

# Hillcrest Baptist Church School

“Children Learn What They Live”

Dorothy Law Nolte

If a Child Lives with Criticism, he learns to condemn.

If a child lives with hostility, he learns to fight.

If a child lives with ridicule, he learns to be shy.

If a child lives with jealousy, he learns to feel guilty.

If a child lives with tolerance, he learns to be patient.

If a child lives with encouragement, he learns to be confident.

If a child lives with praise, he learns to appreciate.

If a child lives with fairness, he learns justice.

If a child lives with security, he learns to have faith.

If a child lives with approval, he learns to like himself.

If a child lives with acceptance and friendship, he learns to find love in the world.

School Motto: “But those who hope in the Lord will renew their strength. They will soar on wings like eagles, they will run and not grow weary, they will walk and not be faint’.

*Isaiah 40:31*

School Mascot: *Eagle*

School Colors: *Red, White, and Royal Blue*

Additional references for school and parental guidance:

“Train up a child in the way he should go: and when he is old, he will not depart from it.”

*Proverbs 22:6*

We are dedicated to the goal to have our students “grow in wisdom and stature and in favor with God and man.’

*Luke 2:52*



### ***1) Registration:***

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

- a) Copy of certified birth certificate
- b) Copy of social security card
- c) Certificate of immunization. Form 3231 is required for all students attending a Georgia school. Please check to make sure your child's certificate is still valid for school attendance.
- d) Certificate of ear, eye, dental screening (Form 3300)
- e) Report Card with Proof of Promotion
- f) Latest standardized test scores
- g) Academic record from former school. We will request this.

### ***2. Entering and Leaving Campus:***

- a) Students who arrive before 7:45 am. Must be dropped off at Extended Care in the "A" building and you will be charged for AM extended care. Students are not to enter any of the other buildings before 7:45 am. When students are dropped off between 7:45 am – 8:15 am, they are to enter their building promptly and go to the supervised area.
- b) No Student is to leave the school grounds without prior written approval of the parents or guardian and approval of the principal. We require this for the student's safety.
- c) Parents who wish to pick up students prior to the end of school must do so at the school office by signing out the student. A staff member will then call the child to the office or the parent may go to the classroom. Students are not dismissed directly from the classroom.
- d) Parents, who pick up their children after 3:15 pm, will pick them up in the Extended Care and will be charged a fee.
- e) The purpose of the drive-through by "A" Building is for quick pick-up and drop-off of students. You are not to leave your car unattended in this area. If you need to leave your car, it must be parked in a designated parking space on the side of the building.

### ***3. Leaving Classrooms:***

No Student may leave the classroom without the permission of the teacher.

### ***4. Visitation:***

Parents are permitted to visit the classroom for a limited time (no longer than 20 minutes) during the school day. However, we require, out of consideration to the teacher, that the parent make appropriate arrangements ahead of time and then come to the school office for a visitor pass prior to going to the student's classroom. We do not wish to restrict access to the class, but we ask this to limit distractions to the learning process for all the students in the room.

### **5) Insurance:**

Student accident insurance is carried by the school. This is, however, excess coverage and is meant to pay the medical expenses that your own medical insurance does not cover.

### **6) Telephone:**

School telephones are reserved for school business. They may be used by the students to contact parents about emergencies and then only with the permission of the office. Cell Phones are allowed but are to be turned off during the school day and not to be used. If an infraction of this rule occurs, the first offence will result in “In School Suspension” (ISS) for three days. The next infraction will result in suspension away from school for three days, and the phone will be taken until the end of the school year.

### **7) Gum Chewing:**

It is in the best interest of Hillcrest Baptist Church School that there is no gum chewing on the campus, in the classroom or during extended care. Students who persist in this habit face disciplinary action.

### **8) Chapel:**

Chapel is normally held on Thursday in the church sanctuary. The opening exercises are led by individual classes on a rotating basis. This is followed by a motivational talk to give inspiration and spiritual guidance. Parent’s attendance is always welcomed.

### **9. outside Activities:**

- a) All Speakers or presentations for school activities will be in the school at the permission of the administration and must receive prior permission before the presentation to the students.
- b) Field trips may be scheduled in advance whenever they can contribute to the overall educational program of our school. We must have a signed permission slip form the parent before we can take a student on a field trip. These will be sent home, signed and returned before any child leaves the campus. When a child fails to return a signed permission slip, he/she is not allowed to go. We encourage parents to accompany our classes on field trips for additional supervision. Drivers of field trips must be a parent or over the age of 21.
- c) Cheerleading, basketball and other sports practives will be held after 3:00 pm.

### **10) First Aid and Medication:**

The school administers first aid treatment only. Absolutely no medicine will be administered without the medication and the written directions for administering by the parent of a physician. A not must be accompany all medications stating:

- (1) child’s name
- (2) dosage to be given
- (3) time/s to be given
- (4) parent’s or doctor’s signature.

There is a form in the office to be completed for required documentation. The school has no medicine to administer, including aspirin/Tylenol. If your child has headaches and needs medication, you may send a bottle with your child’s name on the label and it will be dispensed from the office as needed. This is state Law.

### ***11) Attendance:***

Regardless of the reason for being absent, students need to bring a written excuse from their parents for each period of absences, whether it is for one day or several days. Georgia state law requires attendance in school and the state requests enrollment or attendance information concerning students. To be counted present a child must be in attendance for one-half of the day. He/She must attend until 11:30 am or arrive by 11:30 am to be counted present for 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.

When students are absent and you want to get the day's work, please call the office by 9:00 am to give the teacher adequate time to prepare the work. You may pick this up in the office between 3:00 and 3:30 pm.

### ***12) Tardiness:***

A student is considered tardy if he/she is not in his/her classroom and seated by 8:15. The teacher will mark the student tardy on the green slip between 8:15 and 8:30. When a student is tardy after 8:30 or later, he/she must report to the office for an admission slip and sign in a tardy. Chronic tardiness is not teaching proper responsibility. Parents are encouraged to have their child to school on time. Disciplinary action will be taken to correct excessive tardiness. When a student is tardy 10 or more times, that student does not qualify for the perfect attendance award.

### ***13) Fire and Disaster Drills:***

Fire and disaster drills are required by state law and will be held on a regular basis. There is an exit diagram on each classroom wall.

### ***14) Dress Code:***

Students are to dress in conservative clothing suited to the atmosphere of Christian education. Not all manner of clothing is appropriate. Restriction will be based on the decision of the administration should questions occur. Clothing which portrays activities or groups which emphasize or partake in violence, obscenity, drugs, or any other UNCHRISTIAN-like behavior is not permitted. Shirts advertising alcoholic beverages or those with obscene or questionable printing on them will not be permitted. Worn or tattered clothes are also inappropriate. Students are allowed to wear shorts. Shorts for grades 4-8 must be no shorter than the width of a dollar bill above the knee and not tight. They are to be neat and hemmed. Shorts that are frayed, have holes, too short or too tight are not permitted. Skin tight knit or spandex biker shorts are inappropriate for school wear for any age child. Girls skirts, dresses, jumpers, etc., are to be no shorter than the width of a dollar bill above the knee even if dark stockings or tights are worn under them. Slits in skirts, etc., should be no higher than the width of a dollar bill above the knee. Tight jeans, shorts, knit pants or tights with tee-shirt, sweatshirt or similar top are not allowed to be worn. "Leggings" may be worn but the overdress must be of the appropriate length as specified above. Neither tank tops/muscle shirts nor sun dresses are allowed in grades 4-8. Students are not to wear a top that exposes the skin around the waist. Tops with some sleeves are required. No spaghetti straps or strapless dresses/tops should be worn for any occasion by any grade level. Boys in 4-8 are to wear socks with their shoes. Boys are to wear and pants/trousers on the natural waist. A belt is to be worn and the shirt tucked inside. No boys are to wear earrings. Their hair is to be above the collar, including "tails" and "Mohawk" hair cuts are not allowed. Shoes are to be worn by all students and flip-flops are not allowed. Hats are not to be worn in the inside facilities. Clothes are to fit. They are not to be too tight, baggy, too long or too short. Students who are inappropriately dressed will either call home for other clothes or be

restricted away from other students for the day. Once a student has been sent home for failure to observe the dress code, that student will receive one day suspension for the next infraction. Heavy bulky jackets are not to be worn in the classrooms in the spring. Also, no clothing with writing on the backside will be allowed. Tee shirts with inappropriate sayings on the front or back will not be allowed. Collared shirts must be worn by young men in grades 4-8 every day.

### ***15. Lunches:***

Hot lunches are served on a daily basis. Four-year-old kindergarten students are required by state regulations to have a hot lunch and milk daily unless we have a doctor's letter on file in the office stating otherwise.

Students in grades K5-8<sup>th</sup> may bring their lunch and buy milk or get ice water at no charge. If sending cash, please try to send the correct amount. Teachers do not have change and there is the possibility your child might lose it. No student will be allowed to just sit in the lunchroom and not eat. When he/she forgets his/her lunch or money, he/she may charge a hot lunch for the day rather than call the parent during the school day. It is expected, however, that the student bring money on the following day for the charge. During the last two weeks of school, there will be no charging of lunches.

We cannot refrigerate lunches from home and **NO LUNCHES CAN BE HEATED IN MIRCOWAVE.**

Students are expected to use good manners in the lunchroom at all times. Conversations is permitted, but in low tones.

### ***16. Class Parties:***

All school parties are held the last hour of school on designated days. K4 through 5<sup>th</sup> grade may have four parties to be held at Christmas, Valentine, Easter and the end of school. In grades 6-8, parties will be permitted only at Christmas and the end of the school.

Birthday parties: Parties for birthdays are permissible in the classroom of "A" building (K4, K5 and 1<sup>st</sup> grades.) However, arrangements must be made before hand with the teacher. In "B" Building (2-8), cake or cupcakes are to be brought to the lunchroom to be distributed while the class eats. You need to notify the teacher of your plans.

### ***17. Newsletter:***

Each month a newsletter, highlighting the upcoming events for the coming month, will be sent home, and the monthly lunch menu will be on the reverse side. This information will also be posted on the schools website. ([www.hillcrestaugusta.org](http://www.hillcrestaugusta.org))

A weekly newsletter is also sent along with students weekly papers. This newsletter is a reminder of the current week's events.

### ***18. Parent Conferences:***

We are vitally interested in your child's progress and encourage you to schedule conferences with the teachers. Please call the school or the teacher for a convenient time. We will not interrupt classes during instructional time for you to speak with the teacher, but we will be glad to give him/her your telephone number with a message. If you need to talk with a teacher please show consideration by making an appointment. So the teacher can listen, think and respond without having to supervise his/her students at the same time. Never discuss a disagreement where others (students, parents or other teachers) can overhear. This should be a very private conversation. By working together we can do a more effective job.

### ***19) Progress Reports:***

One of our purposes is to help your child become an organized, responsible student. We strive to do this by keeping you informed. We do this by the use of report cards every nine weeks, mid-nine week progress reports, and students' papers being sent home on a weekly basis. Parents should expect these papers to be brought home on Tuesday or Wednesday with a cover letter. If no papers are sent home, expect a cover letter or note from the teacher. Please take the opportunity to review the work being sent home and note the grades.

### ***20) Signature:***

We ask that a parent/guardian sign graded work once a week, a report card every nine weeks, and discipline reports, etc. whenever sent. Your signature is required as an indication that you have received the information. Your signature does not mean approval or acceptance. Please sign all papers (except monthly newsletter, notices reminders from the office) sent home from the school and return as proof you have read the information. We encourage your comments.

Students (grades 1-8) who have all "A's" and "S's" on their report card at the end of each nine weeks will be recognized as being on the "All A" Honor Roll. Students with all "A's", "B's" and "S's" will be recognized as being on the "A-B" Honor Roll. This does include conduct, of which a student has control, but does not include handwriting. Students in grades 5-8 will also receive a grade in P.E., music, and computer. The student's names will be published in a newsletter and sent home following each report card period. A magnetic bumper sticker will be awarded at the end of the first nine weeks to all those on either honor roll. These will be given throughout the year to any student making honor roll who has not already received one that year.

### ***22) Homework:***

Homework is an integral part of a child's learning process. It teaches responsibility and good work habits. Homework will be given on a daily basis with less on Wednesday to encourage attendance at the mid-week prayer meeting of the student's church. Homework allows teachers to minimize classroom drill-work and to focus on developing critical thinking skills, presenting new material, and supervising hands-on learning activities.

It is suggested that you provide a time and a quiet place for homework to be done. Often students are given some class time to begin their homework, and it is a good idea to check to make sure your child is taking advantage of the extra class time to work on his/her homework.

You may need to reinforce the skills taught at school. It is suggested that you work with your child on a regular one-to-one basis if your child is having difficulty with a certain skill at school. Ask the teachers for suggestions of ways to help at home.

At the completion of the homework make sure your child has all of his/her work in a consistent place, ready for school the next day. This will train your child to be organized and ready for the next day and will start the day off in a calm manner. Continued failure to do homework will result in academic discipline that could include suspension.

### ***23) Damage to School Property:***

Parents are responsible for all damaged caused by their child to school property whether accidental or intentional.

The care of textbooks is the responsibility of the students. If a textbook is damaged or lost, the student is charged 100% of the cost of the book during the first year of use, and the charge will be prorated thereafter. Students are required to have the textbooks assigned to them covered at all times. Students who do not have textbooks covered may have the textbook held until a fine is paid.

The school retains ownership of all hardback textbooks and soft back books that can be used for more than one year.

#### ***24) Academic problems:***

Academic problems should be dealt with as soon as possible. Conferences with the student, parents, faculty, and/or principal should be set up if necessary. If your child is having difficulty, please call his/her teacher for a conference.

#### ***25) Lost and Found:***

All personal belongings (coats, sweaters, lunch boxes, notebooks, etc.) which are brought to school must have your child's name for identification and proper return. We are unable to return many expensive jackets/sweaters because no name is in them. PLEASE LABEL.

All unclaimed items are put in the Lost and Found in the school office. Students and parents may look for anything lost when the school office is open. Any unclaimed/non- labeled clothing still unclaimed at the end of the school year will be given to the needy.

#### ***26) Change of Information:***

If you should change your address, telephone number, family doctor, family status, etc., please inform the school office and teacher immediately. It is essential that you keep the school informed of any changes so we can effectively handle any emergency that may occur. This is extremely important as usually the parent we must reach is the one with the changed number. Your child's health, safety and protection depend on being able to reach you quickly.

#### ***27) Library Book Loan:***

All of your students have access to the school library. First through eighth grades may check out books (one book at a time) for two weeks. If students finish their book before the due date, they may exchange it for another one. Overdue books are fined \$0.05 per day (\$0.25 per week). It is the responsibility of the parent to pay for overdue, damaged or lost books.

#### ***28) Toys:***

Toys are not to be brought to school. They are a distraction to the educational process and can be quite costly if lost or broken. The school accepts no responsibility for personal items lost or misplaced.

#### ***29) Student Conduct:***

Students are to show proper respect to all adults and classmates at all times either at school or school activities. A student is to accept the leadership and authority of the principal, teachers and other staff members. They are to refrain from either distractive or disruptive behavior. A student is expected to display self control at all times. Good conduct is a reflection of a child in control with supportive parents. It also shows the child has respect for himself, his parents and his environment. As students, they are to be punctual, prepared and kind to others. A conference with parents will be required if low conduct grades persist. Consistently low conduct grades may result in suspension or dismissal. If a student receives a student conduct discipline sheet during a nine week grading period, the highest conduct grade will be an 80 depending on the offense. **THE CONDUCT GRADE WILL COUNT TOWARD HONOR ROLL STATUS FOR AWARDS AT THE END OF THE YEAR.**

#### ***30) Discipline:***

Procedures have been set up to enable us to administer discipline in an orderly and systematic fashion. The heart of the program is clear classroom expectations. You will receive these early in the school year from your child's teacher. In the event that you are contacted about misconduct, please cooperate with the teacher. Experience has taught us that students seldom continue to misbehave when the parents and teachers work together.



### ***31. Referrals to the Principal***

Serious offenses or repeated offenses of a disruptive nature will be referred to the principal. In an effort to “make the punishment fit the crime”, these offenses may result in the following consequences:

- a) Sent to the office more than three times in a nine weeks period- Depending on the offenses, a conference with the parent, teacher, and principal will be requested.
- b) Serious violation or student conduct code or classroom expectations- Student will be sent home for remainder of the day, or placed in “in-school” suspension or suspended long term.
- c) Lying, cheating, stealing, fighting, using profanity or obscene language- Student will be placed in “In-school suspension”, or be suspended from school.
- d) Making a threatening remark even in a joking manner- Student will be placed in in-school suspension, be suspended from school, or will be expelled.
- e) Bringing a knife or other weapon to school or using a controlled substance- student will be suspended from school or expelled.
- f) Having a life-style that is deemed to have a negative effect on the conduct of other students- Consequences will be determined by the principal.
- g) Hindering the safety of other school students or misusing or destroying school property- Consequences will be determined by the principal.
- h) Any other reason the principal believes the action of the student warrants in-school suspension, suspension from school, or expulsion.

### ***32. Strike System for Grades 6, 7, 8***

We will initiate this system the first nine weeks, and it will start over each new nine week period. It is imperative that your child be as focused as possible. The maximum number of strikes will be two per day. However, in extreme circumstances, the principal will determine if a student should receive more. Although this plan starts out with warnings and proceeds with more consequences, the principal will always have the right to supersede the plan. The strikes will be recorded in the student’s agendas.

100 Point for Discipline

- (95) 1. Warning- Put in Agenda
- (90) 2. Warning- Put in Agenda
- (85) 3. Written not to parent(s)
- (80) 4. Phone Call home
- (75) 5. Team “time out” for one day
- (70) 6. Parent Conference
- (66) 7. One-Hour Detention (\$10 to serve)
- (60) 8. Two-Hour Detention (\$10 to serve)
- (55) 9. In-School Suspension
- (50) 10. In-School Suspension
- (45) 11. Suspension
12. Probation

\*As a commitment to Christian Service, a student can do community service and have up to three strikes removed during ONLY ONE NINE-WEEK GRADING PERIOD DURING THE SCHOOL YEAR.

### ***33. Tuition Payments***

- A. Initial fees are non- refundable
- B. Fees are payable regardless of attendance
- C. All payments (tuition and extended care) are to be paid promptly and are due on the 1st of each month.
  - 1. Post dated checks are NOT accepted.
  - 2. We ask that you do not send your payment in with your child. We cannot be responsible for late fees incurred if your child does not turn in the check promptly.
  - 3. A Returned check fee of \$35 will be added for any payment returned by the bank for any reason. All future payments must be made by cash, cashier's check, or money order.
  - 4. Payments will be applied to the oldest charges first regardless of what is written on the check.
- D. Accounts are considered delinquent after the 10th of each month and a \$25.00 late fee will be added to the account for any amount owing (not just tuition).
- E. Students will not be allowed to return to school on the 16th of each month if the account has not been paid in full.
- F. Students records, including report cards, will not be released until all financial obligations have been met.

### ***34. Promotion***

A student will not be promoted to the next grade if he has two or more F's (below 70) in the final average on the report card in academic subjects. Since a first grader is only graded numerically in reading and mathematics, failure for the year in either subject will result in retention in the first grade.

### ***35. Messages to Students***

Students are called to the telephone for emergencies only. If you must change your usual afternoon plans for pick-up, Please tell your child before he leaves home in the morning and write the teacher for pick-up, please tell your child before he leaves home in the morning and write the teacher a note informing her of this change. However, it may happen that a change becomes necessary after your child has left for school. Please notify the office as soon as the change is known, so all appropriate personnel (teacher, extended care teacher) can be informed. This call MUST be made before 2:30 p.m. to insure your plans are followed.

Cellular phones are not to be turned on while the students are in school or extended care, whether the student is inside or outside of doors. If a student's cell phone rings, that student will be subject to disciplinary action. (Refer to Section 6.)

### ***36. Withdrawal of Students***

We require twenty-four hours notice to withdraw a student. Grades must be averaged and paperwork completed which takes considerable time. Often several teachers must supply the information to complete the withdrawal form. This process cannot be done at a moment's notice. Please notify the office or teacher in person or with a note giving the child's last day of attendance as soon as this information is known to you. The more advanced notice we have, the more thorough we can be.

### ***37. Standardized Testing***

During the month of April, students (1-8) will be administered a battery of standardized tests {reading, mathematics, spelling, language, science, social studies and research skills (3-8)}. The purpose is to note progress from one year to the next and identify individual strengths and weaknesses when compared with other students nationwide in the same grade and same age. The test booklets (1-3) and answer sheets (4-8) are computer scored out of state. A computer printout with all results will be sent to parents usually in the report card at the end of the school year.

### ***38. Honors Day and Graduation***

Hillcrest School graduates K5 and eighth grade in cap and gown.

Recognition is earned for attendance, performance and/or grade point average; therefore, not every child receives an honor at the end of the year. We strive to award excellence.

#### ***Awards at Honors Day are as follows:***

- Highest average in Bible (2-8)
- Highest overall average in each class (1-8)
- Citizenship- student who has displayed the best Christian attitude and behavior (1-8)
- Eagle Award-most improved in each class (1-8)
- Accelerated Reader (meeting required criteria)

#### ***Certificates:***

- Perfect Attendance: (K-8) Must be present 180 days and tardies cannot exceed 10
- All A Honor Award- All “A’s” every nine weeks on report card, including conduct.
- Honor: A 90% or higher overall average for the year, averaging out the final grade in each subject, including conduct
- Conduct: An “A” has been recorded for every nine weeks all year
- Highest Average in Language Arts, Health, Social Studies, Mathematics, Phonics, Reading, Science, and Spelling: Some awards are not given in all of the subjects listed above depending on whether subject is taught at the grade level.
- Best in Class: P.E., Music, library and computer
- Extra-Curricular: Sports, Cheerleading
- Presidential/National Physical Fitness: Presidential-Students score at or above the 85th percentile on all 5 items (curl-ups, shuttle run, one-mile run/walk, pull-ups, and V-sit reach) on the President’s Challenge Test. National- must score at or above 50th percentile on the same 5 items.
- Accelerated Reader: “A” average and having met point goal for each nine week grading period

We have an active and productive Parent Teacher Organization (P.T.O). We need your support and participation through membership (\$5.00 per family) and attendance at the monthly meetings.

### ***40. Registration:***

Registration for the 14/15 school year begins in February for present Hillcrest families and two weeks later for new students.

### ***41. Parent Authorization:***

Parent need to give the office a list of people who are authorized to pick up their child. If someone not on the list is going to pick up a student, parents must be sure to notify the school office.