS has the highest concern for our students’ safety. Thus, we have developed a thorough emergency response plan covering most natural and other emergencies. If you wish to discuss specific concerns or to ask questions, please call the school office. Parents play an essential role in keeping students safe during an emergency.

- **Provide the school office with up-to-date contact information.** It is important that you provide us with up-to-date contact information so that we can contact you if necessary. We must have accurate emergency information for each student. **Please inform the school immediately if you change your phone numbers or email addresses.**
- **Be prepared for early dismissal/school closings.** In some emergencies, school officials will deem it prudent to send students home early. We will contact you if there will be an early dismissal. If

the Richmond County School System announces an emergency school closing due to impending severe weather, HBS will also close. If there is ever a need for HBS to announce an emergency school closing when RCSS is remaining open, every attempt will be made to notify parents by calling the emergency contact information provided to the school. If unanswered, we will leave a voicemail message.

EXTENDED CARE

HBS offers extended care programs to provide a safe environment for families who need care for their students before or after school. Please note that extended care is not a tutoring service. Times and fees are listed in the Admissions Policy: Tuition and Fees.

EXTRACURRICULAR ACTIVITIES

Upon the completion of a school activity or extracurricular activity, all participating students must leave the premises. HBS is not responsible for the behavior or safety of the students beyond the conclusion of a school activity. Parents will be held financially responsible for all damages to school property or to the property of a host facility incurred by their student. Depending upon the circumstances, disciplinary action (probation, suspension, or expulsion) may be imposed on the student by the HBS administration.

FIELD TRIPS

Age-appropriate field trips are a fun and enriching part of our school year at HBS. The following are our field trip procedures:

1. Students must wear appropriate clothing that complies with the Dress Code Policy.
2. Students may not use any personal electronic devices of any kind.
3. Siblings are not permitted to accompany sibling's field trips.
4. For their safety, all students **must** ride on school-owned transportation or with a parent chaperone.
5. While on field trips, students *and* chaperones are required to conduct themselves in a Christ-like manner and in a way that positively represents HBS. All designated rules must be followed or the student may be exempt from participating in future field trips.
6. A permission slip must be signed to allow students to participate in any school sponsored field trips. Failure to return the permission slip could prevent a student from attending the event.

If a family decides that their child will not attend a field trip, it is the responsibility of that parent to make arrangements for their child. In-school childcare will not be provided on field trip days. In addition, students in 5th – 8th grade will be required

to complete a project assigned by their teacher, should they decide not to participate in a field trip.

FLAG SALUTES

All HBS students and parents attending a function at HBS will always be required to stand during the national anthem or during the Pledge of Allegiance. They will memorize the following flag salutes:

American Flag

I pledge allegiance to the flag, of the United States of America, and to the Republic, for which it stands: one nation, under God, indivisible, with liberty and justice for all.

Christian Flag

I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands; One Brotherhood, uniting all Christians in Service and in Love.

Bible

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

FUNDRAISING

All families are encouraged to participate in fundraising events. *Students and staff are not permitted to fundraise on campus or before or after church service unless approved by the school administrator.*

HEALTH

Required Immunizations

Every child must be up-to-date on their immunizations to attend HBS. Records must appear on form 3231 from the Georgia Department of Human Resources. Medical exemptions require documentation from a physician. Religious exemptions require documentation by your pastor.

The following immunizations are required to enter Kindergarten:

- HBV - Hepatitis B Vaccine - 3 doses
- DTP - Diphtheria - Tetanus - Acellular

- Pertussis Vaccine - 5 doses
- Hib - Haemophilus Influenza Type B Vaccine - 4 doses
- IPV - Inactivated Poliovirus Vaccine - 2 doses
- OPV - Oral poliovirus Vaccine - 2 doses
- MMR - Measles, Mumps, Rubella Vaccine - 2 doses
- VAR - Varicella Vaccine - 2 doses

Sickness

School personnel work diligently to maintain a safe and healthy environment for all students. Parental cooperation is extremely important in preventing the spread of illness. Do not send your child to school if he/she has had any of the following symptoms within the past twenty-four hours: temperature at or above 100 degrees, rash, vomiting, excessive nasal discharge, or diarrhea. If your child develops these symptoms at school, the child will be isolated and parents/legal guardians will be notified to pick up the child.

At times, students do come down with illnesses while at school. If that happens, their teacher will have the student report to the office. Many illnesses begin with a cough, sore throat, and/or fever. Students with any of these symptoms will be isolated from the class and sent home as soon as possible.

Lice

All students may be checked randomly for head lice. If lice or nits are found, parents/legal guardians will be required to pick up their child as soon as possible. Students must be treated with medication and must be nit free before they will be allowed to return to school. Parents/legal guardians are required to notify the school in the event that they find nits or head lice in their child's hair. This will prevent the spread of lice in the school.

Communicable Disease

The term "communicable disease" is defined as transmissible (as from person to person) by direct contact with an affected individual or the individual's discharges. Parents/legal guardians will be notified immediately should a teacher or office staff suspect that a child is infected with a communicable disease. The diseases are as follows: Common Cold, Gastroenteritis, Strep Throat, Pink Eye, Fifth Disease, Gonorrhea, Hepatitis, Whooping Cough, Rotavirus, HIV/AIDS.

Any student or employee with a communicable disease will be temporarily excluded from school while ill. HBS reserves the right to determine the final decisions necessary to control the spread of illness in our school.

Health Emergencies

In the event of an extreme emergency, parents/legal guardians will be notified and the student will be transported to the nearest hospital unless otherwise instructed by parents/legal guardians.

LIBRARY

All HBS students will have access to our school media center. Books may be checked out for seven days. It is the responsibility of the student to renew any books needed longer than the seven-day allowance. Magazines may not be removed or checked out. Overdue fines are ten cents per school day (Holidays and weekends are not counted). Students who have not returned overdue books and/or paid fines may not check out any books until their library account is cleared. All library books must be returned by May 1st and fines paid before awards day in order for the student to participate. Report cards will also be held until all fines are paid.

LOST AND FOUND

Please label *all* of your children's belongings. The school maintains a lost and found. Items from the lost and found will be donated to a local ministry quarterly.

LUNCH

Lunch order forms will be available online and at the front desk. All orders must be in by Thursday for the following week. Late orders will not be accepted. If a child does not have lunch or has not ordered, the office will place a call to the parent/legal guardian so arrangements can be made for lunch to be dropped off.

Because of the limited time, no student will be allowed to heat their food in the microwave.

MONEY AND NOTES

All notes should be sent in a sealed envelope to protect the privacy of any written communication between parent/legal guardian and teacher.

Money should always be sent in a sealed envelope with the following information on the outside:

1. Student's name
2. Date
3. Cash or Check #
4. Purpose and amount of enclosed money.
5. Teacher's name and grade.

Please send money or a check for the EXACT amount due. Two or more fees may be combined in the same envelope when the envelope and check memo line if applicable detail the proper breakdown of the enclosed money. (Example: library fine \$1.00/field trip money \$10.00). Please help our school staff by sending the exact amounts of money in clearly labeled, sealed envelopes.

MUSIC

HBS believes music, which promotes rebellion, violence, sexual perversity, disrespect for authority, promiscuity, vulgarity, suicide, or satanic activity is not an acceptable form of entertainment for the Christian. Therefore, while at school, or school-sponsored functions, students may not listen to such music or have in their possession magazines, T-shirts, notebooks, or other personal items that promote this type of music. A student who violates this policy will go through normal disciplinary procedures, which may ultimately result in expulsion.

PARENT VOLUNTEERS

Both schoolwide and classroom volunteer opportunities will be available to parents/legal guardians throughout the school year. We strongly encourage parents/legal guardians to participate. All volunteers will be required to have a background check on file and to sign in at the front desk upon arrival.

Elementary Room Parents

It is our desire for every parent to be involved in some way in the class parties. The room parent is a critical link in bringing home and school together. This important position should be filled by a person who has a servant's heart and is able to organize and lead. Some responsibilities include the following:

- Seek to involve parents/legal guardians in field trips and parties.
- Assist the teacher with party or field trip arrangements.
- Meet and seek to involve the new families in the class.
- Serve the classroom families when a special need arises.

RECORDS REQUESTS

Transcripts and Records can be obtained through a formal request with the office. Please allow 48-72 hours for processing. Note: All financial obligations must be current at time of request.

SEARCH AND SEIZURE

With reasonable cause a teacher, administrator, or school official may search a student or the personal property of a student to seize anything that is in violation of the law or HBS rules. Random searches may be conducted of book bags and other personal belongings by school personnel or law officers. Refusal to cooperate with the school or law may result in expulsion from HBS.

TEEN PREGNANCY/MARRIAGE

HBS believes in providing a wholesome environment conducive to learning for all its students. We believe teenage pregnancy and/or marriage are incompatible within this environment. A married student, pregnant student, or student responsible for a pregnancy may petition the school committee to complete their current school year.

TECHNOLOGY

Personal electronic devices such as, but not limited to, cell phones, iPods and handheld game systems are not permitted at school for any reason. If there is an extenuating circumstance that requires your K-8th grade student to have a phone after school, they may check their phone in at the front desk immediately upon arrival. Failure to adhere to this policy will result in the confiscation of the electronic device and demerits assessed. In addition, in the case of any device that stores any type of recorded material, that material will be examined by the administration. If the material is found to be in violation of the school's code of conduct, additional disciplinary action may be taken.

If a student wishes to record a classroom lecture or bring a recorder for academic purposes, he/she must secure permission from a teacher or administrator.

Cell Phones

Students are not permitted to have cell phones during school hours. All cell phones will be turned off and locked up at 8:15 in the student's Homeroom. Any phone found with a student after 8:15 will be confiscated and taken to the office where a parent will have to pick it up. Students found in possession of a cell phone will be subject to disciplinary action.

Middle School 1:1 Laptop initiative

Each Middle School student will be issued a laptop to be used during the school year. We have taken every possible precaution in effort to prevent the students' access to internet content, we are aware that some backdoor access to the internet is possible. If a student is being intentional in their search for internet access or unfavorable content that is in violation of the school's code of conduct, disciplinary action will be taken.

Computers

Each student will have access to a school owned computer.

Laptop/Computer Misuse

1st offense: Student will be sent to the office and parent/legal guardian must come in that day to speak with administration.

2nd offense: Same as above plus detention with applicable fees.

3rd offense: Parent/Principal conference with possible suspension.

Internet Use

HBS uses the internet for a variety of school subjects. Access to the internet for research and school related activities are available to students in the classroom, computer lab and library. Students' online activities must be consistent with the general behavior policies outlined in this handbook. Unacceptable behavior includes but is not limited to hacking, bringing inappropriate materials onto campus, retrieving such materials at, or sending them from school sites, cyber bullying, and unauthorized use of email or copyrighted materials. Any student who engages in such activity is subject to appropriate corrective action.

Student Internet Contract

Each middle school student will be required to sign the following contract during the first week of school:

1. I will be respectful to myself and others. I will not bully and won't tolerate bullying by others.
2. I will be a good online friend and be supportive of my friends and others who might be in trouble or in need of help.
3. I will not post or send pictures or other content that will embarrass me, get me into trouble or jeopardize my privacy or security.
4. I will respect other people's privacy and be courteous when posting photos or other content about them.
5. I will be conscious of how much time I spend on the web, phone, and other devices and will not let use interfere with sleep, school work, and face-to-face relationships.
6. If they need my help, I will assist my parents, teachers, and others in their use of technology.
7. I will respect other people's digital property and space. I won't steal, hack, break into anyone else's accounts, or use other's content without permission.

8. I will protect my passwords and practice good internet security.
9. I will be thoughtful in my use of copy and paste. If I use anyone else's content or images I will quote them, give them credit, and link to them if appropriate.
10. I will help create a culture of respect and tolerance at my school and among my peers.
11. I am aware that there are procedures for my Laptop use in school. I agree to follow these procedures.

All specific guidelines for individual student email accounts, apps, and other miscellaneous settings are outlined during a mandatory Summer Technology meeting.

VISITORS

All visitors must immediately check in at the school office and receive a visitor's pass. HBS is a closed campus for non- students. Parents/legal guardians considering enrollment at HBS are welcome to visit. Such parents/legal guardians should contact the office for further details. HBS staff does not open the buildings to visitors after school hours except for interscholastic or public events unless permission has been granted by the administration.

SECTION III – ACADEMICS

ACHIEVEMENT TESTING

Each student in grades 1st – 8th is given a standardized achievement test (currently Iowa Assessments) in the spring of the year to determine his/her progress and scholastic strengths and weaknesses. The results of these tests will be made available to the parents.

CURRICULUM

Our curriculum is chosen to ensure that our students receive a solid foundation academically, while challenging them to form a Biblical Worldview. HBS has selected Ignitia curriculum for all core academic classes 4th - 8th grades and ABeka curriculum for K3 – 3rd grades.

GRADING SCALE (1st - 8th grade)

In grades 1st – 8th all grades are recorded numerically and placed on the report cards and transcripts as the following letter grades:

A: 90-100

B: 80-89

C: 75-79

D: 70-74

F: 0-69

GRADING SCALE (Kindergarten)

E Excellent

S Satisfactory progress

N Needs time to develop/improve

U Unsatisfactory

GRADING SCALE (All day K3/K4 program)

Teachers will send home a short evaluation detailing the child's social, developmental, and academic progress.

HOMEWORK

At HBS our goal is to keep written and time consuming homework to a minimum. Students can expect age-appropriate nightly studying for Bible verses, spelling and other tests, as well as projects, and make up work. Teachers may also occasionally send home extra practice on certain subjects or skills as they see fit. Research does not support the notion that hours of tedious written homework each night is

beneficial to your child's academic development. In fact, our desire is that your child's evenings be reserved for relaxed family meals and devotions, outdoor play, church groups, reading, and extracurricular activities or interests. We strongly believe that these activities are absolutely essential for the spiritual, emotional, and physical development of your children. Our hope and prayer is that you use your evenings intentionally to enjoy quality time with your family.

HONOR ROLL

Academic honors have been established to recognize students who have demonstrated excellence in academics. These honors are determined and awarded every spring. A Honor Roll and B honor roll will be determined by averaging the grades for each of the four quarters in each core subject.

INCOMPLETES

An incomplete may be recorded on a report card when a student has been absent several days during the last two weeks of the grading period. An extension of two weeks into the new grading period will be given to make up the incomplete. If it is not made up within that time, the student will receive a zero for any missing assignments, and the zero will be averaged in with his/her other grades for the course.

MAKE UP WORK

Students are required to make up any work missed due to an absence. Each student will be given the same number of days to complete the work as the number of days he/she has missed. ***The responsibility for all make up work rests with the student, not the teacher.*** A grade of "zero" will be recorded for work not completed.

Students are permitted to make up assignments that were assigned when absent. However, major projects and research papers that are assigned days or weeks in advance must be turned in on or before the day due for the student to receive full credit, ***even if the student has an excused absence.***

Late assignments are not permitted unless permission is obtained from the teacher. When permission is granted, the late work will be docked twenty (20) points the first day. A day is defined as being 24 hours from the date due. They may turn in the assignment the next class period for a highest possible grade of 80.

For Middle School students the following policy will be in place:

- First day late-1 demerit, parent notification via email, 20 points off of the assignment.
- Second day late-0 for the assignment, parent notification via email.

- After the second day the assignment will no longer be accepted.
- Extra credit will only be allowed if a student has been diligent to turn in all classwork and homework through the grading period.

All late homework submission acceptance is at the discretion of the teacher.

MIDDLE SCHOOL PROJECTS

All projects are due on the date assigned. If a student is absent on the day the project is due, it is to be turned in when they return to school. If the student was absent because of unforeseen circumstances (hospitalization, etc.) due date leniency will be given at the discretion of the teacher.

PROGRESS REPORTS

At the midpoint of each nine-week grading period, the school will send home a progress report, which indicates the student's grade for each class. Parents should consult the school calendar for dates progress reports are sent home. Of course, parents may check their student's progress (4th – 8th) at any time through Ignitia.

PROMOTION

Middle School

Students who have a yearly average below a D in core classes are considered to have failed that class. A HBS student in middle school may, with the approval of the administration, be tutored during the summer and tested again in order to be considered for promotion to the next grade level.

Elementary School

In grades 1st – 4th, students will be promoted if they attain passing grades in core subjects (D or higher). If a student has earned a less than passing grade in a single core subject, he/she can be promoted to the next grade, but the student's parent will be required to acknowledge that a summer remedial program is necessary to provide sufficient support for success in the upcoming school year. At present, HBS is not equipped to provide this support but can suggest resources in the community that would be available to work with students to prepare them for the upcoming school year. If a student has not met the requirements for promotion, the recommendation will be to retain the student in their current grade. This is not a reflection of the student's abilities, but an indicator that further instruction in the current grade is needed to ensure success in the remainder of the student's enrollment at HBS.

K3 - K5

In grades K3 - K5, students will not be promoted solely on the basis of their ability to pass curriculum guidelines but more importantly, students will be evaluated on their physical and developmental skills, social interaction skills, and cognitive abilities. Based on these evaluations and teacher input, students will be promoted to the next grade.

PROBATION/DISMISSAL

A student may be placed on academic probation when his/her GPA falls below 2.0 or when a student has a failing grade in more than one core curriculum class. If placed on academic probation, the student has one semester to demonstrate that he can perform at HBS at the acceptable level. Once he/she has so demonstrated this ability, he/she will be removed from academic probation. Failure to attain a 2.0 GPA at the end of two consecutive semesters, or to attain a cumulative yearly average of 2.0 may result in dismissal from HBS. New students admitted to HBS will be automatically placed on academic probation; therefore, students must maintain these requirements their first semester.

REPORT CARDS

Report cards will be issued at the end of each quarter. The final report card for the school year will be mailed to the student only if all books have been returned, all fines and fees have been paid, and tuition is current.

SECTION IV - ATHLETICS

ATHLETIC PHYSICAL

All student athletes **must** have an athletic physical on file before they will be allowed to participate in any HBS practice or event. The physical must be completed after May 1st for each upcoming school year. A new athletic physical must be completed and on file each year for eligibility.

CODE OF CONDUCT

The Athletic Department recognizes that student-athletes often hold a unique place in society and that they are under considerable pressure not only to perform in athletics, but in the classroom as well. Student-athletes are often looked upon as school role models. They must adhere to the highest ethical standards in both behavior and sportsmanship. The student athlete of HBS is a direct reflection of their school, their family, and most importantly, Jesus Christ. In order to maintain a level of accountability in this area, any student who has discipline issues in the classroom, may not be eligible for participation in sporting events. Athletes receiving a detention will serve that detention, regardless of game schedule. Any athlete receiving three (3) detentions in one season will be just cause for removal from the team. Each case will be treated on an individual basis. The final decisions regarding student-athlete participation will be determined by the HBS Athletic Director.

ELIGIBILITY

- All students must be in good academic standing before participating in a sport.
- Student athletes are expected to maintain at least a 2.0 GPA without any F's.
- A student may not participate in an athletic activity unless that student is in school for a minimum of 4 class periods on the day of the event.
- All students must be in uniform or approved athletic dress clothing to participate in a game or a match.
- Student athletes must be in at least the fifth grade in order to participate in athletic competition.

SPORTS SEASONS

HBS offers the following sports each year:

- Coed Cross Country
- Boys Basketball / Girls Basketball
- Cheerleading
- Boys Track / Girls Track

SPORTSMANSHIP

HBS student athletes will be held to a high standard of conduct in regards to sportsmanship at sporting events. Students are to be courteous and respectful to all opposing teams and their facilities. Athletes are to maintain a positive attitude and remain modest when successful and gracious in defeat. Cheating of any kind will not be tolerated. Students who display poor sportsmanship of any kind will not be allowed to participate on HBS sporting teams.

Parents and spectators are to maintain the same level of sportsmanship as our student athletes. The judgement of officials must be respected at all times. Negative comments towards opposing teams, coaches, or officials are not allowed. Spectators are to refrain from giving specific instruction to the team or individual athlete during a sporting event, as this shows disrespect to the coach.

TRANSPORTATION

HBS will provide or make arrangements for all travel to and from games. All student athletes will travel to games/events as a team. Any travel, following the completion of the sporting event, that is not with the team must be granted with the coach's approval and the student must sign out before leaving.