

**HAMILTON CHRISTIAN SCHOOL**  
**1415 8<sup>TH</sup> Street**  
**Lake Charles, LA 70601**

**Approved by the Louisiana State Board of Education**

**PARENT/STUDENT HANDBOOK**

**2018-2019**

**439-1178**

**Front Office**  
**Finance Office**  
**Athletic Office**

**Fax #**  
**433-1877**  
**494-1928**  
**439-1154**



# SCHOOL PHILOSOPHY

## PURPOSE STATEMENT

The goal of Hamilton Christian School is to provide a Christ-centered college-preparatory education in a disciplined environment.

**Christ-centered** – HCS is unapologetically Christian. The word *universe* suggests that there is a unity in the diversity of life. This is because all truth comes from God; no education is complete without tying all of the pieces of the puzzle together in a cohesive whole. At HCS, truth revealed in the Scriptures is integrated into every subject. Our goal is to produce graduates with Christ-like character who can analyze, understand, evaluate, and influence the world around them based upon the eternal truths of God’s Word.

Non-Christians may enroll at HCS with the understanding that no one is exempt from regularly scheduled school activities including Bible classes and chapel services. HCS is a non-denominational independent school, and an effort will be made to teach non-sectarian doctrine such as that reflected in the Statement of Faith below. Middle and high school Bible classes may discuss sectarian issues in a non-threatening, respectful manner.

**College-preparatory** – A rigorous curriculum challenges students to maximize their educational potential and be fully prepared for the next level of learning. “Helps” classes and other efforts will be made to aid the struggling student; however, those with serious academic challenges may find the curriculum difficult. HCS is state-approved so that all credits will transfer to other schools and graduates may participate in the TOPS scholarship program.

**Disciplined environment** – The philosophy and structure of HCS is designed for well-behaved students. While the school is compassionate with parents whose children have emotional or behavioral problems, our commitment to provide an education-friendly, safe, Christian environment requires that we screen all applicants and deal appropriately with misbehavior among existing students. It is not the mission of HCS to serve as a reform school or to bring discipline to a student who has failed to find constraint elsewhere.

## THE HANDBOOK

The *Parent/Student Handbook* provides students, parents, and staff with a clear, concise statement of the basic policies, procedures, and philosophy of Hamilton Christian School. Although the *Handbook* is not intended as an exhaustive statement on these subjects, it is written to answer the most frequently asked questions about the policies and procedures of the school. Commitment to these policies and procedures by students, parents, and staff enables the school to run smoothly and orderly. Consistent implementation of these guidelines will ensure that all parents, students, and staff are treated in a fair and equitable manner. Items not covered specifically by the *Handbook* will be addressed as needed by the administration and School Board.

## STATEMENT OF FAITH

We believe...

...the Bible in its entirety to be the inspired Word of God and the infallible rule of faith and conduct (II Timothy 3:16).

...in one God, Creator of all things, eternally existent in three persons: Father, Son, and Holy Spirit (I John 5:4-6).

...in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal, future return (I Corinthians. 15:3; I Peter 2:21-24; John 3:16).

...in the resurrection of the dead, the eternal joy of the saved, and the eternal punishment of the lost (John 5:24, 28, 29).

...in personal salvation of believers through the shed blood of Jesus Christ... in the Christian's hope... the soon-coming, personal return of the Lord Jesus Christ. (I Thessalonians 4:16-18).

## COMPLAINT PROCEDURE

1. Christian unity is not only a treasure to be guarded, but a command to be obeyed (Eph. 4:3). As often as possible, give others the benefit of the doubt. It is to your glory to overlook an offense (Prov. 19:11). Make it your goal not to be easily offended or defensive.
2. If the disagreement is such that your child will suffer if the issue is not addressed, please bring your grievance directly to the offending person (Matt. 18:15). It is the goal of all HCS faculty and staff to be available and accessible to parents. Appeals to the administration are welcome if you have approached the offending person in an effort to clear any misunderstandings and have been unsuccessful.
3. Do not broadcast your complaint. Express it only to the person who should hear it. Unneeded worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved.
4. Pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of HCS, and thus in the glory and growth of His Kingdom. Read and think about such passages as Ephesians 4:1-2 and Colossians 3:13-17.

# ADMISSION

## GUIDELINES FOR ADMISSION

Admission to the school is always subject to availability in regard to each grade level's capacity. Priority will be given to returning students, siblings of existing students, and then new students/families. When positions are available, the following is necessary to gain admission to the school:

1. Parents and students must agree to abide by all policies and procedures of the school as stated in the current *Handbook*.
2. Pre-kindergarten 3, Pre-kindergarten, Kindergarten, and First Grade students will be admitted unless there is evidence of special needs for which the school is not equipped to serve. All other transfer students must meet one of the following requirements:
  - A. Have at least a 2.0 average (on a 4 point scale) on the most recent report card in Reading/English/Language, Math, Science, and Social Studies AND score within one grade level in math and reading on the HCS entrance exam
  - B. Have a 3.0 GPA in the core subjects listed above from a public school in Louisiana with a ranking of either "A" or "B"

*NOTE: Students transferring from home-schooling must meet the first criterion. Students not meeting either standard will not be admitted, and any fees paid will be refunded.*

3. Parents and students seeking admission into the middle or high school must sign a disclosure at registration affirming that the student has had no involvement with drugs, alcohol, paternity or maternity and is not or has not been under the supervision of a parole officer or under the custody of juvenile court within the previous year. **No student expelled from another school will be admitted.** Students with multiple suspensions or disciplinary referrals will be carefully reviewed by the Administration and Admissions Committee. All additional criteria (see #2 above) must also be met.
4. Transfer students during the second semester of the school year must have a parent/student and administration meeting to discuss the reason for transferring. Each case will be examined individually and requires administrative approval unless the student's family is making a move that necessitates a change of schools.
5. Students assigned to alternative school by another educational agency must serve that time before being considered for admission at HCS.
6. The Administration will make student/teacher assignments.
7. **Prospective students must satisfy entrance requirements BEFORE participating in summer workouts, athletic practice sessions, or other school sponsored activities.**

**NOTE:** High school transfer students will be required to take an unannounced urine drug test during the first semester (cost is \$20)

## SPECIAL EDUCATION POLICY

The school is not able to offer special education due to limited resources and the high cost of a lower teacher/pupil ratio needed for students with special needs. Any IEP will be considered and parents will be informed as to the items the school can and cannot meet.

**The final decision in regard to admission to the school resides with the Admissions Committee of the HCS School Board.**

## ADMISSION PROCEDURES (New Students)

1. Arrange an interview (grades 2-12) with administration. Behavior requirements will be discussed.
2. Arrange for entrance testing, if applicable.
3. Read this handbook carefully in its entirety and agree to abide by its terms.
4. Visit [www.hcswarriors.org](http://www.hcswarriors.org). Go to the *Admissions* tab and click on *Apply Now*. Complete online registration with FACTS & RENWEB (\$25 fee).

Be prepared to upload\* the following:

- The student's up-to-date immunization record (Please check with your child's physician for requirements.)
  - The student's state-issued birth certificate
  - The student's Social Security card
  - Legal documents regarding custody, if applicable
5. Pay registration fee (non-refundable) and establish a FACTS account through RenWeb.
  6. Grant permission for HCS to request the following records from the student's previous school:
    - Previous year's standardized testing scores, if applicable
    - LEAP scores, if applicable
    - Current report card, if applicable
    - Disciplinary record, if applicable
    - Any IEP or Resource evaluations, if applicable
  7. Parents will be notified of acceptance.
  8. Parent attendance at orientation is required. An abbreviated meeting with the admissions office is available for mid-year enrollment.

\*If you have any trouble simply drop your documents off with our receptionist.

**NONDISCRIMINATION POLICY**

Students of any race, color, nationality, or ethnic origin are admitted. Such students are accorded with all rights, privileges, programs, and activities generally made available to students at the school. The school does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, athletics, and other school-administered programs.

**ENROLLMENT (2018-2019)**

Enrollment began January 22, 2018, for existing families and February 5, 2018, for new families. Class sizes are limited by state guidelines and school policies, and classes are filled on a first come, first served basis. **Enrollment is not official until registration fees are paid, the registration form is completed with two-parent signatures where applicable, and all required documents are presented.** Registration fees **ARE NOT REFUNDABLE.**

**AGE REQUIREMENTS**

Students entering Pre-Kindergarten 3 must be 3 years old on or before September 30<sup>th</sup>. Students entering Pre-Kindergarten must be 4 years old on or before September 30<sup>th</sup>. Those entering kindergarten must be 5 years old on or before September 30<sup>th</sup>. Those students entering first grade must be 6 years old on or before September 30<sup>th</sup>.

**MARRIED STUDENT POLICY**

It is the policy of HCS not to accept any student who is married or has been married. If a student marries while enrolled at HCS, that student must withdraw immediately.

**FINANCIAL POLICIES**

**TUITION**

<u>Level</u>	<u>First child</u>
Pre-K3-Kindergarten	\$4400
Grades 1-5	\$4580
Middle	\$5110
High	\$5862

**FEES**

Registration fee - \$350.00 per family, if paid before February 28, 2018 (non-refundable)

Capital improvement fee - \$550.00 per family (non-refundable)

Book/supply fee - \$400.00 per student (non-refundable)

Technology fee - \$150.00 per student, grades 6-12

Athletic fee - \$170 per cheer only athlete, \$275.00 per middle school athlete, \$300 per high school athlete, \$300 per cheer plus sport athlete

**NOTES**

1. Registration fee is due upon enrollment. There is no registration fee for Pre-K3, Pre-K, and Kindergarten students. Other admission requirements must be met (See page 3).
2. Tuition and other fees may be paid in 12 monthly installments, June – May (or divided per number of months remaining through May).
3. Capital improvement and book/supply fees are non-refundable and will be deducted from the first two summer payments if a student withdraws before attending.
4. Athletic fees are due before the first game of the sport is played and are non-refundable thereafter.
5. All families must use the FACTS payment program. Prepay families will not pay an additional fee.
6. Daily aftercare is available for \$7.00 per day the program is utilized.
7. Late charges accrue after the due date for monthly payments.

**TUITION DISCOUNTS**

1. There is a five (5) percent discount on tuition if full payment is made by May 24, 2018.
2. Second and third children receive a \$200 discount in tuition.
3. The maximum family liability for tuition is three (3) students. Children must live in the same household and/or be claimed on the same tax return.

**REGISTRATION FEES AFTER FEBRUARY 28, 2018**

March 1 - July 12, 2018 (any student) \$375.00 per family

After July 12, 2018 \$400.00 per family

NOTE: Returning families are not permitted to register for the upcoming year if there is an outstanding balance for the current year account.

**RETURNED CHECK POLICY**

All Returned checks to HCS Finance Office will have \$32.00 assess on each NSF Check.

Use the chart below to calculate monthly payments. Tuition and fees listed DO NOT include a registration fee.

GRADE	TUITION	REQUIRED FEES (First student)	REQUIRED FEES (additional student)	ATHLETIC FEE (If applicable)	Less \$200 discount (2 <sup>nd</sup> -3 <sup>rd</sup> student, if applicable)	TOTAL (Add all applicable columns)	MONTHLY (Divide total by 12 or remaining months through May)
PK-3	4400	950	400				
PK-4	4400	950	400				
K	4400	950	400				
1ST	4580	950	400				
2ND	4580	950	400				
3RD	4580	950	400				
4TH	4580	950	400				
5TH	4580	950	400				
6TH	5110	1100	550				
7TH	5110	1100	550				
8TH	5110	1100	550				
9TH	5862	1100	550				
10TH	5862	1100	550				
11TH	5862	1100	550				
12TH	5862	1100	550				

**AFTER SCHOOL CARE/STUDY HALL**

After school care is available at the rate of \$7 per day. Payment is automatically processed monthly through your FACTS account. This care is available for all grades. Students not picked up by 3:30 will be sent to Aftercare and parents will be billed. After school care hours are from 3:30 PM until 6:00 PM.

**REFUND POLICY**

Students who register and do not attend or withdraw during the school year are eligible for a refund in tuition. If students withdraw before attending any classes, a full refund of tuition is given. Parents are responsible for a full month’s tuition for any partial month in which a student is in attendance. A pro-rated refund will be given for remaining months if tuition has been pre-paid. In no circumstance is registration (\$350-\$400 depending upon date of registration), book fee (\$400), or capital improvement (\$550), refunded. Capital improvement fee and book fee (\$950 first child; \$400 each additional child) will be deducted from either pre-paid monies or initial payments through FACTS upon withdrawal from the school. Since books are considered to be rentals, they are not given to the student upon withdrawal.

**TUITION CREDIT PLAN**

Any current HCS family may receive a \$200.00 credit to their fees by enlisting a new family to enroll in the school.

1. One \$200.00 credit per new family.
2. Credit will be applied during the first semester after both families have paid four monthly payments.
3. During the second semester (Jan.) the credit will be \$100.00 after both families have paid four monthly payments.
4. Both the current and new families must sign the Tuition Credit Form.

### **TEXTBOOK POLICY:**

1. All non-consumable books are considered to be rentals.
2. There will be a pre-determined fee to replace any damaged/lost book(s). This fee will be determined by HCS at the time of rental. HCS will be responsible to order any damaged/lost rental book(s). **PARENTS are NOT allowed to replace any damaged/lost book(s) apart from HCS.**
3. Consumable materials, tests, quizzes, and any graded materials will not be returned when a student withdraws from the school.

### **OVERDUE ACCOUNTS**

Any account more than 30 days past due will result in the student's not being allowed to attend classes. Notice will be given in writing at least one week before this deadline. Absolutely no student will be allowed to begin fall classes if there is an outstanding balance from the previous year. Also, report cards will be held and RenWeb access will be blocked if a student has any financial obligations that have not been fulfilled concerning HCS matters.

### **SCHOLARSHIPS**

Hamilton Christian offers two academic scholarships per year. One middle and one high school student is eligible for a scholarship for tuition based upon academic excellence. To qualify, a middle school student must score at least a 24 on the ACT and a high school student must score at least a 28. The scholarship is for tuition only, and not fees. A limited number of need-based scholarships are available in Louisiana through the ACE scholarship program. See [www.acescholarships.org](http://www.acescholarships.org), click on "Become a Scholar" and then click on the state of Louisiana in the U.S. map for information.

### **FUNDRAISERS**

Unfortunately, tuition and fees do not cover all the expenses of operating a private school. School-wide and activity based fundraisers will be held to supplement the budget. An effort will be made to keep these to a minimum and make them as practical as possible. Participants may be rewarded with class parties and other prizes. Parents are asked not to allow students to go door-to-door alone to do fundraising. HCS families are urged to consider other avenues of supporting the school such as:

1. Make a tax-deductible donation to HCS.
2. Utilize programs at work which provide matching grants or donations. Please check with your employer.
3. Advertise your business with school signs and publications.
4. Urge your church to become an official partner in education with HCS (\$1200+/yr.), provide scholarships or partial scholarships for members attending HCS, display school brochures, and/or pray regularly for the school.
5. Donate Box tops for Education and/or Community Coffee UPC labels.
6. Bring used inkjet or laser cartridges and old cell phones to HCS for recycling.
7. When shopping at Office Depot, request that your purchase benefit HCS at check-out.
8. Obtain the Shoparoo app for your smartphone, set up a profile designating HCS as your school, and photograph your receipts.

## **HEALTH AND SAFETY REGULATIONS**

### **MEDICINE**

State Law prohibits teachers/staff from dispensing medication without proper documentation from a physician. A student should not have medication of any kind on his person or in his locker. Parents may come to school and administer medicine themselves. Parents are encouraged to keep a student out of school if he has been vomiting, has diarrhea, complains of a sore throat or has had fever in the last 24 hours.

If the parent/legal guardian wants medication to be administered during the school day or for medications to be held in the office and administered at school during emergency situations, an appointment should be made with administration to devise a plan that complies with state regulations.

### **IMMUNIZATION RECORD**

Check with your physician to assure up-to-date immunizations. Registration cannot proceed without complete records. Parents choosing not to immunize their children for religious, philosophical, or medical reasons must submit a form documenting their non-participation and understanding that in the event of an outbreak, their children would not be allowed attendance at school.

### **LICE POLICY**

If a case of lice is discovered at school, the child will be politely sequestered in the office, and a parent called. Parents of other students in the immediate class will be notified of possible exposure. No student will be permitted to return to school until completely free of lice. A private inspection by one of the staff is necessary upon return.

### **STAYING IN AT RECESS OR P.E.**

Middle and high school students must dress out for P.E. and participate in a limited activity such as walking even when a parent note is given. Total release from P.E. activity must be at the recommendation of a physician. Elementary students may miss up to three (3) days from P.E. with a parent note, after which a statement from your doctor will be required if the student is not to participate in P.E.

## **ATTENDANCE**

### **SCHOOL HOURS**

Classes meet from 7:55 A.M. – 3:05 PM. Students must arrive after 7:30 AM., as teachers are not on duty until that time. Students should be picked up by 3:30 PM. First bell rings at 7:50 AM. Tardy bell rings at 7:55 AM.

### **ABSENCES**

Please note the following guidelines in regard to absences.

1. **The only legitimate reasons for absences are illness of the student, dire emergencies, and death in the family.**
2. Please call the Front Office by 9:00 a.m. to report an absence.
3. A written, dated excuse signed by the parent or guardian must be presented to the secretary in the front office when a student returns to school after an absence. Excuses SHOULD NOT be written in elementary assignment pads. Notes should be turned in no later than five (5) days after the absence.
4. An effort should be made to schedule doctor, dental, music, or other appointments after school hours or on days when school is not in session. Please attempt to schedule fishing trips, hunting trips, ski trips, and vacations around the school calendar as excessive absences inhibit a child's progress and bring added work to teachers. Absences deemed "educational" should receive **prior approval** to be excused. See "Special Absences" below.
5. The *Louisiana Child Attendance Law* allows a maximum of ten (10) absences per year: five (5) per semester for high school and ten (10) per year for elementary and middle school. **\*NOTE\* Any middle school student taking a high school class is subject to the high school attendance policy in that class.** Failure to meet these requirements may cause your child to be held back or lose credits.
6. Students and families with excessive absences are subject to be reported for **TRUANACY**.
7. If a student misses an exam, quiz, or any graded assignment during an **unexcused absence**, he will receive only 75% of the grade scored on the test. **Suspended students** will serve the suspension on the day(s) immediately following the infraction and receive 50% of the grade scored on any missed work, including tests. This policy also applies for those students serving "in school" suspension. Students serving an out-of-school suspension are not permitted to participate in any school activity for the entire day, including athletic events.
8. Students who do not report to school by 11:00 AM due to illness may not participate in an athletic event scheduled for that day. All other absences must be approved through administration prior to athletic participation that day. Following extracurricular activities, **students are expected to be on time for the following day. There will not be any excuses for tardiness or lateness following extracurricular activities.**

### **SPECIAL ABSENCES**

All requests for missing school other than the legitimate reasons listed above should be submitted to the school principal **at least two days prior** to the anticipated absence on a special form that can be obtained from the Front Office. The state allows absence for educational purposes, but only those submitted beforehand will receive consideration as an excused absence.

### **RELEASE FROM CLASSES**

When it becomes necessary for the parent to take a student out of class for a doctor's appointment or other reasons, release of the student should be made through the school office. Parents are not to disrupt classes. Students are not to be taken from school during school hours without being checked out through the school office.

Students are not to go to cars without permission of administration during the day. Students who leave campus without signing out with the Front Office risk suspension.

### **TARDY POLICY**

Students arriving late (7:55 or after) for school are to report to the front office.

Middle and high school students are subject to disciplinary action after three (3) tardies in one grading period.

When a student in any elementary grade is tardy five (5) times in one grading period, a parent may be asked to meet with administration. Students and families with excessive tardies are subject to be reported for **TRUANACY**.

**PERFECT ATTENDANCE**

1. If a student reports to school before 11:00 a.m., the student is not considered absent for the day. However, individual class absences will result. The student has the responsibility of clearing this with his homeroom teacher. A written excuse is required.
2. If a student reports after 11:00 a.m., the absence in homeroom will stand, thus making the student ineligible for perfect attendance. A written excuse is required.
3. If a student checks out before 11:00 a.m., he will have an official absence, and the office will notify the homeroom teacher. A written excuse is required.

**WITHDRAWALS AND DISMISSALS**

Withdrawals from school are to be made through the Front Office by the parent or guardian. A student may not be accepted for re-admittance if his account for the previous year is or has been delinquent. **Report cards and/or school records will be held until all fees are paid and/or school property is returned. See REFUND POLICY on p. 5 for financial policies regarding withdrawal from the school.**

Any time a student or parent cannot remain in harmony with the philosophy, rules and policies of Hamilton Christian School, the child may be dismissed from the school and not accepted as a student in the future.

**ACADEMICS**

**ELIGIBILITY FOR DIPLOMA**

Full participation in the graduation ceremony at HCS is a *privilege* and not a *right* for the individual student and his parents. Therefore, the privilege of graduating with one's class on graduation day is governed by the following:

1. Successful completion of the course of studies required by the State of Louisiana.
2. Successful completion of the course of studies required by the HCS School Board.
3. Certification by HCS principal as having followed the rules and regulations of the school to such a degree that the student is worthy of the privilege of being an active participant in the graduation ceremony.
4. A student cannot take finals if all fees are not paid by May 1, 2019.
5. **School records will be held and not forwarded to other entities until all fees are paid and/or school property returned.**

**ACADEMIC ACHIEVEMENT**

- a. Students having a 4.0 grade average or above make the Banner Roll for the six weeks.
- b. Students receiving A's and B's will make Honor Roll for the six weeks.
- c. Certificates will be given at the end of the year for perfect attendance and other outstanding achievements.

**PERMANENT RECORDS**

Beginning in the ninth grade, students' grades and credits will be recorded on their permanent records and will follow them the rest of their lives. It is of the utmost importance that parents receive and understand students' yearly accumulation of credits toward graduation.

**CLASSIFICATION REQUIREMENTS**

Upon completion of the ninth grade, the student must have earned 5 credits; upon completion of the tenth grade, 11 credits; upon completion of the eleventh grade, 18 credits; and upon completion of the twelfth grade, 26 credits.

Should the student fail any subject in the ninth or tenth grade, it is strongly urged that he attend summer school and make up the failed subject.

**REPORTING SYSTEM**

Report cards are issued every nine weeks. Grades are determined according to the following standards:

<u>Letter</u>	<u>Percentile</u>	<u>Grade Point</u>
A	90 - 100	4.0
B	80 - 89	3.0
C	70 - 79	2.0
D	60 - 69	1.0
F	59 - Below	0.0

Grades will be indicated as letter grades. Please do not compare your child's grades with those of other children. Each student is different, and reports make an effort to reflect progress. Parents are able to keep report cards. A \$1.00 copy fee will be charged for any lost report card.



### **PUPIL PROGRESSION (Grades 1-8)**

The following requirements are necessary for advancement to the next grade:

- 1<sup>st</sup> Grade Must pass Reading and Math
- 2<sup>nd</sup> Grade Must pass Reading, Math, and Language Arts (Spelling & Language)
- 3<sup>rd</sup> Grade Same as 2<sup>nd</sup> grade
- 4<sup>th</sup> Grade Must pass 4 of 5: Reading, Language Arts, Math, Science, Social Studies
- 5<sup>th</sup> Grade Same as 4<sup>th</sup> grade
- 6<sup>th</sup> Grade Must pass every subject except one (failed subject cannot be one of the following from 5<sup>th</sup> grade: **Math, English, Science or History.**)
- 7<sup>th</sup> Grade Same as 6<sup>th</sup> except failed subject cannot be same as that in 6<sup>th</sup> grade
- 8<sup>th</sup> Grade Same as 7<sup>th</sup> except failed subject cannot be same as that in 7<sup>th</sup> grade

### **PUPIL PROGRESSION (Grades 9-12)**

1. Students who fail two (2) or more courses during the spring and/or fall semesters must undergo review before the Admissions Committee of the HCS School Board before being granted re-enrollment for the following school year. NOTE: A course dropped after nine weeks at the beginning of the year will be recorded as a failure on the transcript.
2. Students who receive more than six (6) disciplinary referrals for any reason during the school year must undergo review before the Admissions Committee of the HCS School Board before being granted re-enrollment for the following school year.

### **SERVICE PROJECT**

Students will be required to participate in community service before graduating from Hamilton Christian School. A student may fulfill this requirement by completing one of the following:

- a. a school sponsored mission trip, OR
- b. a church-sponsored mission trip with approval from HCS administration , OR
- c. Forty (40) hours of documented community service (forms available in the Front Office)

The requirement may be met at one particular time or over the course of the student's ***high school*** career.

### **STANDARDIZED TESTING**

Grades 1-9 will be given the Stanford Achievement Test in the spring of the year.

Grade 10 will take the ASPIRE test – a pre-ACT Test.

Grades 11-12 are encouraged to take the ACT Test as many times as possible.

### **ACADEMIC REQUIREMENTS (High School)**

The Louisiana Board of Regents has set a “core four” curriculum of college prep courses. This is included in the minimum requirements for graduation from HCS. These requirements also meet the curriculum criteria for students wishing to be considered for the state’s Tuition Opportunity Program for Students (TOPS) and admittance to a 4 year university. Some courses listed below may be offered through an online Virtual School if the number of students registering for the course is small. Other high school elective courses not listed below may be taken through an online Virtual School (subject to availability) on campus and with a faculty monitor, but at an additional expense to the parent.

4 UNITS of English (I, II, III, IV) **Term papers required for English III & IV**

4 UNITS of Math (Algebra I, Algebra II, Geometry, Algebra III, Advanced Math, Pre-Calculus, Calculus)

4 UNITS of Science (Biology, Chemistry, Physical Science, Biology II, Environmental Science, Physics)

4 UNITS of Social Studies (U.S. History, Civics, World History and World Geography)

1 UNIT of Fine Arts Survey or substitute 1 unit of performance courses in music or Photography I

2 UNITS of Foreign Language (both must be in the same language)

4 UNITS of Religion (I, II, III, IV)\*

2 UNITS of Health and Physical Education (I, II)

1 Elective UNIT (PE III, Consumer and Family Science, Speech I, Intro to Basic Computer Applications). Other elective courses may be taken through online courses or dual enrollment. See the counselor for more information.

A minimum of 26 credits will be required to graduate.

\*Students transferring to HCS after the freshman year must enroll in a Religion class, but will NOT be required to fulfill the requirement of four units of Religion. The minimum number of credits for graduation may be adjusted accordingly.

**NOTE: Middle and high school students must pass the last 9 weeks period or the final exam to pass the course for the year.**

### **DUAL ENROLMENT**

Students may substitute a state approved college dual enrollment course for any required offering listed above. The counselor’s office has information regarding options for dual enrollment.

## HONORS PROGRAM

1. Possible elective honors classes include: English III, and IV, Pre-calculus, Calculus, Physics, Chemistry, Biology II, and U.S. History. Classes may be exclusively designated Honors or be within a regular class with additional requirements.
2. In these courses quality points will be given accordingly:  
A = 5 points      B = 4 points      C = 3 points      D = 2 points      F = 0 points
3. A student's final grade point average will be determined by adding all quality points on a 4.0 scale and dividing the total number of units attempted. An honor's student's final grade point average will also be averaged using the 5.0 scale to show the student's grade point average on a 5.0 scale. NOTE: Some universities and educational agencies may only calculate GPA on a 4.0 scale.
4. Classifications:      Summa cum Laude      GPA of 3.90 – above  
   Magna cum Laude      GPA of 3.70 – 3.89  
   Cum Laude              GPA of 3.50 – 3.69
6. If a student takes four or more of the honors classes that are offered, he is recognized "with honors" i.e. "Magna Cum Laude with Honors."
7. The final GPA will determine the ranking of the graduating students. The top student(s) will be recognized as valedictorian(s) and the second student(s) will be recognized as salutatorian(s). These distinctions may be withheld if administration deems such to be disadvantageous to the school.
8. The student is required to earn a 2.0 or better in each of the Honors courses he/she takes for the student to be recognized as an Honor student.

## TRANSFER OF CREDITS

If a student comes from a school that is not state-approved or from home school, high school credits must be validated before they can be listed on the Hamilton transcript. A meeting with the principal and counselor must be scheduled to determine the best option to take in validating those credits. Elementary and middle school transfer students will be placed at Hamilton in the prescribed grade unless entrance testing is insufficient to validate such placement.

## ACADEMIC PROBATION/EXTRACURRICULAR ELIGIBILITY

In order for a student to be eligible to participate in extracurricular activities (sports, cheerleading, etc.) that student must maintain a 2.0 GPA for the first semester (fall semester) and pass 6 subjects for the first semester to be eligible for the second semester (spring semester). To be eligible for the first semester, the students must maintain a 2.0 GPA for the previous spring semester and pass 6 subjects during that second semester. Seniors must take 4 academic classes and pass all 4 with a 2.0 GPA. Seniors taking 5 classes must pass all 5 with a 2.0 GPA. Seniors taking 6 or more classes must pass 6 classes with a 2.0 GPA. The 2.0 GPA refers to the student's overall GPA for the semester. **\*\*\*NOTE\*\*\* The prior semester makes you eligible for the current semester. A student on academic probation is ineligible to practice.**

## HOMEWORK MAKE-UP

Missed assignments due to absence should be accessed through RENWEB or a student's assignment folder and completed. For an extended absence, homework is due in proportion to the time missed i.e. three days missed allows three days to turn in make-up assignments.

## PROGRESS REPORTS

Student progress is updated on RENWEB regularly for grades K-12<sup>th</sup>. RENWEB login information can be obtained from the front office.

## FIELD TRIPS

Written parental permission slips must be signed and received by the teacher prior to the students' leaving campus (verbal permission is not sufficient) for field trips. Students on field trips must abide by all school policies as recorded in the *Handbook*. Dress for field trips will be the uniform or designated school issued t-shirt. **Siblings are not permitted to attend field trips with students unless they are both enrolled in the class.** Transportation for field trips must be by bus or adult driver. **No students will be allowed to drive other students on school-sponsored field trips.**

# DRESS CODE

## RATIONALE FOR DRESS CODE

1. Uniform dress limits subjection to peer pressure in regard to expensive designer clothing or fashions which may not be consistent with conservative, Christian standards.
2. Uniform dress contributes to a disciplined environment. Just as students would dress one way for a picnic and another way for church, there is an appropriate way to dress for school. A well-groomed, attractive student should come to school with an attitude that prepares him for neat, conscientious work. His attire should contribute to a disciplined environment.
3. The appearance of our students communicates many things about our school to the community and has clearly been a valuable testimony in establishing our reputation as an outstanding school with superior students.

Adherence to the dress code is the first and most tangible rule of the school to which an entering student must respond. Consistent and blatant non-compliance reveals an attitude of rebellion and disrespect for authority. The distraction caused by non-compliance affects teachers, students, administrators, and office staff. Please make a concerted effort to understand the following guidelines and ensure your child's compliance.

## POLICY STATEMENT

When a student is observed by a faculty member or an administrator to be in violation of the following code, the parents or legal guardian may be called and the student may be sent home to make any needed alterations. If it is impossible for the student to go home to change, he may be held out of class for the remainder of the day. The student's grade for each class will reflect his unexcused absence. Three minor infractions of dress code policy will result in detention. Repeated referrals for dress code violations may result in an invitation to withdraw from the school.

## DRESS CODE FOR 2018-2019

*Uniform shirts* are to be purchased from Dennis Uniforms at [www.dennisuniforms.com](http://www.dennisuniforms.com) or call at (800-854-6951). Fitting days for new uniforms will be announced. *Uniform pants* may be purchased from Dennis Uniforms or be Dickies® brand "School Wear" or "School Uniforms" available locally at Khoury's Clothing, 1531 E. Napoleon in Sulphur as well as JC Penny. Khaki pants and shorts are to be "medium" khaki. Skinny fit pants are not acceptable. Any student who has completed registration is eligible to receive uniforms from the uniform closet at school. When your student outgrows or no longer needs uniforms, please donate back to the closet for future students.

### Girls-PK-5<sup>th</sup>

Jumper: HCS Plaid (**within two inches of the knee**) from Dennis Uniforms \*Note\* Black modesty short (under jumper)  
Shirt: Black, white or hunter green polo shirt w/logo from Dennis Uniforms & white undershirt or peter pan blouse  
Slacks: Original Khaki from Dennis Uniforms or Dickies® brand "School Wear" or "School Uniforms"  
Shorts: Original Khaki from Dennis Uniforms or Dickies® brand "School Wear" or "School Uniforms"  
Belt: Solid brown or black only  
Footwear: Predominantly white or black tennis shoes and white socks

### Girls-6<sup>th</sup> -12<sup>th</sup>

Skirt: HCS Plaid 8 pleat skirt (**within two inches of the knee**) from Dennis Uniforms \*Note\* Black modesty short (under jumper)  
Shirt: Black, white or hunter green polo shirt w/logo from Dennis Uniforms & white undershirt  
Shorts: Original Khaki from Dennis Uniforms or Dickies® brand "School Wear" or "School Uniforms"  
Slacks: Original Khaki from Dennis Uniforms or Dickies® brand "School Wear" or "School Uniforms"  
Belt: Solid brown or black only  
Footwear: Predominantly white or black tennis shoes and white socks OR predominantly black or brown Sperry style non-skid shoe with white or black socks

### Boys-PK -5<sup>th</sup>

Slacks: Original Khaki from Dennis Uniforms or Dickies® brand "School Wear" or "School Uniforms"  
Shorts: Original Khaki from Dennis Uniforms or Dickies® brand "School Wear" or "School Uniforms"  
Shirt: Black, white or hunter green polo shirt w/logo from Dennis Uniforms & white undershirt.  
Belt: Solid brown or black only  
Footwear: Predominantly white or black tennis shoes and white socks

### Boys- 6<sup>th</sup> – 12<sup>th</sup>

- Slacks: Original Khaki from Dennis Uniforms or Dickies® brand “School Wear” or “School Uniforms”  
Shorts: Original Khaki from Dennis Uniforms or Dickies® brand “School Wear” or “School Uniforms”  
Shirt: Black, white or hunter green polo shirt w/logo from Dennis Uniforms & white undershirt; Shirts must be tucked in  
Belt: Solid brown or black only  
Footwear: Predominantly white or black tennis shoes and white socks OR predominantly black or brown Sperry style non-skid shoe with white or black socks

### General

- Undershirt: Must be solid white  
Sweatshirt: Official HCS sweatshirt (purchase at HCS) issued by the school  
Outerwear: **HCS issued only or solid black, gray or green**
- Hoodies: Must be Black or HCS purchased. All others will be picked up and returned at the end of the day. Hoodies will no longer be permitted beginning in the 2019-2020 school year.  
Hats: Not allowed in the building at all. All hats will be picked up and returned at the end of the day.  
Skirts: Within 2 inches of the knee. Those rolling up the hip part of the skirt to make it shorter will be warned and if repeatedly violated will not be allowed to wear a skirt for a 6 week period.  
Backpacks: No distasteful logos or imprints  
Make-up: Girls may wear in moderation  
Belts: Solid brown or black only  
Leggings: Black or white only  
Shoes: No Crocs, house shoes, sandals, or ballerina style shoes \*Note\* **Shoe laces must be black or white**

### Friday Dress

- T-shirt: Any school- issued or purchased shirt from any year  
Pants: Plain blue denim pants, plain blue denim shorts (within two inches of the knee), or blue denim Capri pants (for girls) Jeans may not be skin-tight or have holes.  
Shoes: Fully-enclosed shoes with non-marking sole (no more than one inch heel). No Crocs or house shoes. Shoes with ties must be tied, and those with buckles must be buckled.  
Outerwear: HCS issue only or solid black. Small logo allowed. Seniors may wear a jacket featuring the university or branch of the military they plan to enter the following fall.

### Free dress days

No swim suits, wind-suit materials, no sweat pants, no stretch pants, no spandex, no baggy pants, no carpenter or cargo styles, no hip-huggers, no side-knee pockets. No complete slits or holes on jeans, shorts, or other pants. No cutoffs or ragged hems/edges on jeans, shorts, or other pants. **NO SKIN-TIGHT JEANS ALLOWED.** Low necklines and exposed backs, shoulders, or midriffs are prohibited as are distasteful logos or imprints. Skirts must be within two inches of the knee or longer. Backless sandals are permitted on free dress days only. Please do not wear flip-flops. Outerwear: Personal choice, but no distasteful monograms or logos.

### P.E. Dress

- 6-12: Required for P.E. - HCS P.E. shorts and P.E. t-shirt. Girls may substitute green culottes.  
Sweats: Hunter green or gray (optional)  
P.E. shorts and P.E. t-shirts are to be purchased from **HCS** after school begins.

### Athletic Practice Dress Code

When practice for HCS-sponsored athletics is not conducted in school-issued uniforms, the following guidelines must be followed: **Shirts** must be worn at all times, must cover the mid-section, and not be tight-fitting. **Shorts** must be at least mid-thigh and cover undergarments completely. Bike shorts or tights must be covered with shorts. No distasteful logos or imprints are allowed.

### Game Days/ Special Events

With approval of the administration, athletes and cheerleaders may be permitted to wear school-issue clothing on days of athletic events. This includes clubs and other groups.

## **HAIRSTYLES, JEWELRY AND ACCESSORIES**

1. Hair fashions or hair accessories which are extreme or which call attention to themselves, including close scalp shavings, bowl cuts, spiking, coloring, large bows, etc., are not acceptable. Conservative high-lighting and natural coloring is acceptable.
2. Male students' hair must be well groomed. Hair may not hang over the collar and must be cut above the eyebrows, trimmed neatly on the sides and no longer than the middle of the ear. Male hairstyles may not have two colors. Hair that grows upward must be within two inches of the scalp. No tails, sculptured shaving or extreme styles are allowed and are at the discretion of administration.
3. Beards and goatees are not allowed. Sideburns should be well-trimmed, not extending below the middle of the ear.
4. Body piercings or other gadgets attached to any body part are not acceptable for boys or girls.
5. No earrings are allowed for male students.
6. Female students' hairstyles must not be outrageous. Their makeup must be in good taste and not excessive. Jewelry must also be in good taste, not excessive, and must match the uniform. Only those buttons, patches, stickers, and logos relating to school may be worn on uniforms.
7. Caps, hats, bandannas, or other headgear are not allowed inside the buildings. Hoods on jackets may not be worn in the buildings.
8. "Dog collars" and/or chains, spiked or otherwise, as well as sweatbands or other arm bands are not allowed.
9. Tattoos are not allowed to be visible.
10. Markings on the body with Sharpies/markers are not permitted.
11. All dress and hair issues are subject to administrative approval.

## **DISCIPLINE**

Hamilton Christian School is a school with high moral and ethical standards, dedicated to the task of providing quality education in a Christian atmosphere. When disciplinary action becomes necessary, an attempt will be made for it to be firmly carried out, tempered by good judgment and understanding.

*Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you (Hebrews 13:17).*

Chronic, habitual, and flagrant disobedience and failure to cooperate will result in an invitation to withdraw from the school, as outlined below. Attendance is a privilege, not a right. Those who cannot work within the philosophy and stated policies of the school diminish the educational atmosphere and morale of teachers and other students.

The HCS Core Values Behavior Contract must be signed by all students in grades 6-12 and a parent so that expectations are clear. Hamilton is for well-behaved students who agree with the mission of the school and cooperate so that the mission can be achieved.

The contract states:

### I. HCS is Christ – centered

- A. I will show respect to God by refraining from distracting behavior in chapel, not using profanity, and being honest in all of my affairs.
- B. I will show respect for others by refusing to belittle, lie to, gossip about, or steal from them.
- C. I will show respect to myself by refusing to cheat or do anything that would compromise my integrity.
- D. I will show good sportsmanship and exemplary conduct as an athlete or representative of the school in any other format such as on field trips and at academic events.
- E. I will seek to be a servant leader in my daily attitude toward others and by fulfilling the HCS service project requirement (high school).

### II. HCS is College - preparatory

- A. I will show respect to the teacher as the authority figure in the classroom and do everything possible to allow him or her to teach without distraction.
- B. I will make it a priority to complete every assignment to the satisfaction of the standards established by the teacher.
- C. I will make a concerted effort to be engaged in the lesson and refrain from sleeping or putting my head on the desk.

### III. HCS is a Disciplined environment

- A. I will respect my parents by submitting any school correspondence to them in a timely fashion (including disciplinary notices) and refusing to forge a parent's signature on any form pertaining to the school.
- B. I will make an effort to keep absences to an absolute minimum and value punctuality by being on time to each class.
- C. I will show respect for the physical environment of HCS and refrain from pranks or destructive acts that damage or destroy

school property.

- D. I will seek a peaceful solution to any conflicts. When corrected by my teachers, I will have a teachable spirit and when necessary, explain my situation with respect and humility. Conflicts that cannot be resolved in private conversation with the teacher will be brought to my parent(s) and/or the principal. When confronted by others, I will refrain from abusive language or physical contact and will seek third party arbitration if the conflict cannot be resolved through direct dialogue.

### **DISCIPLINARY ACTION**

The administration of HCS reserves the right to administer disciplinary action deemed necessary, including but not limited to, written assignments, work assignments, in-school suspension, out-of-school suspension, detention, corporal punishment, mandatory participation in a mentoring program, loss of privileges regarding activities or school resources, temporary confiscation of distracting devices or improper outerwear, and expulsion. Disciplinary action will be documented and is accessible to parents through RENWEB. A conference may be requested by teachers, administrators, or parents to discuss disciplinary action. Repeated violations will result in a hearing before the School Board to determine the student's eligibility to continue enrollment.

### **LEVELS OF MISCONDUCT**

**Level I** – Classroom issues such as being tardy, chewing gum, being unprepared for class, dress code violation, and other minor misconduct involving a failure to cooperate will result in marks that may accumulate to result in disciplinary action.

**Level II** – Issues involving disrespect, profanity or other forms of profane communication, cheating, defacing of school property, stealing, lying, use of tobacco products, possession of illicit products, forging a parent's signature, and severe classroom disruption will result in a "strike" in a "three strikes" program that will result in an invitation to withdraw from the school. Any invitation to withdraw from the school by Administration may be appealed and reviewed by the Executive Committee of the HCS School Board.

**Level III** - Higher level misconduct will result in immediate referral to the Board for removal from the school:

1. The use or possession of drugs or drug paraphernalia\*
2. The use or possession of alcoholic beverages\*
3. Malicious destruction of school property
4. Possession of knives, guns, or other weapons
5. Conviction of a crime other than a minor traffic violation
6. Possession of/participation in pornography or attempting to access inappropriate internet web pages
7. Maternity or paternity

\*If a student is suspected of being under the influence of an illegal drug or alcohol, he will be asked to submit to drug analysis to determine whether or not drugs or alcohol have been taken. The school's Drug and Alcohol testing procedures policy is outlined below.

### **DRUG AND ALCOHOL TESTING PROCEDURES**

1. Every high school student at HCS is subject to a random drug test at any time. Names will be randomly selected at unannounced times and a sample taken in the privacy of a restroom stall. Students refusing to submit a sample may phone home and make arrangements with parents to withdraw from the school.
2. Any student may be chosen for testing where probable cause exists, including middle school students.
3. The student will have the opportunity to list any and all medications taken in the last ninety (90) days.
4. Procedures established by the Pathology Lab will document all persons who supervise collection and provide transport of the sample.
5. Results will be sent to school administration.

#### Notification of Results

1. A positive test result will be communicated by a telephone call and by certified letter from HCS administration to the parent and/or guardian of the student. Administration will request a meeting to discuss the situation. This meeting will include the parent and/or guardian along with the student. Attendance by a school Guidance Counselor/Social Worker is optional and made available upon request of the HCS administrator or the parent and/or guardian.
2. The student can choose to have a hair ample retest done by a school approved testing facility at the parent's expense upon notification of a positive result.
3. For students who request continued enrollment, a school hair sample retest date will be established approximately one hundred (100) calendar days from that meeting.
4. Upon request, the Guidance Counselor/Social Worker will provide the parent and/or guardian with available services in the community. The responsibility to utilize these services rests with the student and hi/her family.

#### Retest Procedure

1. On the scheduled date a student who tested positive will be retested using a hair sample. The procedure for supervision and transport will be documented as stated above for the urine sample test.
2. A student who tested negative may be subject to a retest where probable cause exists.

#### Consequences for students wishing to remain enrolled:

1. A student who test positive for the first time will receive a three (3) day in-school suspension.
2. The student must present documentation for a drug counseling program at the parent's expense.
3. The student may not participate in nor attend any HCS activity until retested.
4. A student who refused to be retested will be dismissed from HCS.
5. Any individual deliberately tampering with results, falsifying records, or attempting to make financial profit from this test procedure will be dismissed from HCS.
6. A student who tests positive on the retest following the initial test will be dismissed from HCS.
7. A student who tests positive twice during his/her tenure at HCS will be dismissed.
8. A student who has removed or altered all appropriate hair so as to hinder the facilitation of the hair sampling drug screening will be dismissed.
9. If dismissed for any of the above reasons, a request for re-admittance will be considered after six months if counseling requirements are met. If re-admitted, periodic unannounced urine tests would be conducted throughout the student's HCS career and would be administered at the parent's expense.

#### **CANINE INSPECTION DRUG POLICY**

The Board Members of HCS are committed to providing students and employees with a drug-free school and workplace. All areas of the campus, indoors and outdoors, are subject to canine inspection. Refusal to make items available for inspection may result in referring the matter to law enforcement officials, disciplinary action, including but not limited to suspension or termination of employment for employees and suspension or expulsion for students, and loss of parking privileges on HCS property for students. Visitors or patrons may be banned from HCS property. A complete description of how this policy is implemented is available upon request.

#### **ALCOHOL TESTING PROCEDURE**

1. Hand-held breathalyzers may be utilized at HCS or any school sponsored event such as the Homecoming Banquet. Staff and faculty of HCS will be instructed in the use of the machines.
2. Students may be required to submit to the test to gain entry to an HCS function. On school days, students may be asked to submit to the test on a suspicion of use basis. Failure to submit may be reason for expulsion.
3. Consequences for failing the breathalyzer test will be referral to the HCS School Board and subject to removal from the school or event.

#### **BULLYING, HARASSING, FIGHTING, AND HAZING**

HCS has a spiritual, moral, and legal responsibility to ensure the well-being and safety of every student. Bullying, harassing, fighting, and hazing will not be tolerated at HCS. Consequences for such behavior will be determined by the severity of the conduct and include, but not be limited to, out-of-school suspension. Given the serious and anti-social consequences of long-term bullying, the school will seek to identify those engaging in repeated patterns of bullying behavior and to help students change such patterns. Failing change, such students will be dismissed.

#### **CORPORAL PUNISHMENT**

Corporal punishment is a biblically sound method of correction for training young people (Proverbs 13:24; 23:13-14; 29:15). It is used at HCS when warranted under the following guidelines:

1. The offense will be clearly discussed with your child.
2. If corporal punishment is deemed appropriate, the student's file will be checked to see if the parents have given consent.
  - a. It will be administered by the principal or assistant principal.
  - b. An adult staff member will be present as a witness.
  - c. Notice of the use of corporal punishment will be sent home in the form of a disciplinary referral.
  - d. The corporal punishment will consist of a reasonable number of firm strokes, not to exceed three.
3. No student will be forced to receive corporal punishment. If a student refuses or resists, he/she will be suspended.

## **DETENTION**

1. Detention will be from 6:00 – 7:30 AM or 3:05 – 4:35 PM on designated school days.
2. No one will be admitted after 6:05 AM or 3:10 PM.
3. Students not reporting to detention will be given a second assignment so that two sessions must be served. Missing detention for a second time will result in out-of-school suspension.
4. Students may not eat, sleep, or socialize at detention. Those not prepared to work independently will be given mandatory assignments to be completed.
5. Consequences will be altered and increased after three detentions are served.

## **CELL PHONE POLICY**

While cell phones are a daily part of life, they are disruptive to the course of the school day. Common attachments on cell phones such as cameras and recorders can be counterproductive to the teaching environment.

The policy of Hamilton Christian School is that cell phones and Smart watches must not be on the person of any student during normal school hours, 7:55 AM – 3:05 PM (or at the completion of a student's final class period of the day). Any visible or audible evidence of a cell phone or Smart watch (intentional or unintentional) will result in disciplinary action as outlined below:

- 1<sup>st</sup> offense: phone will be held for one week OR 1 day of out-of-school suspension
- 2<sup>nd</sup> offense: phone will be held for two weeks OR 2 days of out-of-school suspension
- 3<sup>rd</sup> offense: phone held for the remainder of the school year OR referral to the School Board for dismissal from the school

## **PUBLIC DISPLAY OF AFFECTION**

Acts of public affection are inappropriate in a school setting. Failure to comply with stated expectations set by teachers and/or Administration will result in disciplinary action.

# **OPERATING PROCEDURES**

## **BAD WEATHER CONDITIONS**

School closing announcements will be made through local media, the school web site, and "School Messenger" phone messages. HCS generally follows the Calcasieu Parish School Board's decision for weather related closures for public schools for ease of communication and to prevent confusion. HCS would not necessarily close if the CPSB closed for reasons other than weather related concerns such as an inability to run bus service or facility maintenance issues.

## **CAMPUS RESTRICTIONS**

1. HCS has a closed campus. Once the student has arrived, he will not be allowed to leave the school site before the end of the day without permission from the administration.
2. Guests must check in through the office and receive an Office Pass.
3. Students must have permission to be outside the classroom during class time.
4. Students may not go to vehicles or into storage rooms, private offices, etc., without permission of the administration via the Front Office.
5. Students may go into the classrooms only during class time or when there is a staff member present.

## **CLASSROOM INTERRUPTIONS**

The school day is designed to run best with limited interruptions. Please have your student to school on time at 7:50 AM. When bringing an item from home, please allow the office staff to call your student during a class break. Lunches brought after the start of school must be taken directly to the cafeteria and retrieved by the student during the lunch period. If possible, make an effort to check-out students or administer medicine at class breaks.

## **COMPUTER / TECHNOLOGY POLICIES**

Hamilton Christian School offers students a variety of opportunities to explore and apply modern technology through the use of computers, video and digital cameras, and Internet access. Students are allowed access to equipment under faculty supervision. Any student caught using equipment in any manner deemed inappropriate by the supervising teacher will have all access privileges revoked. This includes misuse of the keyboard and the mouse.

Students wishing to access the Internet for educational purposes must sign the HCS Student Acceptable Use Contract on the individual registration form required for registration. No student will be allowed access without that form on file. Students are expected to use all materials and resources appropriately, or privileges will be revoked.

## **EXTRACURRICULAR ACTIVITIES**

Students are encouraged to participate in extracurricular activities. As participants, students cannot say nor do anything that would cast a bad reflection on the Lord Jesus, their family or HCS. Such action can result in suspension from that activity. All school policies will be enforced at school sponsored activities. Students on academic probation are ineligible for extracurricular activities.



**LOCKER PROCEDURES**

1. Each middle school and high school student will be assigned a hall locker. No switching or sharing of lockers is permitted without the knowledge and approval of the administration.
2. All materials not in use by students should be neatly arranged in lockers. Locker shelves are strongly recommended for organizational purposes. For health and safety reasons, unannounced inspections can and will be made at the discretion of the administration.
3. HCS will not assume responsibility for lost or damaged personal property.
4. Students are asked not to give out locker combinations to anyone.
5. Materials taken from atop the lockers or in the hallways are subject to a \$1.00 per item retrieval fee. This fee will be contributed to the FCA “Change for Change” project. Materials collected will be kept in the front office or library to be claimed.
6. Students are responsible for damage done to lockers due to tampering with the lock mechanism.

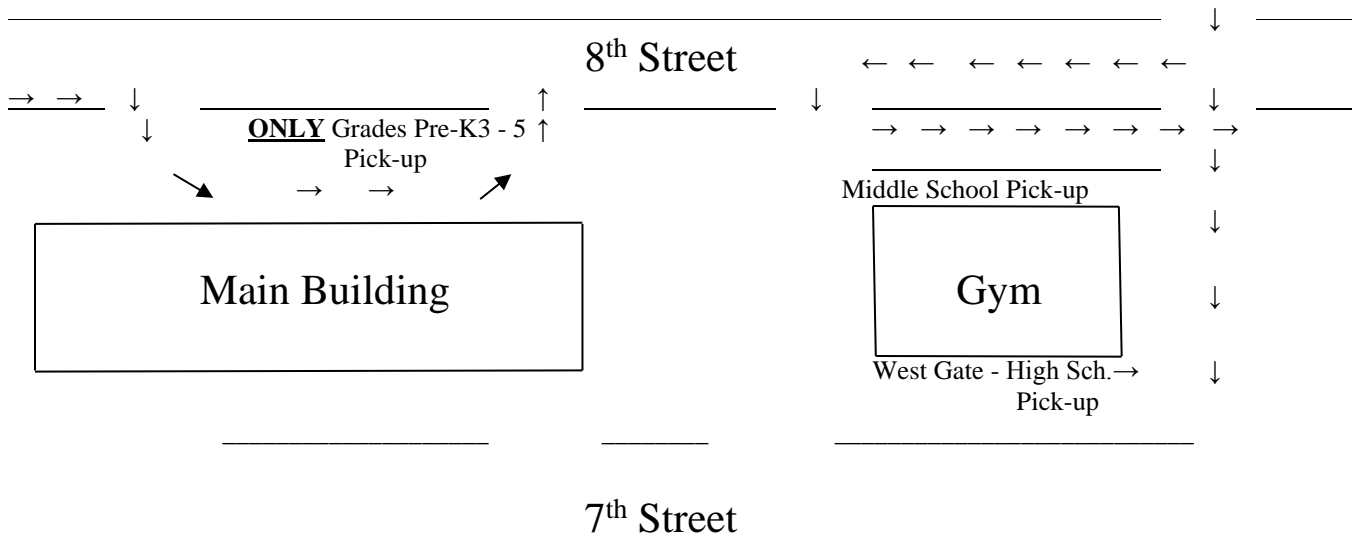
**CONTACT INFORMATION**

Parents/students are requested to report to the main office all changes of address, phone number, place of employment, and emergency contacts or authorized pick-ups, as soon as possible. This information is also utilized in the “School Messenger” emergency communication system.

**DROP-OFF AND PICK-UP OF STUDENTS (PLEASE REFER TO THE MAP BELOW)**

1. Grades Pre-K3 - 5 are to be dropped off after 7:30 AM and picked up before 3:30 PM in front of the elementary building.
2. Grades 6 - 12 may be dropped off by the cafeteria or in front of the gym after 7:30 AM.
3. Grades 9-12 are to be picked up at the west gate on First Avenue before 3:30 PM (unless the student is involved in a school sponsored activity).
4. Grades 6-8 are to be picked up in front of the gym before 3:30 PM (unless the student is involved in a school sponsored activity).
5. Students are to be picked up no later than 3:30 PM. *After 3:30, students will be sent to After School Care/Study Hall and charged \$7.*
6. To expedite the pick-up for elementary students, all parents will be given a large card. The name(s) and grade(s) of the student(s) are to be written in large bold letters on this card. Card must be visible to the teacher at pick-up the entire year.
7. If you have children to be picked up at more than one pick-up point, your pick-up will be at the pick-up point of the **YOUNGEST** child.
8. It is important to follow the routes for pick-up on the map included in this handbook. All parents are expected to cooperate in this pick-up procedure and to follow the outlined rules.
9. Please remain in your car for pick-up. A teacher will deliver your child to your vehicle.

**NOTE: In the event of inclement weather, high school students will be picked up in front of the gym.**



## **LIBRARY INFORMATION**

The library is open Monday – Friday, 7:30 – 3:30. Grades Pre K – 5 have a scheduled library time each week. Middle and high school students have access to the library before school at 7:30 AM, at morning break, and after school until 3:30.

Pre-K3, Pre-K, Kindergarten, and 1<sup>st</sup> grade students are allowed to check out one (1) book per week, which may be taken home. Elementary students, grades 2-5, may check out two (2) books for a period of one (1) week. No past due fines will be charged to elementary students; however, other books may not be checked out until the current one/s have been returned.

Middle/high school students, grades 6-12, may check out two (2) books for a period of two (2) weeks. The book/s may also be renewed for another two weeks. A fine of twenty-five (25) cents will be charged for each school day that a book is past due; two “grace” days are given before fines actually start.

*\*\*Due dates are stamped in the books checked out by middle and high school students. Reminder notices are given to any student with overdue books and/or a fine. Report cards are held until the student clears with the library. Students who make no effort to turn in overdue materials and/or pay fines will also have a disciplinary referral form given to administration.*

Replacement costs will be charged for books returned damaged and for lost books.

Students are encouraged to use the library’s collection of books and reference materials. Computers are available for research. Students can also make use of the books and materials available from the Calcasieu Parish Public Libraries. Their online catalog or OPAC has been bookmarked under Favorites on the library computers. It is highly recommended that middle school and high school students have a library card and know their PIN number. Books can then be reserved from any public library branch.

## **LUNCHES**

Students have the option of bringing lunch from home or pre-purchasing lunch in the cafeteria. Grades Pre-K3 – 3<sup>rd</sup> grade are not allowed to bring any cold drinks (Coke, Dr. Pepper, Sprite, etc.). A hot lunch program is available. Menu selections must be made in advance using forms from the cafeteria. Cost is \$3.50 (subject to change) per meal and includes choice of milk, orange juice, or water. Parents may eat for \$3.50 (subject to change) if notice is given on the menu selection sheet. Lunch must be eaten in the cafeteria unless an alternate location is approved by and supervised by an attending staff member.

## **OUTSIDE FOOD**

Bringing restaurant food to students on a regular basis at lunch is discouraged. Classes will not be interrupted to deliver lunches to students. When necessary to bring a lunch to a student after school has started, a parent must sign in at the front office and deliver the lunch to a designated location in the cafeteria. Please label the student’s lunch. **STUDENTS ARE NOT ALLOWED TO CHECK OUT FOR LUNCH.**

## **OFFICE PROTOCOL**

1. Students needing to call home during the day must ask permission to use the student telephone at the front office.
2. In order to meet with the principal, assistant principal, or teachers, appointments must be scheduled. These appointments can be made by emailing the teacher or through the school secretary.
3. School office hours (August – May) are from 7:30 AM to 3:30 PM, Monday through Friday. Summer hours are 8:00 AM to 12:00 PM, Monday through Thursday.
3. Items left on the grounds or in the building(s) may be turned in to the Front Office for the lost and found box. Please label all clothing, as well as all student property.

## **PARENT INVOLVEMENT**

Parents are primary educators of children. It is the goal of HCS to value, respect, and support parents. Parents are encouraged to be active in the school PTO, meet with teachers, attend orientation and open houses, and be available for help with field trips and class projects.

Parents may arrange with the administration and faculty to observe a student’s class at any time. For the safety of your child, **it is important for ALL parents and visitors to check in at the Front Office when they arrive.**

Parents who are on campus for school-related activities or who are chaperoning for a school function are respectfully asked to be a good example by following the HCS dress code guidelines.

## **NEWSLETTER**

A school newsletter is posted each Thursday with important announcements, information, and reminders. This is also available online at [www.hcswarriors.org](http://www.hcswarriors.org).

## **PARENT/TEACHER CONFERENCE**

Parent/teacher conferences can be arranged at any point during the year. Please make appointments. Advance notice is not only courteous but allows a teacher to be better prepared to answer your questions and address your concerns.

### **PARTIES**

A limited number of class parties may be held with approval from the teacher. Invitations to private parties may be distributed at school only if every member of the student's class is invited. If the party is gender specific, all girls or all boys from the student's class must be invited. Otherwise, invitations should be mailed or distributed off campus.

### **PLEDGES**

All students are expected to say all of the pledges. If a student objects for reasons of conscience, this objection should be noted with the administration at registration. Those objecting for conscientious reasons will still be expected to stand and remain quiet.

### **SENIOR PRIVILEGES**

Seniors may park in front of the gym and leave upon completion of classes. They must check out with the Front Office and exit through the front doors by the front office. Seniors may also eat lunch in the courtyard. Seniors returning to campus are required to check in through the office.

### **TRANSPORTATION FOR SCHOOL SPONSORED EVENTS**

Release forms will be sent home for students to be transported for field trips away from the campus. Parents are always welcome to attend the field trip and personally provide transportation for their students. For athletic events, student athletes will be provided with school sponsored transportation. Parents with unique circumstances may petition the coach for alternative means of transportation.

### **VEHICLES**

Students may drive their personal vehicles (car, motorcycle, bicycle, etc.) to HCS. Students may NOT go to any vehicle at any time during school hours without permission from the administration or Front Office.

### **VIDEO SURVEILLANCE**

All areas of the campus, indoors and outdoors, except restrooms and locker rooms, are subject to video surveillance. This is an effort to ensure safety as a deterrent to misbehavior and documentation of any incidences that may occur.

## INDEX

Absences	7	Married Student Policy	4
Academics	8	Maximum Family Responsibility	4
Academic Achievement	8	Medicine	6
Academic Probation/ Extracurricular Eligibility	10	Nondiscrimination Policy	4
Academic Requirements (H.S.)	9	Office Protocol	18
Admission	3	Operating Procedures	16
Guidelines for Admission	3	Bad Weather Conditions	16
Admission Procedure (New Students)	3	Canine Inspection Drug Policy	16
After School Care/Study Hall	5	Campus Restrictions	16
Age Requirements	4	Classroom Interruptions	16
Attendance	7	Computer/Technology Policies	16
Capital Improvement Fee (See Required Fees)	4	Contact Information	17
Cell Phone Policy	16	Drop-off/Pick-up of Students	17
Classification Requirements	8	Extracurricular Activities	16
Complaint Procedure	2	Locker Procedures	17
Discipline	13	Newsletter	18
Bullying, Harassing, Fighting, and Hazing	15	Outside Food	18
Canine Inspection	15	Parent Involvement	18
Corporal Punishment	15	Parties	19
Detention	16	Pledges	19
Disciplinary Action	14	Senior Privileges	19
Drug & Alcohol Procedures	14	Transportation for School Sponsored Events	19
Levels of Misconduct	14	Vehicles	19
Dress Code	11	Video Surveillance	19
Athletic Practice Dress Code	12	Outside Food	18
Free Dress Days	12	Overdue Accounts	6
Friday Dress	12	Parent/Teacher Conferences	18
Game Day Dress Code	12	Parties	19
General Dress Code Guidelines	11	Perfect Attendance	8
Hairstyles, Jewelry, and Accessories	13	Permanent Records	8
P.E. Dress	12	Progress Reports	10
Drop-off/Pick-up of Students	17	Public Display of Affection	16
Dual Enrolment	9	Pupil Progression	9
Eligibility for Diploma	8	Purpose Statement	2
Enrollment	4	Registration Fees	5
Fees	4	Release from Classes	7
Field Trips	10	Reporting System	8
Financial Policies	4	Scholarships	6
Refund Policy	5	School Hours	7
Registration Fees	5	School Philosophy	2
Returned check policy	5	Complaint Procedure	2
Tuition	5	Handbook	2
Tuition Breakdown Chart	5	Statement of Faith	2
Tuition Credit Plan	6	Service Project	9
Tuition Discounts	4	Special Absences	7
Fundraisers	6	Special Education Policy	3
Health and Safety Regulations	6	Standardized Testing	9
Homework – Make-up	10	Staying in at Recess or P.E.	7
Honors Program	10	Tardy Policy	7
Immunization Record	6	Textbook Policy	6
Library Information	18	Transfer of Credits	10
Lice Policy	6	Tuition	5
Lunches	18	Withdrawals and Dismissals	8