

Secondary School Policies

Class Time

Middle school classes begin at 7:55 A.M. Dismissal is at 3:20 P.M.

High school classes begin at 7:55 A.M. Dismissal is at 2:35 P.M., but may be earlier depending on the particular student's class schedule.

Secondary Class Period Schedule

Homeroom	8:00-8:05
Period 1	8:10-8:55
Period 2	9:00-9:45
Period 3	9:50-10:35
Period 4	10:40-11:25
Lunch	11:25-12:05
Period 5	12:10-12:55
Period 6	1:00-1:45
Period 7	1:50-2:35
Period 8	2:40-3:20

Absences

Regular school attendance is required by Hillcrest Christian School and is necessary for good scholarship.

We expect all parents to support HCS by not allowing students to miss school except for legitimate reasons.

High school students who are absent for more than ten (**10**) days for any reason, in any one class in a semester, will fail that class and receive no credit. In exceptional circumstances, students may apply to the principal for an exemption.

There are three classifications for absences – Excused, Unexcused, and Truant.

Excused Absences

Excused Absences will be recorded for the following reasons:

1. Personal illness (or quarantine)
2. Medical or dental appointment
3. Death in the immediate family
4. An emergency or special set of circumstances judged as sufficient cause by school authorities.

Absences will be excused with a note from the parent when due to one of the above reasons. Phone calls are not accepted for grades 7-12. Students are to bring their absence note with them when they return to school. A readmittance slip will not be issued to the student without a note from the parent; 7th-12th grade students will not be admitted to class after an absence without a readmittance slip from the office. The note must contain the student's name, the date of the absence and the reason. If no note is received, the absence will be permanently recorded as unexcused. The student will have each teacher sign the readmittance slip and will turn it in to the last period teacher.

Schoolwork assigned during an EXCUSED ABSENCE may be made up within a reasonable time limit (usually one day of extension allowed for each day of absence).

Unexcused Absences

Unexcused absences will be recorded for any reason other than those listed for excused absences. Many other good reasons for being absent may seem legitimate to parents, but are, nevertheless, classified as unexcused. Unless prior arrangements are made with each teacher, all homework, papers or projects

assigned before or during an UNEXCUSED ABSENCE must be turned in on the day the student returns to class. Failure to follow these procedures will result in a zero for the assignments.

Test Day Absences

Students in grades 7-12 who are absent for an announced test or quiz must take the test or quiz before the end of that reporting period. (A reporting period is from the beginning of each quarter until the end of the 4-week grading period, and from 4-weeks until the end of the quarter.) The student may come to the make-up testing time provided in P-2 on Thursdays immediately after school, or the student may arrange with the teacher a mutually convenient time during lunch, study hall, or after school. Either way, any test or quiz that is not made up within that reporting period will automatically receive a grade of zero. The only exception will be for students who miss a test or quiz in the last week of the quarter. In that case, the test or quiz must be made up as soon as possible. Students have two weeks after a quarter's end to clear incomplete grades. See the school calendar for reporting period dates.

Secondary Tardy Policy

Students may have four unexcused tardies per quarter. Additional tardies will be handled in the following ways:

4 th occurrence	student notified
5 th occurrence	one detention
6 th occurrence	one detention, student calls home
7 th occurrence	letter sent, loss of off campus pass
8 th occurrence	one day suspension for each additional tardy

Off-Campus Lunch Privileges (9th-12th Grades)

9th and 10th grade students in good standing are eligible to leave campus for lunch on Fridays. Students are given an additional ten minutes for lunch, and may go to a variety of nearby restaurants. Parents must sign a permission slip authorizing students to exercise their off-campus lunch privileges.

11th grade students in good standing are eligible for off-campus privileges on Mondays and Fridays.

12th grade students in good standing are eligible for off-campus privileges every day, but will only have an extended lunch on Mondays and Fridays.

All students must carry an HCS Off-Campus Lunch Pass. This is required by the school and by local law enforcement officials. Students who forget or lose their pass may purchase a new pass for \$5.00. No parent notes are accepted in place of the pass.

Students who do not return on time will have their off-campus privileges revoked for the next two eligible lunches.

Academics

Hillcrest Christian School is committed to offering the highest level of academic curriculum in order to prepare each student for the challenges of the next grade or division and ultimately to fulfill God's plan for his/her life. All curriculum is carefully reviewed by administrators and teaching staff. Each course is taught from a God-centered worldview and Biblical thought is integrated into every subject. A variety of effective teaching strategies are employed to address different student learning styles and multiple intelligences. A variety of assessment methods are employed to monitor student learning.

Graduation Requirements

Our high school course of study is designed to meet minimum entrance requirements for most colleges and universities. Two hundred forty (240) credits of work from 9th through 12th grades are required for graduation. Five credits are assigned for the successful completion of each semester of course work. No credit is given for an "F" grade, or for Study Halls. The two hundred forty credits must include the following:

1. **Bible For Each Year As A Hillcrest Student** (40 credits)
2. **Four Years Of High School English** (40 credits)
All English courses include the elements of grammar, literature, composition, spelling and vocabulary. Course offerings include: Introduction to Literature and Composition, World Literature and Composition, American Literature and Composition, and British Literature and Composition.
3. **Three Years Of High School Math** (30 credits), Four Years Recommended - Course offerings include Algebra I and II, Geometry, Math Foundations, Statistics, Trigonometry/Precalculus, and Calculus. Math placement depends upon testing and scheduling.
4. **Three Years Of Social Science** (30 credits)
Courses offered are World History, European History, U.S. History, and a semester each of U.S. Government and Economics.
5. **Three Years of Science** (30 credits), including two years of Lab Science – Course offerings include Physical Science, Biology, Chemistry, Geology, and Physics.
6. **Two Years Of The Same Foreign Language** (20 credits) - Three years are recommended for students planning to enter a four-year university.
7. **Two Years Of Physical Education/Health** (20 credits) - All 9th graders are required to take one year of P.E./Health. Participation on a Hillcrest Christian School sports team will be accepted as P.E. credit with a grade of Pass/Fail in the second year.
8. **Three Years Of “Electives”** (30 credits) - This credit may be earned with academic courses as elected or assigned, and with enrichment courses. Typical course offerings are Speech, Advanced Composition, Art, Drama, Art History, Newspaper, Yearbook, Computer, SAT Prep, and Teacher’s Aide. Courses offered depend upon student interest and instructor availability.

Honors & Advanced Placement Classes

Hillcrest offers a variety of honors classes designed to challenge students who have demonstrated exceptional academic promise. Students enrolled in honors & AP classes should expect to have a more rigorous curriculum than regular classes.

Criteria For Admission To Honors/AP Classes

1. 3.0 academic grade point average
2. Teacher recommendation
3. Demonstrated ability in the specific subject area

(Note: Advanced classes taken in 8th grade do not count toward graduation requirements and are not reflected on high school transcripts)

Criteria For Maintaining Honors Class Eligibility And Honors Designation On The Report Card

Students must maintain an 80% semester average to remain in that honors course.
Students must miss no more than 5% of all assignments in a semester.
Students must complete ALL major projects and assignments.
Students who do not meet these criteria will lose honors designation on their report card even if, due to schedule conflicts, they cannot be transferred out of that course into another section.

Homework

Homework is an essential part of the educational program. Middle school and high school teachers will post weekly homework in the classrooms for student planning purposes.

After excused absences, students must make up the homework and other assignments they’ve missed. Teachers will allow the students to have at least one day to make up work for each day they’ve missed.

7th-12th grade students should call a friend to get the day’s assignments. Parents may stop by school between 3:00 and 3:30 P.M. to get books if necessary. In addition, 7th-12th parents may get assignments from the weekly assignment sheets posted in or outside every classroom.

Homework Scheduling

<u>Grade</u>	<u>Avg. Amt Per Day</u>	<u>Days Per Week</u>
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7-8	1½-2 hours	5
9-12	1½-2½ hours	5

Late Homework

7th-12th grade students who do not turn in homework on time will receive a zero for the assignment. Students may also be assigned detention for excessive missing homework assignments.

Late Projects

Long-term projects, such as major reports, will be accepted late with a ten percent (10%) reduction in the grade earned for each day the project is late. For example, if the grade on a paper would have been a “B” but the paper is two days late, the grade will be a “D” instead.

Tests And Quizzes

Students will have no more than two tests and one major quiz on any given day. Tests will always be announced ahead of time. Quizzes may or may not be announced.

Finals 9th-12th Grades

All students are required to take first semester final exams. All students must take their finals on the specified test dates or receive an “F” as their final exam grade. Exceptions are as follows:

1. Excused Absence: First semester makeup exams will be scheduled after school. Second semester makeup exams will be scheduled during the summer. Makeup exams may be different from the original exams.
2. Final exams for the second semester may be scheduled earlier for seniors.
3. If a student receives a grade of “B” or higher on the first semester report card and is earning a “B” or higher at the end of the second semester, he/she may choose not to take the second semester final exam, and receive a second semester grade based solely upon the grades earned in the two quarters. In the event a student chooses in this situation to take the exam anyway, he/she will not receive a semester grade lower than that which would have been received prior to taking the final exam, but will secure the possibility of raising his/her final grade if the exam grade is higher than the prior semester average.

Grading Procedures

Letter grades are given for all subjects in all grades. The letters are assigned at 10% intervals. 90% and above is an “A”, 80%-89% is a “B”, and so on. Within the intervals, further classification is as follows, for example: 70%-72% is a “C-“, 73%-76% is a “C”, and 77%-79% is a “C+”. “A+” is 98% or higher.

Grade Point Averages

In calculating the grade point average, an “A” earns four (4) points; a “B” earns three (3) points, a “C” earns two (2) points, a “D” earns one (1) point, and an “F” earns no (0) points.

High School Honors courses are graded on a five-point scale. An “A” earns five (5) points and a “B” earns four (4) points. Students who earn a “C” or below receive no additional grade points: a “C” earns two (2) points; a “D” earns one (1) point, and an “F” earns no (0) points.

The Standard GPA includes all courses attempted at HCS; the Academic GPA averages grades from English, science, math, history, foreign language, and Bible courses only – electives and PE are not included. Middle school GPA’s include work completed in 7th and 8th grade; high school GPA’s include work completed in 9th-12th grades.

Honor Roll Requirements

Students have the opportunity to earn Honor Roll distinction for each semester, based on their grades in academic subjects.

1. “A” Honor Roll 3.5 or better in academics
2. “B” Honor Roll 3.0-3.4 in academics

Incomplete Grades

Students who have not completed the required course work by the end of a grading period may be eligible for a grade of “Incomplete” (I). Students who do not complete the required work within two weeks of the quarter’s end will receive a zero for all missing assignments and a course grade will be assigned based on the quarter and/or semester average including the zeros.

Consequences of Failing Grades in High School

If a student earns a failing grade for the semester, one of the following courses of action ensues:

1. If one subject is failed, that subject may be retaken, either in summer school or at HCS (if possible to schedule). In high school, all failed required subjects must be retaken with a passing grade to earn the necessary credit for graduation.
2. If two subjects are failed, the student will be re-enrolled for the next semester on academic probation. This means that he/she must pass all classes and maintain a minimum 2.0 grade point average for the first quarter of the next semester or be subject to dismissal. In addition, all failed required subjects must be retaken.
3. If three or more subjects are failed, the student may not be allowed to return to Hillcrest Christian School.

The failing grade for any class that is subsequently retaken and passed remains on the student’s transcript, and is still part of the student’s GPA.

Consequences of Failing Grades in Middle School

If a student earns a failing grade for the semester, the class must be repeated.

Academic Probation/Eligibility

All HCS students in good standing are expected to maintain an academic grade point average of 2.0 with no failing grades (“F”). A student who earns a grade point average of less than 2.0 in any quarter is automatically put on academic probation for the following quarter. While on probation he/she will be allowed to participate in interscholastic sports; however, if the student does not raise his/her grade point average to at least 2.0 before the end of the probationary quarter he/she becomes ineligible to participate for the next quarter. Parents and students will receive notification after the end of the grading period.

Senior Schedules

All seniors must take a minimum of five classes regardless of excess credit. Students may, with the principal’s approval, enroll in college courses that do not conflict with the five-class minimum schedule.

Schedule Changes

Schedules are developed for secondary students on the basis of student need, student choice (when options are available), class size limitations, and instructor availability. Requests for schedule changes may be submitted to the assistant principal by the second Friday of each semester. Final decisions regarding dropping or adding classes will be made by the administration.

Transfer Credit

For high school students, Hillcrest will recognize credits earned at other accredited secondary institutions only for the purposes of fulfilling graduation requirements. Exceptions to this are rare and will be reviewed by the administration. Courses taken at the college level will be awarded twice the number of college credit hours. These courses and credits will be listed on the student’s transcripts, with a notation made as to where they were earned. Under no circumstances will the grades earned at other institutions be included in the student’s official grade point average.