

Hilltop Christian School

Parent/Student Handbook



STATEMENT OF FAITH

We believe the Bible to be the holy, inspired, infallible Word of God providing precise rules of faith and practice.

We believe in one God, existing in three persons: the Father, Son, and Holy Spirit. We believe in the deity of Jesus Christ, His sinless life, vicarious death, glorious resurrection, and imminent return.

We believe salvation comes by faith alone and exists in the repentant heart, engendering faith, and unreserved committal of one's self to Christ as Savior with purpose to love and obey His written Word and indwelling spirit upon regeneration.

“A Quality Education in a Christian Environment”

OBJECTIVES AND PHILOSOPHY

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

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

1. To lead children to a personal knowledge of Christ as Savior
2. To prepare children spiritually by instilling in them a love for the Lord Jesus Christ and a sense of responsibility to be all God wants them to be
3. To prepare children to serve God effectively
4. To encourage children to think clearly, logically, and independently
5. To offer instructional programs that meet children's academic needs
6. To achieve mastery in the tools of learning and communication

CHURCH SCHOOL RELATIONSHIP

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

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

ADMISSION PROCEDURE AND POLICY

Prospective students and both of their parents must meet with the principal to obtain board approval before acceptance is granted. The church and school shall have a racially nondiscriminatory policy and, therefore, shall not discriminate against members, applicants, students, and others on the basis of race, color or national or ethnic origin. HCS accepts students when parents share the school's objectives and philosophy. However, HCS has limited facilities and resources to accommodate students with learning or handicapped disabilities; therefore, the administration may admit a handicapped or LD student upon specific stipulations accepted by the parents. Before acceptance can take place, the following steps should be observed:

- Obtain an information packet from the office.
- Schedule an interview with the principal.
- Give the pastor reference form to your pastor so it can be mailed or faxed to the office.
- Complete the registration form, sign the appropriate agreements, and deliver them to the office with money for the registration fee.

Upon acceptance:

- The first month's tuition and all other necessary fees should be paid before the first day of school.
- Transfer students must be tested for grade placement, a testing date will be assigned.
- Immunization records should be delivered to the office by the first day of school.
- Parents will also be required to attend the opening PTF night before the first week of school.

PARENTAL AGREEMENT

Because the Bible has given parents the mandate to rear their children (Duet 11:9), the Christian school should

assist the parents, not replace the parents. Students will not excel academically or develop spiritually without parental involvement. Therefore, parents should actively supervise their students in the areas of homework completion and test preparation. With parental reinforcement, discipline problems may be kept to a minimum. Parents may receive occasional phone calls from teachers or the principal; this is to insure adequate communication between the school and the parents in order to quickly alleviate problems that would otherwise persist. Teachers will make efforts to keep parents informed of their child's disciplinary and academic performance; however, it is the parents' responsibility to initiate communication, not the teachers' responsibility. Throughout the year, students will bring home tests, forms, and notes to be signed; all papers should be signed and returned within two days.

Parents may also be asked to help with school functions (field trips, fund raisers, ect.), and their help will be appreciated on a volunteer basis. Whenever parents attend school activities, they are asked to abide by school dress policies.

STANDARDS OF CONDUCT

In order to develop the spiritual character of each student, Standards of Conduct have been adopted that will benefit each student's spiritual growth. Every student must adhere to these standards, whether they are on school property or away from the campus. Maintaining a Christian environment can only be accomplished when students who would manifest poor testimonies or contribute negative peer pressure are disallowed the privilege of attending HCS. Therefore, any student who breaches the Standards of Conduct will be disciplined through detention, suspension, or expulsion. HCS students must consistently observe the following standards:

- Faithful church attendance
- Refrain from all illegal activity
- Refrain from all forms of alcohol, tobacco, and drug abuse
- Refrain from attending dances and listening to music with violent and vulgar lyrics

Refrain from fornication, homosexuality, and immoral practices

DISCIPLINE

Discipline and order is vitally necessary to achieve the goals of Christian education. Students cannot effectively learn academic, subject matter or spiritual values when discipline is disregarded. The principal and teachers administer discipline with love and instruction.

We believe that teachers should be respected by the students, and they have the authority to maintain classroom discipline and enforce school policy. Teachers also have the authority to determine specific classroom rules that fashion a classroom environment that is conducive to learning. When a student has a complaint or disagreement with the teacher, he should speak with the teacher privately after class, and in a respectful manner to avoid making a scene before his peers. When the principal deems corporal punishment to be necessary, a parent must come to school and administer corporal punishment within twenty-four hours of the student's offense.

VIOLATIONS WARRANTING CORPORAL PUNISHMENTS

- Fighting
- Willful disrespect or defiance to authority
- Willful destruction of property
- Using inappropriate language
- Cheating or stealing

When Junior High and High School students become disruptive in class or breach the handbook and classroom policies, they may be given extra work or demerits. Students will be given detentions when they accumulate 4 demerits. These detentions must be served on the day assigned. Students will be charged \$3.00 for each hour of detention served.

Parents will be notified when a detention must be served, and all detention forms must be returned with a parent's signature within 2 days after they have been issued. Students will only be allowed to reschedule a detention in the case of a family emergency, sickness, or long term plans. Work, extra-curricular activities, or athletics will not be accepted as viable reasons. Non-viable absences from detention will result in demerits.

VIOLATIONS THAT MAY WARRANT DETENTIONS, SUSPENSIONS, OR EXPULSIONS

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

When a student accumulates several detentions in a quarter, the following standard will be applied:

- Stage 1. 3rd Detention: letter from principal
- Stage 2. 4th Detention: eligible for suspension from extracurricular activities
- Stage 3. 5th Detention: meeting with parents/principal
- Stage 4. 6th Detention: eligible for removal from extracurricular activities
- Stage 5. 8th Detention: probation; suspension or Saturday work detention; two probations in a year may result in expulsion, or reenrollment may be refused
- Stage 6. 9th Detention: possible expulsion
- Stage 7. 10th Detention: expulsion

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

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

PAYMENT PLAN

Tuition is divided into eleven equal payments, and is due on the first of each month. The pay period is August through June. Payment is to be received within ten days of the due date. Delinquent fees will be added after the 10th and another after the 25th. If an account becomes past due for over thirty days, the student may be suspended until the payment is made. If a student is withdrawn or expelled from HCS, the full tuition payment for the calendar month of withdrawal or expulsion must still be paid, regardless of the day of the month. Tuition payments must be current before a student will be allowed to participate in K-5 or Senior graduation ceremonies. The school may withhold report cards and records until tuition is paid in full.

ABSENCES, LATE POLICIES, AND EARLY DISMISSALS

Absenteeism and tardiness will impair a student's academic progress. It can also be an inconvenience to the teacher while causing class disruptions. Students who arrive at 8:00 or later will be considered late for school. If they are

late, they should not enter the classroom until they have first checked in at the office and received a tardy form. When a student has been tardy three times or has left early three times for unexcused reasons in a grading period, he will be disqualified for perfect attendance. When parents need to pick up their child early, they must sign out in the office. Early dismissals will be counted in the same manner as tardiness. Excused reasons for arriving late or leaving early must include sickness, uncommon traffic, medical appointments, unforeseeable emergencies, or family bereavement.

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

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

MAKE UP WORK FOR ABSENCES

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

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

BEFORE AND AFTER SCHOOL CARE

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

CURRICULUM

Believing that any contrary purpose would not be Christian, Hilltop Christian School has purposed to excel in academics. While the teachers have been delegated the responsibility to teach the students, we believe that parents are ultimately responsible for their child's education. Educating children will require teamwork between the parents and teachers. Our students perform above the

national average, and we wish to continue high standards of academics. We believe that both the educator and the curriculum should be Bible-based and Christ-centered, and we hold to the belief that the Bible is truth and any curriculum that opposes Scriptural principles must be omitted.

GRADING SCALE:

A+	99-100
A	95-98
A-	93-94
B+	91-92
B	88-90
B-	85-87
C+	83-84
C	78-82
C-	75-77
D+	74
D	72-73
D-	70-71
F	0-69

HIGH SCHOOL

GPA SCALE:

A	4
B	3
C	2
D	1
F	0

PRINCIPAL'S LIST: Students who have earned all "A's."

A HONOR ROLL: Students who have earned an "A" average, having no grades below a "B."

HONOR ROLL: Students who have earned a "B" average, having no grades below a "C."

HOMEWORK

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

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

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

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

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

Athletes must maintain a "C" average, having no grades below a "D." Students who do not meet the criteria when report cards come out will be placed on probation. An athlete will then have a maximum of three weeks to bring his grade up to regulation status, and the principal will remove the athlete from probation. During probation, athletes may practice with the team or cheerleading squad, but they may not participate in a game until probation has been lifted.

GRADUATION REQUIREMENTS

GENERAL DIPLOMA: Students must earn a minimum of 22 credits to be awarded a diploma. The following courses are required, in addition to electives that will vary according to availability:

English	(4 credits)
Math	(3 credits, Algebra I required)
Social Studies	(3 credits)
Science	(3 credits)
Health/PE	(1 credit)
Bible	(4 credits)

COLLEGE PREP DIPLOMAS: Students must earn a minimum of 22 credits to be awarded a college prep diploma. The following courses are required:

English	(4 credits)
Math	(4 credits, 1 higher than Algebra II)
History	(4 credits)
Science	(Physical Science, Biology, & Chemistry)
Health/PE	(1 credit)
Foreign Lang	(2 credits)
Bible	(4 credits)

APPEARANCE AND DRESS CODE

The administration of HCS maintains the conviction that genders should remain distinct and separate in appearance; and one's appearance should not conform to worldly styles that would compromise one's Christian reputation. Women should do nothing that would reduce their femininity, while men should never carry themselves in a way that would detract from their masculinity.

1. Clothing, jewelry, makeup, or nail polishes should never be worn in a gaudy or worldly manner.
2. "Rock music" styles should never be imitated.
3. Torn, shredded, sloppy, or faded clothing is not permissible. Do-rags are not permitted.
4. Tattoos and body piercing are prohibited.

5. Clothing should never be worn excessively tight or form fitting.

6. Clothing should never display writing other than a small logos.

We endeavor to create, not only, a spiritual atmosphere, but one that is conducive to learning and encourages students to focus on their studies.

GIRLS

1. Dresses or skirts with blouses or sweaters must be worn during school hours. Casual T-shirts and sweatshirts are not permitted. Only elementary girls may wear denim (be careful to avoid sloppy styles). Junior High and High School students may wear denim skirts on Fridays. All students may wear HCS T-shirts/sweatshirts on Fridays.
2. Hemlines and slits must be no shorter than the middle of the knee and must touch the floor when kneeling.
3. Necklines must be modest and no lower than three finger widths below the collarbone.
4. Blouses must be lengthy enough to touch the hipbone.
5. Sleeveless dresses are allowed, but they must come to the edge of the shoulder and should not be low cut in the arms or neckline. Sun dresses are only permissible when worn with a sweater, top, shell, T-shirt, ect. Tank tops are never allowed.
6. Loosely woven sweaters and blouses, as well as lightweight, light colored, and thin apparel should be worn with slippers.
7. When culottes are deemed appropriate, they must be modest and in agreement with the hemline codes for skirts and dresses.
8. Flip-flops and beach shoes are not allowed. Tennis shoes should not be worn for chapel on Tuesdays.
9. Two earrings in each ear is permissible.
10. Hats should not be worn except on field trips or outdoor activities.

BOYS

1. Collared shirts must be worn during school hours, and the shirts must have sleeves. Sweaters must be worn with a collared shirt or turtleneck beneath them. Shirt tails must be tucked in at all times. T-shirts and sweatshirts are not permitted. All students may wear HCS T-shirts/sweatshirts on Fridays. In Junior High and High School, dress shirts and neckties should be worn on Tuesday for chapel.

2. Dress or casual pants must be worn to classes. Athletic and parachute style pants and camouflage pants cannot be worn during class times. Blue jeans are only permitted on Fridays.

3. Belts should be worn and buckled, and pants are not to sag.

4. Sandals and flip-flop style shoes are not permitted. Tennis shoes should not be worn for chapel on Tuesdays.

5. Chains, bracelets, and earrings are not permitted.

6. Boys may not have beards or mustaches and must be cleanly shaven, and hair should be neatly trimmed at the neck and above the ears. Hair should not be excessively bushy, a bowl cut, or shaven above the natural hairline. Short haircuts are permissible, but "skinheads" are not. Sideburns should not be lower than the middle of the ear.

7. Hats are not allowed except during field trips or outdoor activities.

FORMAL DRESSES

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

SCHOOL CLOSINGS AND DELAYS

School closings, due to inclement weather or other disasters, will be announced on WRAL, and WPTF (radio station). When a closing has been delivered to WRAL, it will appear on their Internet sight (WRAL-TV.com). It should not be assumed that HCS will always follow the decisions of the county schools. Closings and delays will also be posted on the church/school web site: www.hilltopchurch.com.

BREAKS, LUNCHESES AND CHARGE POLICIES

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

SCHOOL AND CLASSROOM POLICIES

GENERAL POLICIES

1. Students should respect the school property and the property of others. Everyone should make an attempt to keep the facilities clean.

2. Radios, tape and CD players, tapes and CD's, pagers, games, laser light, toys, ect. should not be brought to school except when special permission has been given. Guns, knives, and other weapons should never be brought to school.

3. Lying, cheating, inappropriate and racist language, disobedience, harassment, fighting, disrespect to authority, destruction of property, complaining, leaving school without permission, and failure to complete responsibilities are forbidden traits and actions that will be dealt with seriously.

4. Students are not permitted to use the telephones except in the case of an emergency.

5. Gum and candy is forbidden before, during, and after school.

6. Animals should not be brought to school unless special permission is granted.

7. Cell phones should be turned off and left in the students' book bags. Students must obtain a teacher's permission to use their cell phones, and requests should be made

sparingly. Junior High and High School students may request permission to use them at break, lunch, and after school.

AFTER SCHOOL

Students may never ride home with anyone other than their parents unless a note has been sent to the teacher by the parent, explaining whom they have permission to ride with. One note will be sufficient for those who will "car-pool" for most of the school year.

VISITORS AT SCHOOL

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

SICKNESS AND MEDICINE

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

MOVING IN THE HALLS

1. Elementary students should move in the hallways quietly and in straight lines.

2. Junior High and High School students should walk quietly in the hallways without distracting other classes.

LUNCHROOM BEHAVIOR

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

BOY-GIRLS RELATIONSHIPS

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

EXTRACURRICULAR ACTIVITIES/ SCHOOL FUNCTIONS

1. Students of HCS are bound to the handbook rules and policies after school hours.
2. Girls should never wear slacks or shorts on campus, while dresses, skirts, culottes, and T-shirts should meet the standards established in "appearance and dress code" section of the handbook.
3. Boys may not wear shorts, while jeans and shirts must comply with the standards established in the "appearance and dress code" section of the handbook. Boys should not wear chains and jewelry that would not be approved during school hours.

4. Students are expected to act in a responsible and Christian manner at all events, including ball games.
5. When students fail to comply with the rules during an extracurricular function, they will be asked to leave and punished the next day at school.

DRIVING STUDENTS

1. Students should drive responsibly while on and off campus. The privilege of driving may be refused to students who act irresponsibly.
2. Students may not ride home together without written, parental consent.
3. Students may not have bumper stickers or decals that compromise HCS standards.