

# HICKORY VALLEY CHRISTIAN SCHOOL

6605 Shallowford Road  
Chattanooga, Tennessee 37421  
Phone: (423) 894-3200 Fax: (423) 894-8665 [www.hvcs.org](http://www.hvcs.org)  
[info@hvcs.org](mailto:info@hvcs.org)

## Parent / Student Handbook



*A Ministry of  
Hickory Valley Christian Church*

K-3 THROUGH GRADE FIVE  
2019-2020

*"Building a Strong Foundation"*

*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 Advanced Ed/ Southern Association of Colleges and Schools (SACS) and the Southern Association of Independent Schools (SAIS).

## **PERSONNEL**

### HVCS SCHOOL BOARD

Mr. Lewis Alligood	Mrs. Jennifer Helton
Mr. Brent Haldeman	Mrs. Brandy Williams
Mrs. JaneAnne Cole	
Mr. Jack Dyer	
Mr. Hisel Gobble	
Mr. Johnny Billingsley	

### ADMINISTRATION

Emma Veys	Head of School
Esther Dyer	Administrative Assistant
Debra McGhee	Financial Manager
Rose Williams	Financial Administrative Assistant
Alisa Stipanov	Admissions Director

AFTER SCHOOL ACTIVITY STAFF – Doll Buckner	Aftercare Director
Nicole Newman	Aftercare assistant

TEACHERS – Dara Bechtol	Debbie Grimes
Kathy Higley	Kelsey Johns
Misty McInnes	Kelly Nichols
Meg Scott	Bonnie Shepard
Amberly Smith	Loretta Stynchcombe
Paige Towers	LeeAnne Viall

KITCHEN & MAINTENANCE – Derek Coverly

## **ADMINISTRATIVE GUIDELINES, PROCEDURES & POLICIES**

### **ADMISSIONS AND ENROLLMENT**

Selection procedures: The school, by policy, limits the enrollment in each grade to a maximum number depending upon the grade level. After maximum enrollment has been reached, remaining applications are placed on a waiting list until openings occur.

Admission is granted after the applicant has visited the school for a day and performed according to required standards. Students with any special needs which the school is not equipped to meet are referred to appropriate agencies designed to meet those needs. Any student under disciplinary action or whose behavior does not receive commendation from the previous school is not admitted.

HVCS 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 students at the school. It does not discriminate on the basis of race, gender, color, religion, national or ethnic origin in administration of its admissions policies, educational policies or other school programs.

Fees: Please refer to [hvcs.org](http://hvcs.org) under admissions page for a list of fees and financial information.

#### **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 in order 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 15<sup>th</sup>.
- Students entering K3 and K4 must be potty trained.
- An assessment is required for all new students.

#### **Waiting List Process**

When the maximum capacity of children for certain age groups or grades has been met, HVCS will maintain a waiting list for enrollment. When a space becomes available, families will be contacted. The parent/guardian will then be given twenty-four (24)

hours to accept or decline the space available. Any parent who declines the acceptance of an opening will be dropped to the end of list or removed.

## **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.

Please refer to the below website for Tennessee law state requirements:  
[www.state.tn.us/tccy/tchild/49/49-6-5002.htm](http://www.state.tn.us/tccy/tchild/49/49-6-5002.htm)

## **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. 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 is 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.

The head of school will handle all issues with medication. If a student needs medicine or is ill, he or she should see the front office staff or the head of school.

**Policy concerning diarrhea:** This is defined by 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) with the exception of 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.

**Policy concerning Pediculosis (Head Lice):** HVCS maintains a "no nit" policy in regards to 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 (active/inactive). 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. \*\*\*Preventing lice is important. According to research, head-to-head contact is the easiest manner in which lice is spread. 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 or not 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.

Homework assignments for absences: For everyday the student is absent due to an illness, the student will have that many days allowed to make up his class work and homework assignments.

**Flu/H1N1:** See policy in this handbook.

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

	<u>School Begins</u>	<u>Half-day Dismissal</u>	<u>Full-Day</u>
Before School Care	--see below		
Kindergarten (3 year olds)	8:00 a.m.	1:00 p.m.	3:00 p.m.
Kindergarten (4 year olds)	8:00 a.m.	1:00 p.m.	3:00 p.m. Kindergarten
(5 year olds)	8:00 a.m.		3:00 p.m.
Grades 1-5	8:00 a.m.		3:10 p.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. Four tardies equal 1 absence, which will be indicated on report cards. For example, if a child is tardy for 12 days in a quarter, the report card will show 12 tardies and 3 days absent, even if the child has been at school each day.

Parents and transportation services arriving to pick up students after 3:30 p.m. will need to sign their child(ren) out of the aftercare program.

**BEFORE AND AFTER SCHOOL CARE**

Before school care begins at 7:00 a.m. in the school gym. Students will be dismissed from before care at 7:45 to go to class. After school care begins at 3:20 p.m. for K3-K5 and at 3:30 p.m. for grades 1-5. After school care ends at 6:00 p.m. Additional charges of



\$10.00 per every five minutes will be posted to your account when a student is picked up after 6:00. All before and after school care charges will be billed to students' monthly statements. You may send additional food for aftercare.

Children may not be dropped off in aftercare by a parent once aftercare has begun. Aftercare will provide a snack; however, we will not provide a drink other than water. If an extracurricular activity is cancelled (i.e. - basketball practice or cheerleading practice), parents affected by such will not be charged for aftercare for the length of time the extracurricular activity would have lasted. Charges will be incurred for any time after the activity would have normally ended.

## **SNOW DAYS**

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

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 from the school office if possible 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. Also, please note that there will not be afterschool care on days we dismiss due to inclement weather.

## **EMERGENCY PROCEDURE**

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 1<sup>st</sup> of the current school year. Semi-annual payments are due August 1<sup>st</sup> and January 1<sup>st</sup> of the current school year. Monthly payments are due the first day of each month. All payments are considered late after the 15<sup>th</sup>. 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 15<sup>th</sup> 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. Timely payments are the parent's/guardian's responsibility. Parents/guardians are responsible for the entire year's tuition balance(s) for each of their student(s) who are enrolled at HVCS. **All balances are to be paid in full by June 30 of each academic year in order 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 Committee, 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 Committee 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 of 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 family or party responsible for the debt will need to complete a Financial Aid /Assistance application to be reviewed by the Scholarship Committee and Finance Committee.
  - c. The student(s) official school records will be held by HVCS until their account is paid in full.

- d. Payment must be in the form of a certified check or cash payment for the bill to be considered paid-in-full.
  - e. The student(s) will not be allowed to incur additional expenses from school lunches, before and aftercare charges, school trips and other extracurricular activities until student(s) account is paid in full.
  - f. 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. The student(s) records will be held by HVCS.
  6. As stated in the introduction to this Parent/Student Handbook, the policies enunciated here is not a contract, rather the Enrollment contract sets out the actual and legally binding Contract between you, your student, and HVCS. Any seeming contradictions between the Handbook, these policies and the Contract shall be governed by the Contract.
  7. It is unlikely that financial concessions or refunds of tuition and/or fees will 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, in the sole judgment of the Finance Committee or the Board, HVCS is likely to be unable to fulfill.

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, as reviewed by the Board which retains ultimate discretionary authority of and with respect to all such matters.

## **PARENT COUNCIL**

The Parent Council is an opportunity for every parent to be familiar with the activities taking place at HVCS. The Parent Council works hand-in-hand with the head of school to accomplish several purposes:

- To support and encourage teachers,
- To help build a sense of community among HVCS families,
- To assist in organizing and recruiting volunteers for fundraising events,
- To provide a voice between the school board and parents by working through the head of school.

Examples of activities the Parent Council are involved in are Teacher Appreciation Week, helping with the Back to School Registration, parent participation at HVCS Spirit Days, and helping with fundraising and non-fundraising school-wide events.

Membership is free, and all HVCS families are encouraged to sign up to be a part of this organization. Each year a chair and co-chair are selected to lead the Council. These positions will rotate each year.

All meetings that are held by the Parent Council must have a member of the Hickory Valley Christian School administrative team present. This group is meant as a source of parent involvement and encouragement of the school community and not as a sounding board for complaints concerning the school. These should be directed to the head of school for discussion; however, ideas and suggestions as to how to improve HVCS are welcomed.

The Parent Council will meet the first Friday of each month during the school year immediately following "Circle" in the school gym. If there are changes to meeting dates and/or times, these will be communicated through Thursday Mail. All parents are encouraged to attend the meetings. Refer to school website for more information on parent council.

## **Homeroom Parents**

Every grade will have a contact parent that the teacher and parent council may call upon for organization of special events and class parties. These important volunteers help coordinate events taking place in the classroom, obtaining materials needed for parties from classroom parents, and are an important link in the communication between the parent council and the homeroom teacher. Because homeroom parents spend a considerable amount of time on campus, HVCS faculty and staff reserve the right to select a homeroom parent if necessary.

## **Volunteers and Visitors**

Each family is encouraged to spend a minimum of 8 hours volunteering in any of the following areas: field trips, fundraising activities, special school projects, administration assistance, program assistance, enrichment programs and facility improvements. We are so grateful for our parent volunteers, however we do ask that parents do not remain on campus unless they are volunteering. For the safety of our students and to avoid distractions, we ask that parents remain on campus **only** while volunteering. **All volunteers and visitors must sign in and wear a volunteer badge or visitor badge during the time they are at the school volunteering or visiting. All volunteers and visitors must sign out and return their badge before leaving school.**

## **GIFTS TO THE SCHOOL/GIFTS-IN-KIND**

The administration at Hickory Valley Christian School will administer and oversee all fundraising efforts of the school. All gifts will be processed through the Finance Office and your gift will be acknowledged with a letter of thanks. This letter will contain the tax information to retain for your IRS records. Your unrestricted cash gifts may be donated to the school by using a personal check, business check, cash, VISA or MasterCard. In some instances, acceptance of certain gifts may require approval from the Finance Committee to consider the value and worth as well as legal, economic and administrative liabilities possible with some gifts. We ask that all major classroom gifts originate in the Financial Office.

## **FUNDRAISING**

Donations to the Hickory Valley Christian School Fund, as well as to our other events, provide direct funding for educational initiatives that tuition alone does not cover, and it is an investment in the education of every child at the School.

We ask that all families participate in fundraising activities. The Hickory Valley Christian School Fund helps to provide additional programs for our students, as well as enhancements to the student-learning environment, technology enhancements, and teacher development programs. Donations to the Fund are accepted from July 1<sup>st</sup> through June 30<sup>th</sup>. Cash donations and pledges can be made to the school by calling the office at 894-3200.

Additional fundraisers occur throughout the year and may vary.

## **HONOR & MEMORIAL GIFTS**

Honor and Memorial gifts are accepted by Hickory Valley Christian School. Honor donations are great way to tell a special person that you care. You can send them for any occasion. An honor card is sent to the honoree. A memorial card is sent to the bereaved family. An acknowledgement letter is then mailed to the donor acknowledging the Honor or Memorial gift. If you have any questions concerning needs of the school, please contact the Financial Office.

## **AHERA MANAGEMENT PLAN**

A copy of the AHERA (Asbestos Hazard Emergency Response Act) Management Plan is located in Mrs. Veys' office for anyone's reading. The AHERA Designated Person for

HVCS is Mrs. Emma Veys, 6605, Shallowford Road, Chattanooga, TN 37421. She may be reached at 894-3200.

## **GENERAL SCHOOL GUIDELINES, PROCEDURES & POLICIES**

### **ATTENDANCE**

#### Preschool Attendance policy

In order for your children to benefit from our developmentally appropriate preschool program, the staff request that your child arrive no later than 8:30 for K-4. Your child's classroom begins activities at 8:15 a.m. If your child does not arrive by 8:30 a.m. for K4, he or she may come to HVCS at 10:30 a.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 K5-5<sup>th</sup>- 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.**
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 the majority 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.

A child will be considered to have perfect attendance when he or she has been at school every day. It is essential that students arrive promptly because entering the class after it has begun affects student performance. **Students who are tardy do not have perfect attendance.** Please keep in mind when you are applying to other schools that they look at your child's attendance record; excessive tardiness may influence their acceptance decision.

## **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](mailto: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 in order to have him or her prepared to leave.**

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.

## **BIBLE CLASS /CHAPEL/CIRCLE**

All students participate in devotional periods, prayer and an organized Bible curriculum. The Bible is studied as God's Holy Word to guide us in our daily living. Chapel and Circle will be held weekly. Parents are always welcome and encouraged to attend. **HVCS students will be asked to dress in "chapel dress code" on Mondays which involve wearing a navy or white polo shirt or white dress shirt with the school crest embroidered upon the left chest.**

## **DRESS CODE**

The purpose of the HVCS dress code is:

- 1. To ensure modesty and responsibility**
- 2. To promote unity, a sense of community and school spirit**
- 3. To be able to quickly identify HVCS students**

**HVCS students are not permitted to wear attire that promote other schools school (i.e. - GPS, Baylor, etc.). This includes during the school day on campus as well as during field trips or off campus events. In certain cases, exceptions may be granted by the administration.**

**\*\*\*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. K3K5 students are to wear closed toe shoes as are all HVCS students as a matter of safety.**

**\*\*\*The Official HVCS plaid is navy blue and gray with thin white and yellow lines throughout. It is available through Educational Outfitters.**

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 shirt. **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. All clothing must meet the length requirement of being at least mid-thigh. If you have a daughter who has difficulty finding long enough shorts, we recommend Capri pants. **Jeans are acceptable on Fridays or other 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. We want to minimize the injuries incurred on the playground. 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.: K3-5<sup>th</sup> 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. All clothing must meet the length requirement of being at least mid-thigh.



Hats: Hats are only to be worn on spirit days or other 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 to allow for students to have additional opportunities to express themselves through their clothing, or to promote a specific cause or event.

## **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.

## **MATERIALS**

Most students need some type of book bag for carrying homework and other materials to and from school. The student's name should be on the outside of the bag. **Please label clothing and lunch boxes as well.** Please remind them to check the lost and found cabinet for missing items regularly.

Students are responsible for bringing their own supplies to school throughout the school year. The office will not be able to provide paper and pencils to students. Teachers will supply a list of needed materials. We try to limit the weight of backpacks by training students to choose carefully when carrying books to and from school to home.

## **TEXTBOOKS**

Textbooks are reviewed annually and serve as a teaching vehicle for our scope and sequence. Textbook and material fees are included in tuition costs. The condition of the textbooks is recorded before they are given to students each year. Textbooks which are lost or damaged must be replaced by the student to whom the text was assigned. Students are responsible for providing their supplies from the appropriate supply list throughout the school year.

## **LIBRARY**

Students in grades K5-5 may check out 1-3 books a week for a one week period depending on age and responsibility. Books can be renewed. Fines of 5¢ accrue daily after a book is overdue. Students will be billed on their monthly statement for any lost books. Unpaid fines may result in a loss of library privileges. Due to the large number of books checked out of the library, the librarian, a teacher or a parent volunteer must be on duty in order for the students to use the library.

## **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.

## **K-KIDS SELECTION PROCEDURES**

K-Kids exists to provide opportunities for students to work together in service to school and the community, to help students develop leadership potential, to foster the

development of a strong moral character, and to encourage loyalty to school, community, and nation.

The selection process:

- The club is open to grades 3 through 5. The students complete service projects, and it has its own student-elected board of directors.
- Nominees to K-Kids Club will be submitted to the faculty for determining whether a student may be admitted to the club. A child's academic habits and behavior are taken into consideration.

### **NATIONAL ELEMENTARY HONOR SOCIETY SELECTION PROCEDURES**

The National Elementary Honor Society™ chapter of HVCS is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in two areas of initial evaluation: scholarship (academic achievement) and responsibility. General standards for selection are established by the national office of NEHS and have been revised to meet the needs of our school and fall within our strategic goals.

Students are selected to be members of NEHS by a Faculty Council, appointed by the head of school and supervised by an additional member of the faculty serving as the chapter adviser. This group awards the honor of membership to qualified students on behalf of the faculty of the school during each school year. Our NEHS chapter will conduct its selection procedures during the first nine week period of the school year.

Students in the fourth and fifth grades are eligible for membership. For the Scholarship criterion, a student must have a cumulative grade point average of 95% or better on a 100% scale in all subjects with numerical averages. Students must also have the grade of "Satisfactory" or "Excellent" in courses with no numerical grade. Following notification, a formal induction ceremony is held at the school to recognize all newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all of the criteria that led to their selection. This obligation includes regular attendance at chapter meetings held during the school year, and participation in other chapter service projects and activities. Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, Mrs. Dara Bechtol.

### **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.**

## **TRAFFIC**

Cars should use the second entrance of the parking lot and drive toward the church building, forming 2 lines that will wind through the upper parking lot. K3 parents will need to park and walk their children into the main building. K4, K5 and 1<sup>st</sup> grade parents will pull into the left lane, closest to the buildings. K5 and 1<sup>st</sup> grade parents may pull up to the far modular, where their child will be escorted to and from the building. K4 parents will pull up to the second modular; they will be required to sign children in and out each day. Second through fifth grade students will enter into the main building (2<sup>nd</sup>-5<sup>th</sup> under the church canopy). Please have your child ready to exit the car when you pull up to the building or you may need to move forward to the upper parking lot.

Traffic will be congested at the beginning of the term, but will flow more smoothly once everyone becomes familiar with the route. Please be patient with us for the first few days.

\*We encourage parents to use the drop off for morning traffic. If you have a special need to come into the school, please park in the upper lot. **Please do not park in any area of the lower parking lot for any reason.** Staff members are on duty with the students beginning at 7:45 a.m. This is not an appropriate time to conference with a teacher.

\*During afternoon dismissal, please do not converse with teachers who are attending to traffic. Also, if you pick your child up from the building, please walk them directly to the car and do not allow them to wander in the traffic/parking area.

\*Please drive slowly through our traffic areas and be very careful pulling in and out of lanes.

## **TRANSPORTATION**

The school coordinates transportation for activities, such as field trips, but daily transportation to and from school remains the responsibility of the parents. Please remember that booster seats are required by Tennessee state law until a child is 9 years old or until they are 4'9" feet tall.

## **ALTERNATE TRANSPORTATION**

The school will dismiss students only to parents or designated persons unless otherwise notified. If the child is to ride with a grandparent, friend, or other person who does not provide the child's routine transportation, the school must be notified by sending a note to the school on the day of the change in transportation. We may ask for identification if we do not know the person picking up a child. Please remember a booster seat when required.

## **ATHLETIC POLICY**

As participation interest allows we will have athletic teams. We are members of ICS (Independent Christian Schools). 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.
3. Students must be present a minimum of 3½ hours (half the school day-until 11:30am) in order 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.

Parental Involvement:

Parents are an important part of the success in our athletic program. Your support and assistance will be needed during the year. Parents may be asked to drive to and from games and volunteer in the concession area and ticket sales. Your cooperative support will be a blessing to our program and an encouragement to our athletes and athletic program.

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 in regard to a coach's philosophy and/or expectations.

## **EXTRACURRICULAR**

Many times during the year, activities are offered after school. You will be informed when these are planned. Instructors leave promptly after their classes and regular staff members are not available. Students participating in these classes must be picked up immediately after class or they will need to go to aftercare. In the event that an afterschool class is cancelled, students will go to aftercare but the parents will not be charged. HVCS cannot be responsible for students who are not in aftercare. **Do not ask your child to wait outside, unsupervised at any time.** It is unsafe and against school policy. The child will be sent to aftercare.

## **FIELD TRIPS**

Field trips are an important element to the learning experience. Trips are scheduled in order to enhance the total educational program. All students are expected to participate unless there are special circumstances. Field trips will be billed to each family's account for your convenience. A field trip permission form will be completed at the beginning of the school year for all field trips that a grade may take.

Transportation is provided by the parents or by rented bus or van. It is understood that every parent who assists as a driver to a school related activity in his or her own vehicle must have a valid driver's license and possess evidence of legal minimum for insurance. The school will ask for a copy of both of these from drivers of field trips annually. Drivers who will be transporting K3-K4 students are required by law to show proof of the above.

HVCS abides by Tennessee law in regards to booster and car seats. The information below is from the following link: <http://www.tn.gov/safety/newCRD.shtml>

Please understand that if your child is supposed to go on a field trip and is required by state law to have a car seat or booster seat and if he or she does not have one the day of the field trip, the child will not be able to attend the field trip unless the parent brings what is required.

This is required not only for field trips, but it is also for any school-related trip.

Here is the information from the website:

For more information on Tennessee's Child Restraint Laws, visit the [Click it or Ticket](#) website, or refer to T.C.A. 55-9-602

- Children age one (1) through age three (3), and weighing more than twenty (20) pounds, must be secured in a child safety seat in a forward facing position in the rear seat, if available, or according to the child safety restraint system or vehicle manufacturer's instructions.
- Children age four (4) through age eight (8), and measuring less than four feet nine inches (4'9") in height, must be secured in a belt-positioning booster seat system, meeting federal motor vehicle safety standards in the rear seat, if available, or according to the child safety restraint system or vehicle manufacturer's instructions. **(Note: If the child is not between age four (4) and age eight (8), but is less than four feet nine inches (4'9") in height, he/she must still use a seat belt system meeting federal motor vehicle safety standards.)**
- Children age nine (9) through age twelve (12), or any child through twelve (12) years of age, measuring four feet nine inches (4'9") or more in height, must be secured in a seat belt system. It is recommended that any such child be placed in the rear seat, if available. **(Note: If the child is not between age nine (9) and age twelve (12), but is four feet nine inches (4'9") or more in height, he/she must still use a seat belt system meeting federal motor vehicle safety standards.)**
- Provision is made for the transportation of children in medically prescribed modified child restraints. A copy of Doctor's prescription is to be carried in the vehicle utilizing the modified child restraint at all times.
- The driver of the car is responsible for making sure that children under age sixteen (16) are properly restrained and may be charged and fined \$50.00 for violation of the law. If the child's parent or legal guardian is present in the car but not driving, the parent or legal guardian is responsible for making sure that the child is properly transported and may be fined for noncompliance.

- Police officers observing violations of this law are permitted to stop drivers and take enforcement action.

- Students will:
1. Remain seated at all times.
  2. Wear seat belts in cars and vans. See above.
  3. Have written authorization from parent to attend activity and ride in designated transport. Verbal authorization will not be accepted.
  4. Adhere to school conduct and discipline procedures in transit and on field trips. (Video games, headphones, etc. will not be permitted unless specifically stated.)
  5. Music, movies, and videos must conform to school standards.

Each parent must sign a permission slip (given at the beginning of each school year) before children are allowed to leave school grounds. This form is kept in the school office. Children will be excluded from field trips and special activities for reasons of inappropriate behavior, incomplete classroom work, or illness. Parents who are serving as field trip chaperones will be assigned a group of students for whom they are responsible. It is imperative that the parent chaperons be mindful of this responsibility and that they keep their group of children under close observation. Please remember that children under the age of 12 should not sit in the front seat of cars that have passenger side airbags. Be sure to decide on a route that everyone can agree upon and stick to that route. Make sure that everyone knows how to get to the destination. If you carry a cell phone, get the cell phone numbers of the other drivers and give them yours in case of emergency. Please do not make unplanned stops.

Younger siblings are welcome to attend field trips with their parents who may be acting as chaperons and /or drivers. If you will be in charge of a younger child who will require your attention during a field trip, please let your child's teacher know so that he/she can limit the number of children that you will be supervising. Be prepared to pay for your admission and your younger child's admission fees for various field trips.

Please take your chaperone position seriously. If you agree to drive for a field trip and find that you are unable to do so, please arrange for a substitute or contact the teacher as soon as possible. Remember that you are a role model to the children. Please refrain from using profanity or obscene gestures. Choose music that is suitable for all ages such as Christian, classical, or Disney. Make sure your group of children is in your sight at all times. Have smaller children hold hands and have all children stay within an arm's length when walking from place to place. Help out other adults during restroom breaks by watching each other's group or by stepping into the restroom.

## **SAFETY DRILL PROCEDURES**



The school conducts fire drills on a monthly basis and severe weather drills throughout the school year. The signal for the fire alarm is a broken bell. Fire drill routes are posted in every classroom. When the alarm sounds, the students will follow the teacher in exiting the building and walk to the far end of the playground along the hedge. They will remain there until the all clear has been given.

The signal for severe weather is an announcement over the intercom. When possible severe weather has been forecast, the school office will listen to weather updates, watches and warnings. Students in the modular buildings will be brought up to the main building when the weather is severe. A message is sent to all the classrooms through the public announcement system and at that time the students will move into the area of the building which is indicated to be the safest spot for such an emergency. They will remain there until the threat of severe weather has passed.

Please know that we also have other security procedures in case of a lockdown due to an intruder on the school grounds or in the neighborhood as well as in the case of a national emergency.

## **COMMUNICATION**

### **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 specifically 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 counselor 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.

## **THURSDAY MAIL**

Thursday Mail is the weekly newsletter that is emailed to all HVCS families. This newsletter is not to be confused with the information that the grade level teacher sends home. We will also have the newsletter available at our website, [www.hvcs.org](http://www.hvcs.org). \*\*\*Please note: Teachers send home packets to parents each Monday. All Thursday Mail newsletters will be sent home electronically and placed on the school website but not sent via hardcopy.

## **TEXT REQUEST**

Text Request is an option for the parents to receive email updates on weather, etc. from the school to their cell phone simply text your name and cell number to **423-4154488**. A cell number needs to be entered for each parent who wishes to receive Text Request.

## **SCHOOL WEBSITE – [www.hvcs.org](http://www.hvcs.org)**

The website may be accessed for continued updates and information concerning your child's classes, schedules, and announcements. Please check the website often.

## **SCHOOL FACEBOOK PAGE**

HVCS maintains a Facebook page that you are welcome to join as a friend. We will post announcements and positive, exciting things happening at the school through this avenue. Facebook posts can also be viewed on our website under the "HVCS Twitter" portion of the HVCS homepage if you prefer.

## **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 assignment book. 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; although, 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 2<sup>nd</sup> 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 subjects and no failing grades in any subject. Honor Roll is awarded to students who have an average of 80% or higher in each academic subjects and no failing grades in any subject. All classes that give numeric grades are used to find the average. This information may be sent to the newspaper quarterly.

The comments section of the report card gives the teachers an opportunity to address specific issues and the parents an opportunity to respond within this section. 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 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 in Thursday Mail regarding conference dates. K-3 and K-4 teachers will contact parents regularly throughout the year. They will formally meet for the mid-year and end of the year conference times only. 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. To arrange a meeting, please contact the teacher or the school office. We request that you schedule only one appointment per family during conference time.

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 insure that all necessary information has arrived at school. Teachers do not go through student backpacks on a daily basis.**

## **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. In order 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 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 (grouping the student with those who exhibit the desired behavior), 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.

## **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 of 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 as a consequence 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.
4. I-pods, CD players, cell phones, or other electronic devices are prohibited unless prior permission has been given by the head of school. This does not include laptop computers or tape players for books on tape. \*\*\*Exception: Students in afterschool care may bring electronic handheld games at the afterschool care director's discretion.
5. Students who are continually verbally or physically abusive will be sent home.

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

\*\* Once a student has been dismissed from school, after school programs, or after school care, the school is no longer responsible for student conduct. Students attending after school activities or church are no longer the responsibility of the school. If your child is participating in any after school program that is offered through HVCS; students off campus are expected to adhere to the guidelines of the school and program. The parent is responsible for picking up their student according to the program schedule. **HVCS aftercare will still be available for your child until 6:00 P.M.** However, it is your responsibility to have your child taken back to the school and checked into aftercare. You will be charged aftercare fees.

### **Reporting Suspected Child Abuse or Neglect**

All staff working with children is 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 as a result 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. This rule is in place for several reasons, one being that it poses a risk to students with food allergies.
- 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 only allowed to access additional websites if directly instructed by a teacher for class purposes.
- 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 unless directed by a staff member to do so.
- 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 in order 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 aftercare.

## **FOOD SERVICE**

### **FOODS FOR SNACKS**

All students enjoy bringing a snack for the mid-morning break. A piece of fruit, cheese, crackers with cream cheese, or some other nutritious food will renew the child's energy. Snacks should be able to be eaten quickly and with little mess. High sugar foods should be restricted. No carbonated beverages or glass bottles are permitted.

### **FOODS FOR LUNCHES**

\*\*\*HVCS is not a peanut-free school; however, one-half of one of our tables in the lunchroom will be labeled and designated as a peanut-free zone. Students who do not have peanut products in their lunch may sit at this table.

The school offers hot lunches. The cafeteria staff asks for your cooperation and assistance in improving the efficiency of our lunchroom. It is only through your help that we are able to provide a quality lunch to our students while staying within our budget guidelines. Menus will be on the web site to be downloaded.

The new menu for each month will be on the website during the previous month and show a submission due date. (Ex: Menu for April will be on website by March 3 and due for submission by March 15.) **Please understand when the menu is not turned in by the due date, this indicates that your child will bring lunch every day of that month.** August/September menus as well as December/January menus are collected as one due to holidays and less number of days. See "lunch menu instructions" in menu section for all details.

Parents are always welcome as visitors during lunchtime! **Please stop by the office and sign in and get a visitor's pass before having lunch with your child. Unless you are scheduled to volunteer, please sign out immediately after lunch.**



The most important aspect of lunch preparation is the child's nutritional need. A variety of foods will prevent the child's receiving a diet restricted to only one food group. Carbonated beverages, foods with high sugar content, and food additives will be avoided. If a student forgets his or her lunch, we will call parents and let them know. If they are unable to bring a lunch, we will serve a school lunch and bill it to the child's account.

## **MILK AND ORANGE JUICE**

Half pints of skim milk, two- percent milk, chocolate milk, and orange juice are available for students for snack and lunch. This is provided on an annual basis with a one-time payment. The front office staff has information concerning cost and participation in the milk and juice plans.

Students are not to bring carbonated beverages or any type of beverage in a glass bottle.

## **BIRTHDAYS / SPECIAL PARTIES**

Each child may bring cupcakes, napkins, and punch to celebrate their special day. The child's class or the entire school may be included. Please arrange this event with your child's homeroom teacher. They may be scheduled for morning break or at lunch.

Please be considerate of all students' feelings in regard to party invitations. We ask that any invitations given out at school include the entire class. If this is not possible, please mail invitations instead of bringing them to school.

In an effort to be more aware of children's allergies, please make sure that nutritional information or an ingredient list is given to the homeroom teacher as a safeguard for our students who have allergies.

Updated 8/20/19

## **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 in general and the financial policies contained herein in particular.**

**Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_