

**HICKORY VALLEY
CHRISTIAN SCHOOL**

**6605 Shallowford Road
Chattanooga, Tennessee 37421**
Phone: (423) 894-3200 Fax: (423) 894-8665
www.hvcs.org

PARENT/ STUDENT HANDBOOK



*A Ministry of
Hickory Valley Christian Church*

**K-3 THROUGH GRADE FIVE
2024-2025**

Hickory Valley Christian School admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, religion, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Please be aware that this Parent/Student Handbook is not a CONTRACT between you, the student and/or HVCS. It is occasionally necessary to adjust or vary from the policies written here with or without notice to the Parents, and the Board retains the authority to do so when it collectively determines that changes are in the best interest of HVCS and its mission.

MISSION STATEMENT

Hickory Valley Christian School exists to help families develop strong foundations for their children. Our mission is to lead students toward a life-changing relationship with Jesus Christ, and provide a high-quality, preparatory academic foundation through creative learning.

VISION

Hickory Valley Christian School seeks to build and inspire the next generation of students to a life of love for Jesus Christ, others, and learning.

AFFIRMATIONS OF HICKORY VALLEY CHRISTIAN SCHOOL

1. We believe that God has revealed himself in three person: The Father, His son Jesus Christ, and the Holy Spirit. Hickory Valley Christian School's mission is clarified to shape all curricular goals and day-to-day practices integrating faith and learning.
2. The Hickory Valley Christian School community stresses the restorative power of God's grace in individual lives and within the world community. We believe and teach that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through His son Jesus Christ.
3. Trusting the Holy Spirit's guidance in the lives of students, the Hickory Valley Christian School community offers opportunities and fosters responsibilities to exercise *discernment* in all circumstances and all relationships. We believe that God wonderfully and immutably creates each person biologically as male or female, and that these two complementary genders together reflect the image, nature, and intention of God and not the desires of man.
4. Hickory Valley Christian School is a family-oriented school, and we believe that the family is the first institution God ordained. We believe that the marriage union is symbolic of the union between Christ and His church.
5. Hickory Valley Christian School teachers and students take the future seriously by confronting the realities of how, where and with whom students will spend their lives. We believe that every person must be afforded compassion, love, kindness, respect and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with scripture.
6. At Hickory Valley Christian School, students learn a core knowledge base and develop essential life skills as well as critical thinking skills that will enable them to become lifelong learners.
7. Hickory Valley Christian School strives to affirm the developmental level of each student. Students are taught to recognize that their abilities are a gift from God and should be used for His honor and glory.
8. Hickory Valley Christian School is a fellowship of believers. The Holy Bible is our only rule of faith. We believe the Bible to be the inspired, infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind. For purposes of Hickory Valley Christian School's faith, doctrine, practice, policy and discipline, our board of directors is Hickory Valley Christian School's final interpretive authority on the Bible's meaning and application.
9. The curriculum at Hickory Valley Christian School reflects the complexity and richness of God's world. The Hickory Valley Christian School curriculum seeks to provide a relevant

and challenging course of study for students, while encouraging teachers to utilize their strengths, creativity, and giftedness both inside and outside of the classroom.

10. The Hickory Valley Christian School community continuously seeks a more excellent way by teaching the whole child, preparing them to be academically successful in their future studies and to impact culture and society for Christ, persevering in their faith throughout life, or until the His return.

ACCREDITATION

HVCS is fully accredited by the Southern Association of Independent Schools (SAIS).

PERSONNEL

HVCS SCHOOL BOARD

Rich Allen
Adam Bryan
Katie Burell
Shaun Campbell
Andrea Dyer
Jennifer Goodman
Cheryl Jackson
Abby Johnson
Jeff Swanson - Chair

ADMINISTRATION

Jenny Howell	Head of School
Debra McGhee	Finance
Amber Cruz	Front Office
Alisa Stipanov	Admissions

TEACHERS

Kelsey Johns	K3
Misty McInnes	K4
Lisa Grant	K5
Olivia Frost	K5
Kathy Higley	1 st Grade
Anita Smith	1 st Grade Assistant
Devinne Losee	2 nd Grade
Debbie Aytes	3 rd Grade
LeeAnne Viall	4 th Grade
Dara Bechtol	5 th Grade
Bonny Shepard	Music
Kelly Nichols	Library & Art
Amie Brewster	Spanish

ADMINISTRATIVE GUIDELINES, PROCEDURES & POLICIES

CONTRACTS

When student contracts for the new school year are mailed, they must be returned with the required deposit to secure enrollment for that year. **Please read your contract carefully. This deposit is non-refundable. All payments must be up to date for a student to return the following year (Please see the Tuition & Fee Payments in the contract section below for specific policies.).**

Special admissions policies for K3 through K5 are as follows:

- Students being admitted to K3-K5 must turn that age by August 15th.
- Students entering K3 and K4 must be fully potty trained.
- An assessment is required for all new students.

IMMUNIZATION RECORDS

Health requirements established by the State Department of Education are followed for all grade levels. A record of each child's current immunizations is to be submitted at the time of enrollment. This record must be a Tennessee Certificate of Immunization, signed by a physician or health official. We must have this form by the first day of school to be in compliance with the law. There is only one form for students entering preschool, prekindergarten, and kindergarten or as a new student. The physician's report of a recent physical examination is also required of all incoming Kindergarten students.

MEDICATION ADMINISTRATION/ILLNESS

The following regulations will be observed regarding giving medication to students:

1. Any medication to be taken by a student on school grounds must be administered by the administrator who oversees medication (or another administrator if absent) or by the parent.
2. School personnel may assist students in self-administering medication only upon the written request of the parent. (Forms are in the office and will be online.) All medication must be in a prescription container, properly labeled with the student's name, dosage, times of administration, name of physician, and the name of the pharmacy. Over the counter medications must have the original manufacturer's label with the ingredients listed on it and the child's name affixed to the container. All medications must be immediately turned into the office or homeroom teacher upon arrival at school with the written request.
3. Never send medication of any sort in the student's lunch or backpack. Even aspirin or vitamins can be lethal or cause illness to a child who may find lost medicine.
4. Medicine to be taken at school should remain at school. It is the parent's responsibility to make sure adequate dosages are on hand and that they are clearly labeled.
5. If your child is on a daily medication, please inform the school. We require any student on medication for ADD/ADHD to leave a minimal dosage (if taken at home) at school in case of missed or forgotten doses.
6. All medication taken at school is documented in compliance with state law.

The school office does not distribute pain medication (Tylenol, Advil, etc.) unless it has been sent to the office accompanied by an Authorization for Medication form. The parent must bring the medication to the office. Please note: OTC medication must be brought in by the parent and must be labeled with the child's name. It must accompany the Authorization for Medication

form. HVCS does not provide Tylenol or any OTC medication for children that is purchased by the school.

Policy concerning diarrhea: This is defined by two or more watery stools - decreased form of stool that is not associated with changes in diet, and increased frequency of passing stool.

Children may return once the reason for change in bowel has been resolved and if the change is not due to Salmonella, Shigellosis or E. coli infections.

Policy concerning vomiting: A child needs to stay home if he or she has vomited two or more times in the previous 24 hours, unless the vomiting is determined to be due to a non-infectious condition, such as drainage from allergies.

Policy concerning conjunctivitis (Pink Eye): A child should be kept home for bacterial conjunctivitis (red eyes, green or yellow discharge). They may return after treatment has started and are able to participate in activities. Other forms do not need to stay home. (such as caused by allergies) except for viral pink eye. In the case of viral pink eye, a note from the doctor stating it is gone is needed.

Policy concerning streptococcal pharyngitis (Strep Throat): Children should not come to school until 24 hours after treatment has been begun and the student has been fever free for 24 hours without fever reducing medication.

Policy concerning Pediculosis (Head Lice): HVCS maintains a “no nit” policy regarding head lice. “No nit” means that a student who has head lice will not be allowed back to school until the child is “nit free” including active and inactive nits. When a child returns to school, it will be required for the administration to check his or her head for lice and nits. It is important that when a child is treated for head lice that the parent follow the directions of the medicated shampoo and remove all nits from the child’s hair before returning to school. When a lice infestation has occurred at school, the classroom will be treated and all students in the class checked for lice by the administration. A letter will also be sent home to the class parents informing them of a lice manifestation. At HVCS, we will do our best to avoid head-to-head contact at school. The decision of the Head of School will be final in determining whether a child may be admitted to school.

ABSENCES DUE TO ILLNESS

Anytime a child is diagnosed as having a communicable disease such as flu, chicken pox, pink eye, or a strep infection, the school office should be informed. Both strep and pink eye are highly contagious. **With any communicable disease, a child must be on proper medication and fever free for at least 24 hours before returning to school.** When the child returns to school from an illness, a note should be sent to the school office explaining the nature of the illness. During any type of illness, the student should not return to school until they have been fever free for 24 hours.

If a child is sent home during the school day because of illness accompanied by fever and continues to exhibit symptoms of illness throughout the evening, **the child should remain at home on the following day.** This is to protect our school community.

Please contact your child’s teacher regarding missed assignments. Parents may request to pick up missed class work outside the office. Please try to give your child’s teacher as much notice as possible to get work together.

SCHOOL HOURS: School opens at 7:45 a.m.

	School Begins	Half Day	Dismissal
Before Care	7:15 – 7:45		
K3 and K4	8:00a.m.	1:00p.m.	3:00p.m.
Kindergarten	8:00a.m.	-	3:00p.m.
1 st – 5 th Grade	8:00a.m.	-	3:10p.m.

Children may arrive between 7:45 and 8:00 each morning. Punctuality is encouraged in establishing positive habits. It is disruptive to the class and important instructional time is missed when students are frequently late. Children arriving before 7:45 a.m. must check into the Before Care program. Children arriving after 8:00 will be marked tardy for the day. All students arriving after 8:00 a.m. must obtain a tardy slip from the front office and take this slip to the homeroom teacher upon the child entering class. A parent must come into the building and sign the student in when tardy.

BEFORE SCHOOL CARE

Before school care begins at 7:15 a.m. in the school gym. Students will be dismissed from before care at 7:45 to go to class. K4, K5, and 1st graders will be walked to their classroom.

SNOW DAYS

When inclement weather necessitates closing the school, announcements for HVCS will be made on television stations WDEF (12), WRCB (3), and WTVB (9). **HVCS is not necessarily closed when the Hamilton County system is closed.** HVCS will also post any delays/closings on Facebook and the school website. Families will be notified via Text Request as well.

If bad weather begins during the school day, parents are encouraged to pick up their child(ren) if they wish. On the occasion that HVCS must close during the day, an announcement will be made via the above stations along with an email and a text from the school office and placed on the school website and our Facebook page.

In the case of a morning delay, HVCS will open at the time designated for that day. There will be no before school care when a morning delay is necessary.

EMERGENCY FORMS

An emergency form must be completed for each child and updated as necessary. It is essential that the school have current phone numbers of relatives or persons to be contacted in an emergency if a parent cannot be reached. If phone numbers, places of employment, or addresses are changed, it is the parent's responsibility to advise the school office immediately.

If circumstances demand that a child is not to be released to certain individuals, the school office must have a list of those people on file. Photos of those individuals are also helpful. **Parents who share custody must provide a copy of the custodial arrangement to be kept in the student's file along with a copy of the divorce decree.**

TUITION & FEE PAYMENTS POLICY

1. Each family of HVCS is responsible for the prompt payment of tuition for their student(s) based on the tuition plan chosen during the enrollment period for the current school year. Annual payments are due August 1st of the current school year. Semi-annual payments are due August 1st and January 1st of the current school year. Monthly payments are due the first day of each month. All payments are considered late after the 15th. Late charges in the amount of one-and-one-half percent (1.5%) of

- the outstanding amount of a family's account or \$25, whichever is greater, shall become due and payable each month on any amount not paid by the 15th of each month and shall continue to accrue and remain due and payable until all amounts have been paid in full. Individual statements will be sent at the beginning of each month. These statements will include tuition, before/after care, lunch charges, and any other charges pertaining to the student(s) account. There will be a charge for each returned check. Currently, the fee is \$35. **All balances are to be paid in full by May 15th of each academic year for your child to return.**
2. Any Accounts Receivable extending beyond 45 days past due on the student(s) account, will need to be addressed by parents/guardians directly to the Financial Manager as to the details of expected time of payment in full.
 3. Any Accounts Receivable reaching 60 days past due on the student(s) account, will receive a written letter requesting payment from HVCS. The responsible party will be required to submit in writing, to the Finance Manager, detailed information regarding a payment plan as to how their school bill is to be paid-in-full. The only way to be relieved of the requirement of the written plan to the Finance Manager is to pay the total overdue amount in full to the school. **The student(s) official school records (including mid-year records) will be held by HVCS until their account is paid in full.**
 4. All Accounts Receivable reaching 90 days past due on the student(s) account, will receive a certified letter from HVCS, and will be subject to any/or all the following, as the Finance Committee of HVCS deems necessary:
 - a. Written payment plan schedule including date in which the account will be paid-in-full.
 - b. The student(s) official school records will be held by HVCS until their account is paid in full.
 - c. Payment must be in the form of a certified check or cash payment for the bill to be considered paid-in-full.
 - d. The student(s) will not be allowed to incur additional expenses from before and aftercare charges, school trips and other extracurricular activities until student(s) account is paid in full.
 - e. The student(s) may not be allowed to attend classes or other activities at HVCS, not to punish the student, but to protect the family involved from incurring further mounting of debt as the school year continues.
 5. All Accounts Receivable reaching 120 days past due on the student(s) account and having no acceptable payment plan agreed upon with the Finance Committee of HVCS, will be turned over to a Collection Agency with the understanding that the student(s) will not be allowed to return to HVCS.
 6. Financial concessions or refunds of tuition and/or fees will not occur in the event the student is withdrawn from HVCS. Limited discretionary exceptions may be made by the Finance Committee in the event of significant physical injury, illness or professionally (non-family affiliated and credentialed child psychologist) documented recommendations which, is the sole judgment of the Finance Committee.

Each account at HVCS is and will be handled on an individual basis, and all problematic circumstances involved with the account will be considered on an individual basis. Consideration of issues related to financial aspects of the Contract between you and HVCS will be handled by

the Finance Committee and no administrator, person or persons is authorized to vary the policies set out here without formal action by the Finance Committee, any such action will be reviewed by the Board which retains ultimate discretionary authority of and with respect to all such matters.

GENERAL SCHOOL GUIDELINES, PROCEDURES & POLICIES

ATTENDANCE

For your children to benefit from our academic program, the faculty request that your child arrive no later than 8:00. Your child's classroom begins activities at 8:00a.m. If you arrive later than the above times due to traffic or an unexpected situation, please call the front office. The office will notify the teachers.

For K5-5th students, Tennessee law recognizes only the following as legitimate excuses for temporary absences from school. When students are absent for these reasons, the teacher will assist the student in making up the work that is missed at school and at home.

1. Children who are sick and whose attendance would endanger their health or health of others. **Children who become ill at school must be picked up when the parent is notified and not return the following day.**
2. Children in whose immediate family there is a serious illness, which would reasonably necessitate the absence of such children.
3. Children in whose immediate family a recent death has occurred may be excused for a reasonable length of time.

Accumulated absences which exceed 16 days per semester or 32 days per school year, will result in the student repeating that grade. Under extraordinary circumstances, the Head of School may make exceptions. Parents must appeal in writing to Head of School and provide appropriate medical documentation.

Regular attendance is a primary aid to the child's progress in school. Absences for trips or special events cannot be excused without prior consent. Please submit your request at least 2 weeks in advance.

If your child is ill and you wish to pick up assignments, call the office during the morning hours. Please pick up these assignments at the end of the day.

Dental and doctor appointments, as well as other events during school hours, should be planned for school holidays when possible. If this is not possible, please try to make appointments for afternoon times as most of the core subjects occur during the morning class times.

When vacation is a necessity, arrangements should be made a week in advance with teachers and all assignments given must be completed upon return to school for credit.

EARLY DISMISSAL

If a child needs to leave school before the end of the day, parents should send a note on the morning of the dismissal, explaining the necessity, and advising the teachers of the time of the child's departure. Parents may also email the school office at frontoffice@hvcs.org before 9:00 a.m. Parents should come to the office and sign the dismissal book any time a child is to leave the school grounds. The front office staff will, at that time, call for your child. Please allow adequate time for us to locate your child to have him or her prepared to leave. Early check outs may not occur after 2:45p.m. Parents will need to wait until dismissal time to get their child.

On regular school days, students checking in by 11:30 will be counted present. Students checking out will be counted present for the day if they are present until 11:30. On shortened days when school is dismissed at 11:30, students checking out before that time will be counted absent.

DRESS CODE

The purpose of the HVCS dress code is to ensure modesty and responsibility, to promote unity, a sense of community and school spirit, and lastly to be able to quickly identify HVCS students. HVCS students are not permitted to wear attire that promote other elementary schools. This includes during the school day on campus as well as during field trips or off campus events. K3-K5 students are to dress comfortably and modestly for school. While the published uniform dress code does not apply to the K3-K5, they are certainly encouraged to wear school apparel and promote school spirit. K3-K5 students are to wear closed toe shoes as are all HVCS students as a matter of safety.

Shirt Selections: Any solid-colored polo style or button-up style shirts are acceptable. HVCS sweatshirts will also be allowed but should be worn over collared polo style shirts. Other than Mondays when we are dressing for chapel and collared shirts are to be worn, HVCS t-shirts are allowed on any other day of the week

Bottoms: All bottoms should be khaki, navy, or school plaid. This includes girls jumpers. All clothing must meet the length requirement of being at least mid-thigh. Jogging pants are not allowed. **Jeans are acceptable only on designated days.**

Leggings: As the weather gets cooler, girls may wear tights, leggings, or long socks with their skirts and dresses. Leggings **do not** take place of skirts and dresses. Solid colors only.

Dresses: If a girl wears a polo-style dress or jumper, it should be school plaid, navy, or khaki with a solid color collared shirt underneath. All clothing must meet the length requirement of being at least mid-thigh.

Shoes: Socks and tennis shoes or closed toe and heel shoes are required. Please no Crocs, flip-flops, sandals, slip-on tennis shoes, Birkenstocks, or other type of shoe that might fall off during play. Sneakers with wheels in the soles are not permitted. Please do not wear shoes covered in glitter – the glitter tends to shed onto our carpets and is difficult to remove. Please note: Tennis shoes are required for P.E.

P.E: K3-5th grade will not dress out for P.E. but rather will wear their regular school clothes during P.E. Socks and tennis shoes are required.

Hats: Hats are only to be worn on specified days. Guidelines will be determined for these dates and events individually.

Embroidery: Shirts and dresses may be embroidered with the school name, school crest, or the student's monogram. Educational Outfitters and Sports Spectrum are two local vendors that carry the HVCS logo.

We will have Free Dress Days and Spirit (theme) Days throughout the year. This is for the promotion of school spirit and to allow for students to have additional opportunities to express themselves through their clothing, or to promote a specific cause or event. A calendar of all Spirit Days will go home at the beginning of the year.

HOMEWORK

Homework serves three purposes: (1) Students have an opportunity through drill to reinforce knowledge of material and processes already taught. (2) It is an opportunity to pursue

independent assignments of a creative and individual nature. (3) To complete assignments not completed during the school day.

Much of the value of homework depends on how it is done. A quiet place to work and a definite time for study are essential to proper concentration on the task at hand. Each student should be responsible for his own assignments and needs to be aware that homework is a part of the final grade.

The amount of time a child needs to do homework varies with the individual and this varies from day to day. The faculty, however, will attempt to arrange assignments so that they will take no longer than necessary. Most homework assignments should be completed within 30 minutes for grades 1 and 2 and 30 to 60 minutes for grades 3-5.

If your child works consistently on an assignment for 45 minutes and is unable to finish, please initial the assignment and return it, as is. If genuine difficulty is encountered with homework, please stop the child and send a note to the teacher in the student's assignment book. A red homework folder will be provided for each student to transport homework between home and school. In addition to their regular homework, students are also encouraged to read at least 20 minutes every night. No student should spend longer than two hours a night on homework. The teachers try very hard to limit homework on Wednesday evenings due to church.

STANDARDIZED TESTING

The Stanford Achievement Test will be administered in April for grades 2-5. Since these tests are one source of information regarding achievement, it is essential that all students be present and well rested for the test. The results of these tests will be given at the end of the year conference or will be mailed.

The school uses the Accelerated Reading (AR) program. After reading a book on the child's reading level, a student will take a short comprehension quiz using a computer. Students are awarded prizes for achieving their reading goals. Students also receive credit for book reports and projects.

Students take the STAR Reading Test throughout the school year, beginning in first grade. This computerized assessment helps identify a student's reading level within the Accelerated Reader program. Students also take the STAR Math Test.

PROMOTIONS

1. **K3-K5** promotions are based on academic, social, and /or emotional maturity as determined by the teacher(s) and administration. If retention for any reason is recommended, parents/guardians will be notified in writing.
2. **Grade 1** promotions are based on the following criteria:
 - Social and/or maturity level commensurate with that of peers.
 - Teacher recommendation.
 - Absences and tardies do not exceed limits described in this handbook.
3. **Grades 2-5** promotions are based on the following criteria:
 - SAT 10 scores above 30 percentile in total reading and/or total math.
 - Math and reading grade at 70% or higher.
 - Social and/or maturity level commensurate with that of peers.
 - Teacher recommendation.
 - Absences and tardies do not exceed limits described in this handbook.

Students who fail to meet at least four of the criteria listed above will be considered for retention in their current grade. If retention for any reason is recommended, parents/guardians will be

notified. Please note that the attendance requirement described in this handbook can cause a student to be retained regardless of SAT 10 score, grade, maturity level, or teacher recommendation.

STUDENT PROGRESS AND EVALUATIONS

A portion of your child's graded homework and test papers will be sent home each Monday. Please look for them as weekly feedback and call the teacher promptly if questions arise. Additional papers will be kept in the student's portfolio at school to be viewed at conference time. **Students in grades 2-5 will have an agenda and should be encouraged to keep up with their assignments using their agendas. This is an important skill to prepare them for middle school.** It will contain daily / weekly homework assignments and should be initialed daily / weekly by parents when requested to do so by the teacher. The assignment book is also an effective way for a parent to communicate with teachers. However, email, phone, or in person are the preferred methods of communication if issues or concerns arise.

K3-K5 students will receive quarterly assessments that update progress on their developmental gains. Parents will receive a copy of this assessment at the end of each quarter. Report cards for grades 1-5 will be sent home through Monday Mail after each 9-week grading period. Averages will be given beginning in the 2nd grade in academic subjects. You will find the grading scale below:

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

Star Roll is awarded to students who have an average of 90% or higher in each academic subject and no failing grades in any subject. Honor Roll is awarded to students who have an average of 80% or higher in each academic subject and no failing grades in any subject. All classes that give numeric grades are used to find the average.

At HVCS it is our goal that no parent should be surprised by a conduct or academic grade. We desire to communicate early and often if there are difficulties in these areas.

PARENT CONFERENCES

Conferences are a primary means of maintaining communication between school and home. Formal conferences are held in September/October and January. March and May conferences are at the request of either teacher or parent. As the time for scheduling conferences approaches, you will receive a reminder from your child's teacher regarding conference dates. Conferences outside of the normal schedule can be arranged as needed, either by parents or the teachers. Teachers will always make time available to discuss student progress or problems. This is not possible while a teacher is with a class or during drop off or pick up. To arrange a meeting, please contact the teacher or the school office.

Parent conferences with the Head of School are welcome at your request. The office will gladly arrange a convenient time. The first line of communication should be between parent and teacher, however, before seeking an appointment with the Head of School.

NOTES, PERMISSION SLIPS, AND PAYMENTS

Notes to teachers should be given to the specific teacher or written in the student's assignment book. Notes regarding absences, early dismissal, transportation, or other matters should be sent to the office. Communications for the Head of School should also be given to the front office staff.

All payments made to the school office should be placed in an envelope or mailed to reduce the chance of it being mislaid or lost.

If a student is to leave school with another student or adult, a note must be sent on that date to the child's teacher.

Please be sure to check your child's backpack daily to ensure that all necessary information has arrived at school. Teachers do not go through student backpacks daily.

ATHLETIC POLICY

As participation interest allows, we will have athletic teams. We are members of Independent Christian Schools (ICS). Check website for athletic listings.

Team Commitment:

1. Students who participate in a sport need to understand they have entered into an agreement in which others are depending upon them to contribute. He/she will be responsible for attending all practices, games and other responsibilities pertaining to their sport or season.
2. Students who are absent from school **may not** participate in extracurricular activities during that day unless there are extenuating circumstances, which require administrative approval.
3. Students must be present a minimum of 3 ½ hours (half the school day-until 11:30am) to participate in an athletic contest that day unless there are extenuating circumstances, which require administrative approval.
4. Parents must sign the Parent Agreement Contract.

Parent/Coach Communication:

Both parents and coaches have extremely difficult jobs. By establishing and understanding each position, we are better able to accept the actions of the other and provide greater benefits to students. As parents, you have the right to understand what expectations are placed on your student when they become involved in our athletic program.

Communication parents should expect from coaches:

1. The general philosophy of your coach.
2. Expectations the coach has for your child, as well as the players on the team.
3. Location and times of all practices and contests.
4. Team requirements, such as fees, special equipment, etc.

Communication coaches should expect from parents:

1. Concerns should be expressed **directly** to the coach.
2. Notification of any schedule conflicts.
3. Specific concern regarding a coach's philosophy and/or expectations.

STUDENT BEHAVIOR AND DISCIPLINE

POSITIVE APPROACH

5 Critical Disciplinary Considerations

1. The precipitating events
2. The child's intentions

3. The personality, temperament & age of the child
4. What actually happened
5. The damage or hurt caused by the misbehavior or rule violation

The teachers and staff make every attempt to maintain the dignity of both the student and the adult during a disciplinary situation. Students, however, must see a reasonable connection between their actions and consequences that follow. It is our ultimate desire at HVCS not merely to manage the behavior of the child, but to go beyond the behavior and impact the heart of the child.

HVCS CONDUCT AND DISCIPLINE PLAN

Discipline begins with manners and mutual respect. The success of any discipline program depends on the shared responsibility of school staff, students, and parents. HVCS staff wants to provide an optimal learning environment for all students. To accomplish this, students must learn respect for self, others, and property. Parents and staff will work as partners to encourage positive spiritual, social, emotional, moral, and educational development for each HVCS student in an atmosphere of mutual respect.

It is our basic philosophy to involve the parents of our students when there is continued difficulty at school or related activities. We feel that a conference with the parents, the student, and the teacher is very helpful in resolving the difficulty that is being experienced. Your consistent support of the teacher and administration, both publicly and in private, is greatly appreciated. HVCS does not tolerate the negative influence of bad language or disrespectful conduct directed toward the teacher, others in authority, or classmates. This includes, but is not limited to, verbal and physical bullying. Specific action will be taken in cases of continued negative influence toward other students. Flagrant disregard for school rules is not acceptable. These rules are made in the best interest of all our children.

When there is a behavioral concern, the teacher will telephone the parents or send a note home for the parent's viewing and signature. Please sign the note and return it to school immediately. If a child is sent to the office for disciplinary reasons, a note will be sent home explaining what happened and the consequence. We ask that parents sign the note and return it to school. In more serious cases, a parent will be contacted via telephone or text. In case of a severe offense, consequences are at the discretion of the administrator and may include, but are not limited to, suspension or expulsion. Your support is expected, needed and appreciated. Usually, students are sent home and asked to remain home the following day for any physical encounter.

Teachers may use a number of techniques to help a child modify his/her behavior to be more Christ-like. These include, but are not limited to redirecting the child, giving verbal warnings, using physical proximity, role-play scenarios, positive reinforcement, positive peer pressure, verbal explanation and letter of apology, accommodations, the use of the child as a helper, parent contact, behavior modification plan, and counseling with the Head of School.

Please note that we respect the privacy of all families at HVCS. Teachers and staff cannot and will not discuss the behavioral plan of another child with parents not related to that child.

BULLYING POLICY

At HVCS we desire to maintain a safe, Christ-like, and civil environment for all students that is free from harassment, intimidation, or bullying. Harassment, intimidation, or bullying is any intentional written, verbal, or physical act that involves any or all the following:

- Physically harms a student or damages his/her property,

- Has the effect of substantially interfering with a student's education,
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment,
- Has the effect of substantially disrupting the orderly operation of the school or classroom.

Factors for determining consequences include the following: (1) Age, including the developmental and maturity level of the students involved, (2) Degree of harm, (3) Surrounding circumstances, (4) Nature and severity of the behaviors, (5) Past incidences of behavior, (6) Relationship between the parties involved, and (7) Context in which the incident took place. Afterschool detention, in-school suspension, parent conferences, and other forms of discipline may be used therefore for this behavior. Sometimes bystander support can be a contributing factor to this behavior. As a result, HVCS prohibits both active and passive support for acts of bullying or harassment.

STUDENT CODE OF CONDUCT

School Wide Rules

1. Students are expected to maintain respect for the property and person of classmates, teachers, and other staff members.
2. Students are expected to leave lighters, matches, knives, toy guns, weapons and other dangerous items at home. No tobacco products, drugs, harsh chemicals or alcohol are allowed on school property.
3. Students are expected to refrain from using abusive or obscene language or racial comments, jokes or references.
4. I-pads, smart watches, cell phones, or other electronic devices are prohibited unless prior permission has been given by the Head of School. ***Exception: Teachers occasionally grant 'bring your device' days as a reward. Parents will be contacted about such days.
5. Students who are continually verbally or physically abusive will be sent home.

* We assume the right to search any backpack, locker or purse.

REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

All staff working with children are mandated by the State of Tennessee to report any suspected child abuse or neglect. Reports are made by law to Child Protective Services without prior notification to parents. Signs of abuse and neglect include, but are not limited to bruises, burns, prolonged inability of the child to interact with or relate to staff and/or children, or inflammation or other abnormal appearance of the genitals.

To report suspected abuse or neglect:

Child Abuse Hotline (TN. 877 542-2873) (GA. 706 272-2331)

COMPUTER LAB ACCEPTABLE USE POLICY

It is a privilege to use our HVCS computer lab. Responsible use and treatment of equipment are important factors reflected in a student's computer grade. Failure to abide by lab rules will result in the following: loss of computer privileges, an unsatisfactory grade, and/or further disciplinary action deemed necessary by HVCS staff. Students will be expected to pay for any damages incurred because of misconduct or negligence.

- Students may enter the lab only when a teacher is present.
- Students must treat equipment with care.
- No food, drinks, gum, or candy are allowed when using equipment.
- Students must have permission from the supervising staff member before accessing the internet. Students are only allowed on teacher approved websites.

These sites are posted in the lab.

- Students are not allowed to change any settings on HVCS computers without permission.
- Students should alert a staff member immediately if there is a problem with their computer. Students should never attempt to fix a computer without permission.
- Students are not allowed to download any programs or information.
- Students need permission from a supervising staff member before using HVCS printers.
- Students are never allowed to alter other students' files or projects.

SCHOOL TELEPHONE USE

Students are not to use the classroom phone without permission from a teacher. If the student must call home, the phone in the office should be used. Please make pick-up plans clear in the morning to avoid confusion at the end of the school day. Students will not be allowed to call parents to make alternate arrangements for after school plans. Cell phone use is not permitted during the school day. Smart watches and devices are not permitted during the school day or during After Care.

PROCEDURES FOR COMMUNICATING ISSUES

Student/Parent Complaint and Grievances

The primary purpose of this procedure is to provide prompt and equitable resolution of most student/parental complaints and grievances. This procedure is not applicable to financial aspects of the Contract between you and HVCS, which are addressed elsewhere in this Handbook.

Level One- At HVCS, students, parents and school staff practice conflict resolution with the principles set aside by Jesus in Matthew 18. The resolution of a grievance through free and informal communications as close as possible to the point of origin is encouraged. Students are encouraged to consult with the school for conflict resolution if needed at this level. Matthew 18 suggests that we speak directly to those with whom we have a disagreement. Whether it be student to student, student to teacher, or parent to teacher, it is best that resolution begins at the origin where most of the facts and misinterpretation exists.

Level Two- In the event the aggrieved student/parent is not satisfied with the disposition of his/her grievance at Level One, the student/parent shall make a request for appeal to the head of school. The head of school shall schedule a conference after receiving the oral or written grievance with the aggrieved student/parent or render a written decision.

Level Three- In the event the aggrieved student/parent is not satisfied with the disposition at Level Two, the student/parent may request in writing the matter be brought to the Board Appeal Committee. This committee is defined as a portion of the school board selected to hear issues that reach level three. Once a written, signed, and dated grievance is received, a hearing date will be set with the Board Appeal

Committee. The Board Appeal Committee decision will be written and considered final in the grievance process.

HANDBOOK AND POLICIES NOT A CONTRACT

This Parent/Student Handbook is a guide of and with respect to day-to-day operational issues at HVCS, and every reasonable effort will be made to adhere to the guidelines and policies written here; however, it is not a CONTRACT between you, the student and/or HVCS. It occasionally necessary to adjust or vary from the policies written here with or without notice to the Parents, and the Board retains the authority to do so when it collectively determines that changes are in the best interest of HVCS and its mission.

I/we acknowledge receipt of the HVCS Parent/Student Handbook and that I/we have reviewed the Parent/Student Handbook and understand its contents.

Date: _____

Signature: _____

Printed Name: _____

Child/ren's Name: _____