



Hampton Park
christian school

PARENT/STUDENT
HANDBOOK
2016–2017

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ADMISSIONS

Confession of Faith

- We believe in the verbal inspiration of the Scriptures.
- We believe the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose for the ages.
- We believe in God the Father, God the Son, and God the Holy Spirit.
- We believe in the deity and virgin birth of Jesus Christ.
- We believe that salvation is by grace plus nothing and minus nothing. The conditions for salvation are repentance and faith in Jesus Christ.
- We believe in the visible, personal, and pre-millennial return of Jesus Christ.
- We believe in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost.

Admissions Process

Recent standardized test results are required for all student applicants. Placement in HPCS is dependent upon test results and previous academic records. A parent interview with the administration is held before students are officially admitted.

For students in grades six and above, a student interview with the administrator is also required prior to admission. Parents, along with sixth through twelfth grade students, are required to sign a statement of cooperation expressing their support for the school's purpose and program. A student who does not cooperate or agree with the purpose and program of the school will not be admitted or allowed to remain in school.

In order to prevent confusion in the minds of students, HPCS reserves the right to refuse admission to any student from a family whose beliefs about major doctrines of the Bible differ from the stated confession of faith.

Financial Information

Hampton Park Christian School relies on prompt, full payment of all tuition and fees in order to operate. Financial rate sheets are available in the office and online.

HPCS partners with SMART Tuition for the processing and collection of tuition and fees.

The following policies will be applied to all past due accounts:

- If any portion of a family's current year account is thirty (30) days past due, a meeting with the business administrator will be required to discuss circumstances and plans to make the account current. Students will no longer be able to charge lunch or other items until the account is current.
- If any portion of a family's account is sixty or more (60+) days past due, children will be subject to suspension until the account is current.
- Families who have past due accounts as of January 15th may re-enroll children when the account is brought current.
- Families who have a balance as of the end of the school year will receive their final academic records and report cards when the balance is paid. Transcripts will not be provided to other academic institutions until the bill is current.
- Accounts that remain past due after ninety (90) days may be turned over to Key2Recovery collection agency and the past due status will be reported to credit bureaus.

Nondiscrimination Policy

HPCS admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities accorded to students at the school. HPCS does not discriminate on the basis of race, color, or national and ethnic origin in the administration of educational policies, admissions policies, athletic programs, and other school-administered programs.

GENERAL INFORMATION

Accreditation

Hampton Park Christian School is accredited by the South Carolina Association of Christian Schools and the American Association of Christian Schools.

Attendance

COMMUNICABLE DISEASES: A student with a communicable disease will not be allowed to attend school until permission is given by the child's attending physician.

ILLNESS: Students should not be sent to school if they are ill. Students arriving with a fever or an obvious illness may be asked to return home. Students should return to school no earlier than twenty-four hours after vomiting or fever.

ABSENCE: It is important that a student be regular in attendance to gain the most from school. Absences from school without prior permission or for reasons other than sickness, death, or emergency are considered unexcused. A student will not be allowed to make up work missed when an absence is classified as unexcused.

Chapel

Chapel is a time for singing, prayer, and preaching provided by a pastor, administrator, faculty/staff member, or guest speaker. Children in grades K4–2 meet for chapel together on Wednesday each week. Grades 3–6 also meet together on Wednesday. Grades 7–12 meet for chapel on Tuesday each week and on Thursday for “Get Real Groups”—small groups led by a faculty or staff member to discuss application of the previous chapel message, to share prayer requests and pray, and to provide spiritual accountability and encouragement.

Classification Requirements

Students in K4, K5, and first grade must reach the appropriate age for their respective classes by September 1.

Emergency Procedures

If a child becomes sick or injured on campus, the person in charge will determine whether the situation should be treated with first aid or CPR or if a parent or 911 should be called. Typically in cases that do not need 911 called, the parent will be notified and given the opportunity to make a decision regarding the child's treatment.

Fine Arts

An understanding and appreciation of the arts is integral to the development of the whole person, particularly the Christian, who worships the Creator God of the Bible. Therefore, HPCS is committed to a quality fine arts program integrated into the broader curriculum.

The ability to speak effectively and persuasively is vital, and students begin to recognize and develop this ability as early as kindergarten through “show and tell” and participation in various performances and programs. Speech communication is further developed throughout the lower grades, and a speech course is offered for credit in the upper school as well as an extracurricular drama program culminating in a school drama each year. Further opportunities are available to students in both lower and upper school through forensic competitions at the state and national level.

HPCS also places an emphasis on an understanding and appreciation of music from the earliest grades, and music is an important part of the related arts program throughout the lower school. Band is required of 5th and 6th graders, who all learn to play an instrument and to perform together. Band along with choir are elective courses for students in upper school. Voice, piano, and other instrumental lessons are available to all students. And opportunities for state and national competition in music is available to all students in upper and lower school. Various concerts and holiday programs give additional opportunities to students to perform in music and speech.

HPCS also offers an art program beginning in third grade as part of the related arts curriculum. Art courses are also offered to students in junior high and high school as electives.

Grading Scale

HPCS adheres to the South Carolina Uniform Grading Scale.

<u>Percentage</u>	<u>Letter</u>	<u>Percentage</u>	<u>Letter</u>	<u>Percentage</u>	<u>Letter</u>
99–100	A+	80–81	B-	68–69	D+
92–98	A	78–79	C+	62–67	D
90–91	A-	72–77	C	60–61	D-
88–89	B+	70–71	C-	Below 60	F
82–87	B				

Homework

Homework is an integral part of the HPCS academic program and is a valuable and important part of every student's educational experience. Homework is beneficial because it helps students remember what they have initially learned, acquire and develop critical thinking and study skills, and develop more sophisticated study skills and the ability to work independently.

Every student at HPCS will have periodic homework, and each student will be expected to complete homework assignments. Each teacher will provide specific homework expectations.

Parents play a critical role in helping students gain the full range of benefits from homework. Therefore, we ask that parents support our expectations for the fulfillment of homework responsibilities. Our hope is that as students grow in their desire to please God, they will complete and turn in only their best possible work. HPCS will seek to give only assignments that are educationally appropriate, of sufficient length and frequency, and that support our overall educational goals and objectives for each grade.

If students fall behind in homework due to an extended illness or some other unusual circumstance, parents should make arrangements as necessary with each teacher. Students will be expected to make up all missing assignments, quizzes, and tests.

Although homework assignments may be given on Wednesday evenings, the amount should be less than on other days of the week. No homework will be given on program nights.

Inclement Weather Policy

HPCS follows the Greenville County School (GCS) system the first day of any cancellation, delay, or early closing due to inclement weather only and not due to a power outage or some other localized emergency.

After the first day of inclement weather, our plan may differ from GCS. Announcements will be posted via email, website, RenWeb, Facebook, Twitter, text, and through WYFF News 4. WYFF will typically not announce HPCS if we are on the regular schedule. When school opens late, morning kindergarten classes will not meet.

In the event of an early closing, parents should pick up their children as quickly as possible. HPCS will supervise all students until their rides arrive.

Insurance

The school provides individual supplemental student accident insurance. This insurance functions as a secondary insurance to pay any portion of the unpaid balance for accidents that occur at school.

Internet Usage Policy

The HPCS Internet-Usage Policy requires that HPCS computers, network, and Internet resources be used in a manner that conforms to the school's educational mission and values. Any student using computer equipment and accessing the Internet at HPCS should read, agree to, and sign the Acceptable-Use Policy. Parental permission is also required.

HPCS has established a computer network and is pleased to offer Internet access to our students (grades 3–12). This will provide students with access to a variety of valuable online resources and acquaint them with one of the most powerful technological tools available today. However, it will also create the risk of exposure to unsafe or objectionable materials. We understand that information available on the Internet may be controversial, inappropriate, or contrary to our mission, vision, and policies. However, we believe that the availability of good, useful, and God-glorifying information for educational purposes far outweighs the negative, making these resources something vital to promote Christian understanding and learning.

HPCS has taken the precaution of installing Internet-blocking software for the protection of our students. The IT manager will review the system on a regular basis to ensure that the system is being used properly. Students should expect that a record of their Internet usage will be viewable by a third party. Students may not change or erase files showing the history of their Internet usage.

ACCEPTABLE USES:

1. The HPCS computer lab and wireless access is for educational purposes only (including classroom activities and individual research).
2. Students may only use the computer lab or access the Internet if a teacher is present.
3. Student use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of the Acceptable-Use Policy. Parents/guardians and school personnel may revoke approval at any time.
4. Students will be provided a personal network drive for saving files. Files will be accessible to faculty and are subject to HPCS use and copyright laws.
5. Students must log off a computer when done and must not allow others to share or use their passwords.

UNACCEPTABLE USES:

1. The computers may not be used to download, copy, or store any software, shareware, or freeware without prior permission from the computer lab monitor.
2. Students may not store files on the hard drive of an HPCS computer but only their personal network drive or special shared drive they have been given access and approval to use.

3. Computers may not be used for receiving or sending personal e-mail but may, with permission, open email momentarily to print a copy of a homework or school-related document.
4. When printing, only one copy of a document is permitted. Students must receive permission from the computer lab monitor to print multiple copies or use the color printer. Students will be charged the current rate for any prints made that exceed what is permitted.
5. Students may not access or participate in chat rooms, instant messaging, or blog sites without permission from a teacher. Students may not access websites that contain inappropriate, pornographic, or violent material. If a user accidentally accesses this type of information, he/she should immediately turn off the monitor and notify a teacher and/or computer lab monitor.
6. Unless it is part of a class assignment, the Internet and school computers may not be used for entertainment or for commercial, advertising, or political purposes.
7. The Internet may not be used for any activity or to transmit any material that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
8. Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks, harass, or post private information about another person online.
9. Students may not log on with someone else's password or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is strictly prohibited.
10. Students may not try to circumvent the web filters in any way to access a normally blocked website.

Any student who violates the aforementioned rules and guidelines will be subject to the following consequences:

- 1st Offense: Demerits, one week suspension of Internet and/or computer privileges
- 2nd Offense: Demerits, one month suspension of Internet and/or computer privileges, parent meeting
- 3rd Offense: Demerits, parent meeting, indefinite suspension of Internet and/or computer privileges

Offences beyond three may include detention or suspension from school. More grievous offences may result in expulsion from school.

Lost & Found

A lost and found area is located in the Miller Activities Center. More valuable lost and found items such as jewelry, glasses, and electronic devices are located in the school office. Students may claim articles at either place during the school day.

Items are displayed for the current week and stored for a month. After a month, arrangements will be made to dispose of items. Students are encouraged to mark all personal items that they bring to the school.

Lunches

A hot lunch is available each day for students to purchase. Cash will not be collected in the lunch line; student IDs will be scanned and charges placed on student accounts each month.

For the convenience of parents, the lunch schedule is published and posted on RenWeb. Students who do not wish to purchase a lunch may bring their own. Students may purchase beverages and snacks in the cafeteria.

Office

The school office is open from 8:00 a.m.–5:00 p.m. each weekday. The school phone number is 864-233-0556. Anyone who needs information concerning school policies and activities or who has questions may call or visit the school office during business hours. If a parent must bring homework, books, or other materials to her child during the school day, she should take it to the office for delivery.

Parent/Teacher Communication

Parent/Teacher communication is vital to fulfilling our mission. To connect with a teacher, please utilize one of the following means:

1. Call the school office at 864-233-0556, and your call will be routed to the teacher's phone. Because of the teacher's classroom responsibilities, please be prepared to leave a message.
2. Use RenWeb to email the teacher.
3. Email the teacher directly at firstname.lastname@hamptonpark.org.

Parent/Teacher Conferences

HPCS takes its partnership with parents in educating their children very seriously. To facilitate communication, teachers will schedule routine conferences with parents during the school year to discuss student progress. Additional conferences may be needed, and parents are always welcome to ask for additional time to discuss their child's needs. We do ask, however, that parents call or write ahead of time to schedule a conference before coming. Faculty are normally in their classrooms until at least 3:30 p.m. on school days and are willing to work with parents in scheduling conferences at mutually convenient times.

Property Policy

HPCS takes pride in the appearance and care of its campus—God has blessed us with wonderful facilities with which to serve our students. Students are asked to help maintain the campus by avoiding littering, putting things back where they found them, and generally keeping things neat. Students are expected to pay for any damages they cause to buildings, furniture, or fixtures.

BUILDINGS: Students are not to enter buildings after 5:00 p.m. unless accompanied by an adult. Students should pick up any items from their lockers prior to going to practices or activities outdoors or in another building that might not end until after 5:00.

GYMNASIUM: The gymnasium is off-limits for personal use before and after school unless an authorized adult is present.

GENERAL: Hampton Park Christian School branding may not be used on any radio or television program, in any publication, or by any business without prior permission from the school's administration. Solicitation is not permitted at HPCS without authorization from the administration.

SUMMER HOURS: The school office is open from 8:00 a.m. to 5:00 p.m. Mon.–Thurs. and until 3:00 p.m. Fridays throughout the summer.

Relationship Guidelines

CONCERNS OR PROBLEMS: Biblical education in Hampton Park Christian School takes place within the larger context of the Christian community. We are all sinful people who are pursuing Christ-like holiness together. During the course of the year, questions, disagreements, misunderstandings, and problems will certainly arise between students, between teachers and students, between teachers and parents, and between parents and the school.

In Matthew 18:15–17, God outlines how Christians are to handle conflicts. First, we are to communicate with the individual that is closest to the problem or concern and go to others with greater authority only if the situation cannot be resolved at that level. Administration, teachers, parents, and students should work together to resolve conflicts, continually displaying mutual love and respect for one another. Accordingly, the leadership, teachers, parents, and students should commit themselves through the power of the Holy Spirit to extend forgiveness and pursue reconciliation and restoration.

SUGGESTIONS & RECOMMENDATIONS: HPCS sincerely desires to continually grow and improve—our mission demands it and our love for students compels it. To be successful in our mission, we must partner with parents in educating their children. A successful partnership requires close communication, so parents should always feel free to share ideas, concerns, and suggestions with school staff.

School Safety

OUR COMMITMENT: We care deeply for the safety of HPCS students. We have developed procedures for emergencies, lock downs, tornados, etc. We ask that everyone comply with our safety guidelines and procedures.

EMERGENCY DRILLS AND EVACUATIONS: Emergency drills are performed regularly to prepare students for emergency situations. Fire drills are performed each month; drills for lock downs, tornadoes, and earthquakes are performed each semester. Emergency evacuation instructions are posted in classrooms. Students are not permitted to talk during emergency evacuations and must go quickly to the designated areas of safety and wait for the signal to re-enter the buildings. In the event of a campus evacuation, children will be transported to either Church of Cherrydale on State Park Road or Herdklotz Park.

THE SCHOOL ENTRANCE DOORS: Exterior classroom building doors will be open at the beginning and ending of each day but will remain locked throughout the day.

VISITOR PASSES: Immediate family members are welcome to eat lunch with their student at designated tables in the lunchroom any time after Labor Day. Family should sign the guest log and wear a guest sticker, provided near the entry to the lunchroom. Guests other than family, such as alumni, youth pastors, or school-age friends must check in at the main office and wear a guest badge to be allowed to eat lunch with students. For all other campus visits, please check in at the office for a visitor pass.

PROHIBITED ITEMS: Lasers, tobacco or vaping products, matches, alcoholic beverages, narcotics, knives, guns, explosives, lighters, throwing stars, brass knuckles, chains, or other weapons are not permitted on the school campus. Possession of a gun on school property will result in expulsion.

Standardized Testing

HPCS maintains a thorough testing program to measure student academic achievement. The administration and faculty utilize test results to make improvements both in working with individual students and in general curriculum and instruction decisions.

Telephone Calls

Permission from a faculty or staff member must be secured before using any campus telephone. Students are limited to three minutes for use of the student phone.

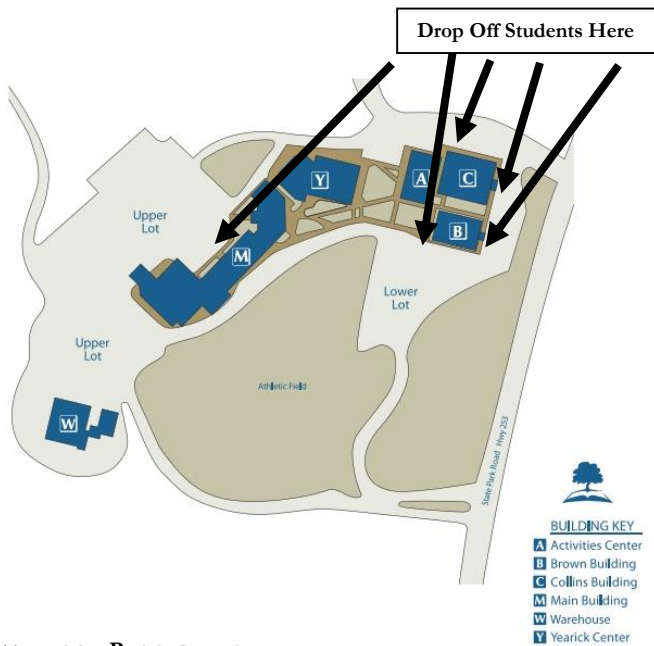
Arrangements for rides and most other personal business should be handled before school hours, and use of the telephone for such business is discouraged.

Traffic Procedures

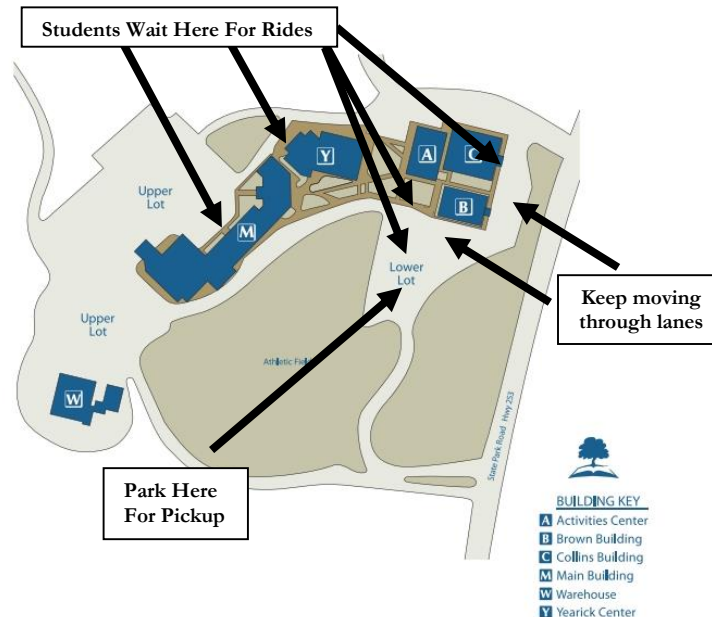
The campus speed limit is 15 mph, and drivers should pay particular attention driving across parking lots. In order to ensure the safety of children and achieve efficient morning drop off and afternoon pickup, the following policies should be followed closely:

STANDARD MORNING PROCEDURES:

- Drivers must follow the prescribed route through the parking lot and may not park in any pick-up lanes or no-parking zones. To do so is a violation of fire regulations and presents a dangerous situation to students who are entering or leaving buildings.
- Children should always be dropped off on the sidewalk side and should not cross traffic lanes.
- Drivers who wish to enter a building should either drop off their riders first then park, or they should park in the parking lot first and escort children into the building. Cars should not be left unattended in the car line, blocking traffic.
- Be aware of student safety patrol crossing guards. They are on duty to assist drivers and their stop signals should be adhered to.
- Cars should not park on a crosswalk in order to drop off children
- We suggest students arrive no later than ten minutes before school starts to enable children to get to their classes on time.



STANDARD AFTERNOON PROCEDURES



- Drivers must follow the prescribed one-way route through the parking lot and may not park in any pick-up lanes or no-parking zones.

- Children should always be picked up on the sidewalk side and should not cross traffic lanes except at designated crosswalks.
- Drivers should arrive between 2:55 and 3:25.
- All lower school students will remain under the supervision of school staff until their ride arrives.
- Students in upper school are responsible to find their driver.

Website

Current information about HPCS and downloadable forms are available on our website at www.hpcsonline.org.

Withdrawal & Tuition Reimbursement

When enrolling a student at HPCS, it should be understood as a commitment for the entire school year.

To formally withdraw a student from HPCS, the school administrator should be contacted, an official withdrawal form completed, all school-owned materials returned, and the \$500 withdrawal fee paid as well as any additional charges incurred through the calendar month that the withdrawal is made.

All outstanding bills must be paid and all textbooks and HPCS materials must be returned before school records, grades, or transcripts will be released to any other institution.

LOWER SCHOOL

Attendance

EXCUSED ABSENCES: A student who misses school will need a written note from a parent or guardian explaining the reason for the absence.

If a lower school student is absent for more than ten days during the year, his promotion to the next grade may be jeopardized. If a doctor's excuse is secured, an additional ten days will be allowed for a total of twenty days of absences. After twenty days absent, the student will be required to attend make-up sessions to pass the grade.

If a student is absent for more than two hours on a school day, he will be counted as absent for a half day. More than four hours absent constitutes a full day's absence.

TARDIES: Students should be in class by 8:30 a.m. (8:15 a.m. for 6th grade). Five tardies are equivalent to one absence.

EARLY DISMISSAL: Parents who wish to pick up their children before the regular dismissal time are asked to send a note or email directly to the children's teachers stating the reason for the early dismissal and the time and place the children will be picked up.

MAKE-UP SESSIONS: Sessions will normally be scheduled after school. Parents and students will be notified regarding excessive absences and scheduled make-up times. Each student must attend three hours in make-up time for each day of absences and one and a half hours for each half-day of absences. Charges will be assessed for make-up sessions.

Attire

While we realize that the Bible does not specifically tell us how we should dress or how our hair should be cut, it does give us some principles to follow. As these principles are kept in mind, we trust that the lower school dress code will prove to be more of a blessing than a burden to you and your children.

MODEST AND APPROPRIATE CLOTHING: God calls His people to love and serve one another. One of the many ways we do this is by wearing clothes that are modest (unwilling to draw attention to one's self; reasonable; simple, not showy; not sensual; reserved in appearance and manner) and appropriate (conducive to a learning environment; suitable).

Dressing according to code starts with a desire to honor God and serve others. Students who habitually fail to keep the dress code can expect disciplinary consequences.

GENERAL APPEARANCE:

- All: Students who are in violation of the dress code and uniform policy should attempt to rectify it right away. If unable to do so, the student will be sent to the school office, and the office will call a parent to bring a change of clothes that meets the dress code. The time the student spends out of class due to a dress code violation is considered unexcused.
- All: Sweatshirts or hoodies may be worn as a neat secondary garment. The following are not appropriate for school day dress: tank tops, spaghetti strap tops, shirts with objectionable language or symbols, and clothing with the name of another day school.
- Girls: Visible body piercing and tattoos are not permitted. Young ladies may wear pierced earrings in the earlobe. Only one pair of matching earrings may be worn at a time. Objectionable symbols on jewelry should not be worn to school.
- Girls: Make-up should be used sparingly. Glitter or bizarre colors of make-up, nail polish, or hair dye are not permitted.
- Boys: Visible body piercing and tattoos are not permitted. Earrings should not be worn to school.
- Boys should be clean shaven with neat haircuts. Hair should not cover the ears, collar, or eyebrows. Hair dye and hair designs are not allowed. Sideburns should be no longer than the bottom of the ear.

All students in K4–6th grades are expected to be in dress code from the time they enter the campus until the time they leave the facility.

GIRLS

- K4–3rd: Dresses, skirts, skorts, and non-athletic shorts no more than 2–3 inches above the knee, pants, jeans, and capris are allowed.
- 4th–6th: Dresses, skirts, skorts, and Bermuda dress shorts to the top of the knee, pants, jeans, and capris are allowed. Tops must have a sleeve.
- Footwear: For safety reasons, all footwear must have either an enclosed back or back strap.

BOYS

- K4–3rd: Pants, jeans, and non-athletic shorts 2–3 inches above the knee are allowed.
- 4th–6th: Pants, jeans, and Bermuda dress shorts are allowed. Shirts must have collars.
- Footwear: For safety reasons, all footwear must have an enclosed toe and enclosed back.

Lunches

Students may purchase beverages and snacks in the cafeteria. Lower school students are not allowed to bring soft drinks for lunch.

UPPER SCHOOL

Athletics

The HPCS athletics program is a healthy supplement to the academic curriculum. Students are encouraged to take advantage of opportunities to develop their character and their physical abilities for the glory of God in the context of athletic competition. Boys have opportunity to compete in soccer, basketball, baseball, and golf. Girls have opportunity to compete in soccer, basketball, volleyball, and golf.

For more detailed information regarding HPCS athletics, see the Athletic Handbook.

Attendance

CLOSED CAMPUS: HPCS maintains a closed-campus policy. Once a student arrives for school, he or she may not leave campus unless in the presence of a parent or legal guardian or a faculty/staff member with parental permission. Any class time missed will be subject to school absence policies. Seniors may leave school after their last class.

EXCUSED ABSENCE: Any student who is absent for any reason must present a note to the homeroom teacher upon his or her return to school explaining the reason for the absence. If a note is not submitted within one week, the student will not be allowed to make up any missed work. Any work missed due to an unexcused absence will receive an automatic zero.

After ten class periods of a full-credit class or five class periods of a half-credit class have been missed, no cuts or early dismissals will be granted for contests, mission trips, ball games, or fine arts activities.

A student who is absent for more than ten class periods for a full-credit class or more than five class periods for a half-credit class may not receive credit for the class. If a doctor's excuse is secured, an additional ten class periods will be allowed for a total of twenty class periods absent for a full-credit class or ten for a half-credit class. After missing twenty class periods, a student will fail the course unless he or she attends make-up sessions at additional cost.

EARLY DISMISSAL: A note must be brought to the upper school student's homeroom teacher indicating the reason (e.g. for a doctor's appointment) for early dismissal and the time the student is to be dismissed. No student will be dismissed early without parental permission.

MAKE-UP WORK: Students should make up all missed work due to excused absences within one week of returning to class. If the work is not made up on time, the student will receive a grade of zero for the work. For extended absences, students should contact individual teachers who may make special arrangements for extra make-up time.

Exams or classes missed due to unexcused absences will result in zeros for all work missed.

MAKE-UP SESSIONS: Sessions will normally be scheduled after school. Parents and students will be notified regarding excessive absences and scheduled make-up times. Each student must attend one twenty-minute period for each class missed (i.e., three classes missed = one hour of make-up time). Charges will be assessed.

UNEXCUSED ABSENCE: A student who misses school without a written note from a parent or guardian will be given an unexcused absence.

CUTS: The purpose of cuts is to allow students to miss class for planned activities at the request of parents through the school administration. Students are allowed a limit of five cuts days per year. Cuts may not be taken if they will cause the student to go beyond ten total days absent or if a student will be missing a class in which he or she has a failing grade.

7th–8th grade: No cuts are allowed five days immediately preceding Easter or Christmas vacation or during the last three weeks of the school year. Days missed from school under these circumstances will be considered unexcused absences, and work missed may not be made up.

9th–12th grade: No cuts are allowed the week prior to or during exams, the five days immediately preceding Easter or Christmas vacation, or during the last three weeks of the school year. Days missed from school under these circumstances will be considered unexcused absences, and work missed may not be made up. Seniors may not take cuts the week before the senior trip.

Class cuts may be arranged through the school office. Cuts permission slips should be turned in to the office one week before the absence is planned. Failure to follow these guidelines will result in unexcused absences, and work missed may not be made up. Students taking cuts should complete any homework or tests before cuts are taken, at the teacher's discretion.

COLLEGE VISITATION DAYS: College visitation days are encouraged for seniors and their families for the purpose of appointments with admissions, financial aid, and other college officials. Four college visitation days per year (but not exceeding three in any one semester) are allowed if the following criteria are met:

- The proposed trip is a bona fide part of the student's college selection process and the student is . . .
 - maintaining an overall C average or better and not failing any class.
 - demonstrating a pattern of good character and conduct that will reflect positively on HPCS during the college visit.
 - within the allowable range of other absences (see above).
- The student is accompanied by a parent or parent designee.

- The student will be required to bring substantiation of the visit upon returning to HPCS. (Most admissions departments have a prepared form they will give to the student upon completion of the visit.)

To initiate a college visit request, the student must obtain a cuts permission slip stating the purpose of the trip and follow the normal cuts procedure described above.

TARDIES: Students are expected to be in their scheduled classrooms and ready to begin class on time each morning and throughout the day. It is recommended that students arrive no later than 8:10 a.m. to be sure to arrive in homeroom by the 8:15 a.m. bell starting the school day. Students arriving *after 8:30* for any reason must have a note from a parent or be accompanied by a parent (or carpool driver) to the receptionist in order to receive a class admittance form. Otherwise, the tardy will not be excused. Teachers will not allow tardy students into the classroom unless they have a class admittance form from the office.

Students will be considered tardy to class if they are not in their seats when the bell finishes ringing. For physical education classes, students must be in the gymnasium or other place designated by the teacher when the bell rings.

For the first five tardies each semester to homeroom (or first hour), there will be no penalty if a note from home is brought the same day or the next day explaining the tardy. If no note is brought, the student will be assigned demerits. On the sixth tardy and for all those following, demerits will be given. Notes from home will not excuse these tardies.

To participate in an athletic competition, students must attend at least three full class periods on the day of the competition.

Attire/Uniforms

While we realize that the Bible does not specifically tell us how we should dress or how our hair should be cut, it does give us some principles to follow. First, a dress code and uniforms provide a standard for modesty and appropriateness that helps students focus on school. Second, a dress code and uniforms help to simplify decision-making—students know what they should wear to school and when they should wear it. Third, and specific to uniforms, costs may be minimized. Uniforms tend to be quite durable and may pay for themselves over time. As these goals are kept in mind, we trust that the dress code and uniform policy will prove to be more of a blessing than a burden.

MODEST AND APPROPRIATE CLOTHING: God calls His people to love and serve one another. One of the many ways we do this is by wearing clothes that are modest (unwilling to draw attention to one’s self; reasonable; simple, not showy; not sensual; reserved in appearance and manner) and appropriate (conducive to a learning environment; suitable).

Dressing according to code and wearing the uniform properly starts with a desire to honor God and serve others. Students who habitually fail to keep the dress code or wear the uniform improperly can expect disciplinary consequences.

DRESS CODE/UNIFORM EXPECTATIONS: Below is a list of expectations for how uniforms should be worn. Students are urged to embrace the “spirit of the law” as they uphold these standards.

All students in upper school are expected to abide by the uniform dress code from the time they enter the campus until the time they leave campus. Students who are in violation of the dress code and uniform policy should attempt to rectify it right away. If unable to do so, the student will be sent to the school office, and the office will call a parent to bring a change of clothes that meets the dress code. The time the student spends out of class due to a dress code violation is considered unexcused.

GIRLS:

UNIFORM PANTS

Pants should be solid black, khaki, or navy, purchased from any store. Pants should not be capris, jeans, cargo, skinny, or have decorative stitching.

TOPS

Tops should be uniform logo polos in navy, white, yellow, or light blue or uniform oxfords in white or light blue. Shirts must be purchased from either Tommy Hilfiger or Lands’ End.

SKIRTS

Skirts should be to below the knee in black, khaki, or navy, purchased from any store, or plaid uniform skirts from Tommy Hilfiger or Land’s End.

FOOTWEAR

Sneakers, Birkenstocks, and dressier backless shoes/sandals are permitted. Flip-flops or similar beach shoes and sport sandals are not permitted.

GENERAL APPEARANCE

Visible body piercing and tattoos are not permitted. Young ladies may wear pierced earrings in the earlobe. Only one pair of matching earrings may be worn at a time. Objectionable symbols on jewelry should not be worn to school. Make-up should be used sparingly. Glitter or bizarre colors of make-up, nail polish, or hair dye are not permitted.

BOYS:

UNIFORM PANTS

Pants should be solid black, khaki, or navy, purchased from any store. Pants should not be jeans, cargo, skinny, pegged, or have decorative stitching.

TOPS

Tops should be uniform polos with HP logo in navy, white, yellow, or light blue or uniform logo oxfords in white or light blue. Oxfords should be kept tucked in. Shirts must be purchased from either Tommy Hilfiger or Lands' End.

FOOTWEAR

All footwear should have an enclosed toe and back.

GENERAL APPEARANCE

Visible body piercing and tattoos are not permitted. Earrings should not be worn to school. Boys should be clean shaven with neat haircuts. Hair should not cover the ears, collar, or eyebrows. Hair dye and hair designs are not allowed. Sideburns should be no longer than the bottom of the ear.

UNIFORM OUTERWEAR: Outerwear (sweaters, jackets, vests, hoodies, sweatshirts) must be HPCS-branded if worn indoors during the school day. Non-logo coats and jackets may be worn outdoors and when coming from or going to lockers directly to or from outdoors.

ATHLETIC EVENTS: Students are free to wear more casual clothing to athletic events, including jeans, T-shirts (avoid objectionable symbols or logos of other day schools), and shorts to the knee. Athletes should defer to the dress policies of their respective coach.

P.E. SHIRT & SHORTS: Physical education uniforms are required attire for P.E. courses. P.E. uniforms may be worn to and from lockers in the main building after a P.E. course that is the student's last course of the day and when heading directly to or from the lockers on the way to another location outside the main building. Young men are to wear shirts during physical education classes.

Cell Phones & Electronic Devices (Laptops, Tablets, iPods, Gaming Devices, Etc.)

As technology has evolved, it has become apparent that it can be either a valuable asset or a significant distraction in the classroom. The following policies are in place to guide wise use of technological devices in the classroom in order to maximize learning and minimize distraction:

- Cell phones and other handheld devices are not to be used by 7th and 8th grade students during school hours; they should be kept in student lockers or, even better, left at home. Students in 9th-12th grade may utilize cell phones or devices with discretion outside of class throughout the day, but they should not access them in class except in rare exceptions at the teacher's discretion and for educational purposes. Smart watches may be worn but should not be used in the classroom.
- Videos or recordings of teachers or school staff may be made only with the individual's express written permission. A posting on the Internet or social media containing a staff member or teacher's image, a video including a teacher or staff member, or audio recording of a teacher or staff member will not be tolerated without the individual's express written permission.
- Note the following consequences if a student is found in violation of the above policies:
 - 1st offense: demerits & confiscation of device; student may retrieve at end of school day
 - 2nd offense: demerits & confiscation of device; parent may retrieve device at end of school day
 - 3rd offense: demerits & confiscation of device; \$20 fine and parent may retrieve device at end of school day

Classification Requirements

- Seventh Grade – Students must be promoted from sixth grade.
- Eighth Grade – Students must pass English, math, and Bible in seventh grade or make them up in summer school. A student who fails more than one subject is retained in the seventh grade.
- Ninth Grade – Students must pass English, math, and Bible in eighth grade or make them up in summer school. A student who fails more than one subject is retained in the eighth grade.
- Tenth Grade – Students must have six earned units, including no less than one-half unit in Bible.
- Eleventh Grade – Students must have twelve earned units, including no less than one unit in Bible.
- Twelfth Grade – Students must have eighteen earned units, including three units in English and no less than one and a half units in Bible or be enrolled in courses that will permit graduation at the end of the school year.

In order to receive a diploma from Hampton Park Christian School, a student must be enrolled full-time during the senior year.

Conduct Expectations

HPCS is committed to developing its students into young men and women who obey God because they are personally accountable to Him and His Word. HPCS policies regarding student conduct are divided into two categories: *biblical mandates* and *school policies*. *Biblical mandates* are specific commands from God's Word that apply to a believer's life. *School policies* are requirements designed by the administration to facilitate the educational environment.

The student, by virtue of his enrollment at HPCS, agrees to honor and live by these mandates and policies both on and off campus while each semester is in session or while participating in any school-sponsored program. While a student's personal convictions may differ somewhat from these standards, his or her choice to become a part of HPCS implies a commitment to willingly abide by these policies. Students on Christmas or summer break are expected to honor the Lord by living a life submitted to biblical mandates and encouraged to honor the authority of parents, church leaders, and employers in regard to matters of personal preference.

We also expect all parents to support HPCS by upholding the standards we have established for the school, fulfilling their financial obligations to the school, faithfully attending meetings, maintaining open and honest channels of communication with the faculty and staff, and attending parent/teacher conferences.

Biblical Mandates

HPCS is committed to loving students by encouraging them to walk in the Spirit and by confronting sin in their lives. In Galatians 5:16–23, God reveals that there will be a struggle in believers characterized as fruits of the flesh and fruits of the Spirit. As students are in close proximity to one another, there will be many times where the flesh will desire one thing, but the Spirit another. The following are some key biblical mandates to keep in mind while participating in the HPCS school community. Those listed under “walking in the Spirit” should be manifested in the heart and life of every believer. Those listed under “walking in the flesh” describe sin that is characteristic of slavery to sin and not consistent with the transformed heart and life of a believer. HPCS recognizes that godly behavior comes from the heart and is not mere conformity to man-made regulations.

Walking in the Spirit

Loving One Another—Believers are to love one another (Col. 3:12–14). This love applies to family, faculty, staff, and fellow students, and it is not always easy. We call every member of the HPCS family to love, honor, and prefer one another, and to manifest that love in their lifestyles.

Submission to Authority—Romans 13:1–7 states that believers have an attitude of submission towards all God-ordained authorities. Students are called to honor, respect, and follow their God-given authorities, including parents, teachers, staff, and civil authorities. Faculty, staff, parents, and students should also maintain attitudes of mutual submission to one another. In the academic context, students especially are called upon to display this attitude of submission.

Stewardship—God is the giver of all things to man, whether spiritual or physical. The believer is to honor God with his or her possessions (Pro. 3:9). Everything that God has entrusted to a person—his or her money, time, belongings, skills, and abilities—is to be used to glorify God. We all should strive to be faithful stewards of our belongings, education, time, and spiritual gifting.

Modesty—All believers are called to exhibit modesty. This is expressed in an attitude of humility rather than pride (1 Pet. 3:8). Modesty should be exhibited in speech, in action, and in choice of clothing or personal appearance. Christians all ought to have a humble spirit and therefore to be modest in word, deed, and appearance.

Walking in the Flesh

Anger—“Fits of anger” is a fruit of the flesh (Gal. 5:20). Often, pride will deceive our heart into thinking that our needs are more important than others. This can result in anger when we don’t get our way. Believers are to look out for the interests of others, exalt others above themselves, and consider others more important than themselves (Phil. 2).

Jealousy—Jealousy is also listed as a fruit of the flesh (Gal. 5:20). We can be tempted to desire what others have because we think we deserve it or we are better than them. This is another area where pride infects our thinking. We must learn to be content in whatever circumstances (Phil. 4:10–14). Doing “all things through Him who strengthens me” refers to living in any physical circumstance, whether in poverty or in riches. Therefore, we are to be content in our present circumstance.

Deception—Believers are to put away falsehood and speak truth to one another (Eph. 4:25). Deception can occur in many subtle forms. We can be tempted to lie outright, to change circumstances to make ourselves or others look better, to hide the truth in silence, or to spread lies about others. All of these are sin and have destructive consequences. We all should strive to speak truthfully.

Unwholesome Speech—Ephesians 4:29 calls believers not to allow corrupt talk to come out of their mouths but to build up others with their speech. The sin is in speaking words that tear people down, disrespect people, that are spoken with the intent to hurt others, and that contain coarse or sensual joking. Accordingly, we should be a community that speaks to edify others.

Stealing—Exodus 20:15 expresses a simple command from the Lord: “You shall not steal.” While this may seem elementary, there are constant temptations to steal from others. We will not steal property, money, or academic work. Cheating will not be tolerated.

Lust—God says that believers should “abstain from passions of the flesh” (1 Pet. 2:11). Our flesh will tempt us to pursue its desires without thinking. These may be sexual desires, material desires, or proud desires. We should all strive for self-control. We also recognize that sin is manifested when others deliberately choose to tempt a fellow believer to lust. We should all commit ourselves to love one another by setting aside dress, speech, or possessions that unnecessarily tempt a brother or sister in Christ.

Sexual Immorality—1 Thessalonians 4:3–5 says, “For this is the will of God, your sanctification: that you abstain from sexual immorality; that each one of you know how to control his own body in holiness and honor, not in passion of lust like the Gentiles who do not know God.” Sexual involvement outside of heterosexual marriage is not an expression of real love. God’s standard is toward progressive purity and holiness in both the desires of the heart and the actions of the body.

Substance Abuse—Believers are to not be drunk with wine but rather to “be filled with the Spirit” (Eph. 5:18). The difference is control. God doesn’t want alcohol or any other substance to control our behavior, but He wants His Holy Spirit to control our behavior. We should all strive to be controlled by the Spirit rather than by substances and to abide by civil law governing this area.

Discipline Policies

Most minor discipline problems (e.g. late to class, chewing gum, classroom disruption, dress code infraction) that occur in the classroom are handled by the teacher as the authority closest to the situation. Minor infractions that occur outside the classroom should be handled directly by the faculty or staff

member who observed the infraction. Major or serious infractions or repeated minor infractions are referred to the administration, who may impose discipline, provide counseling, and involve parents.

DEFINITIONS OF UPPER SCHOOL DISCIPLINARY ACTIONS:

Penalties may consist in reports, detention, demerits, or even manual labor supervised by facilities staff on school grounds. All these actions are taken to instruct and correct students. If probation, suspension, withdrawal, or expulsion is mandated, it is with the long-term goal of restoration and repentance.

Demerits: A simple definition of *demerit* is “a mark awarded to someone for an infraction or offense.” Students who commit minor, major, or serious infractions will receive demerits accordingly. The administration has the discretion to administer demerits in proportion to the individual circumstances surrounding the infraction. Below is a list of infractions covered by the demerit system and typical demerit penalties. Since every possible offense cannot be listed, the administration determines the penalties for other offenses.

- *Minor Infractions* (misbehavior in a classroom, on campus, or at school events). 5–20 demerits.
Behaviors include but are not limited to the following:
 - Automotive moving or parking violations
 - Being in an unsupervised area without permission (including outdoors)
 - Class disruption
 - Misbehavior in cafeteria
 - Plagiarism or collusion
 - Inappropriate display of affection
 - Rudeness
 - Failure to report to a teacher, to detention, or to late stay
 - Failure to return assignments or requested signed papers/forms
 - Violation of electronic device policy
 - Chewing gum
 - Uniform/grooming violations
 - Running in halls/walkways
 - Unapproved food or drink in class
 - Littering

- *Major Infractions* (misbehavior of a more serious nature in a classroom, on or off campus, or at school events) 20–70 demerits
Behaviors include but are not limited to the following:
 - Aggressive behavior or horseplay
 - Cutting class
 - Defiance of authority and/or school directives
 - Disrespect to authority
 - Academic dishonesty/cheating
 - Lying
 - Leaving campus without obtaining permission
 - Profanity and/or obscene words or gestures directed toward another individual
 - Smoking/vaping/possession of tobacco or vaping products
 - Repeated minor infractions

- *Serious Infractions* (offenses often involving activity that is illegal or pre-meditated to cause harm) 70 demerits–expulsion
Behaviors include but are not limited to the following:
 - Committing a major infraction while on disciplinary probation
 - Extreme or obscene public behavior unbecoming of an HPCS student on or off campus
 - Fighting
 - Computer hacking or tampering with school’s computer system
 - Destruction of school property (vandalism and graffiti)
 - Direct or indirect physical harm
 - Possession or use of a weapon or explosive
 - Terror threat
 - Harassment
 - Bullying (verbal, sexual, physical, cyber, via computer, phone, etc.)
 - Possessing pornography
 - Any involvement or association with drugs or alcohol
 - Possession of drug paraphernalia
 - Possession of missing or stolen property
 - Stealing
 - Tampering with fire alarm system, extinguishers, defibrillators, or safety cameras

Detention: When a student receives twenty-five demerits in a semester, a detention will be served. Detention sessions occur on Wednesdays from 3:15 p.m.–4:00 p.m. Students will be notified of the detention five days in advance, so that arrangements may be made. When a student receives fifty demerits, the same process will occur, but the detention may include light custodial or clerical work on campus.

Suspension: A suspension is defined as an involuntary, short-term separation from HPCS classes and activities for disciplinary purposes. A student who receives seventy-five demerits will receive a one-day suspension from school. The student will not be readmitted until a parent has contacted the office. A student will receive zeroes for all homework, quizzes, and tests given in his absence.

Probation: A student who accumulates seventy-five demerits in one semester is placed on probation. He/she may not participate in extracurricular activities for the remainder of the semester or hold a leadership position for the remainder of the school year. A student who accumulates seventy-five demerits in two successive semesters may not re-enroll without approval of the administration.

Withdrawal: The administration reserves the right to ask a student to withdraw any time they believe the student is having a detrimental effect upon the spiritual and social atmosphere of the school.

Expulsion: The accumulation of one hundred demerits in one semester and/or being out of harmony with the rules of the school will be considered grounds for expulsion. The transcript for a student who is expelled will show the grades received through the last quarterly report card received. A form showing test, quiz, and homework scores since the last quarterly report card will be attached to the transcript. A student who is expelled may not be considered for re-enrollment for two full semesters and will be allowed to attend school functions only with administrative approval and in the company of a parent or guardian. Parents must meet with the administration before a student who has been dismissed may be re-enrolled.

Parents or guardians are expected to immediately inform the school in the event a Hampton Park student is apprehended by law enforcement personnel. The school reserves the right to assess demerits, suspend, or expel the student, depending on the severity of the offense even if formal charges are not lodged or final guilt determined. Failure to notify the administration of such a situation may result in the student's expulsion.

Dropping/Adding a Course

Changes in schedules are to be made during the first full week of school. A class may not be added after that time. Any student who drops a class after the end of the first grading period will automatically receive a grade of *F* for that class.

Two levels of a subject may not be taken simultaneously.

Elective Courses

Although standard courses are offered to meet normal South Carolina graduation requirements, Hampton Park offers a variety of elective courses in science and math, fine arts, family and consumer science, social studies, psychology, health and fitness, creative writing and journalism, and computers.

Exams

Exams are given to 9th–12th grade students and 8th grade Algebra I and Computer students at the end of each semester and count twenty percent of the semester grade. The final exam grade will be the average of the two semester exam grades.

Extracurricular Activities

CONNECTION WEEK: Students in grades seven through twelve will experience "Connection Week" once each year. Connection Week is best thought of as a week of Christian camp on the campus of HPCS. It is normally scheduled near the beginning of the school year, and it is designed to provide an opportunity for students and faculty to become better acquainted with one another, the Lord, and the community through team competition; spiritual growth through chapel, God & I time, and small group interaction; community service; and various fun activities.

FIELD TRIPS: To enhance the educational experience and expose students to unique learning opportunities, various field trips are offered throughout the school year.

SENIOR TRIP: Educationally, the senior trip provides exposure to other cultures and reinforces material studied in classes. Fund-raising efforts provide an exercise in hard work, planning, and stewardship. Socially, the trip builds class unity and lifetime memories, celebrates the accomplishment of a milestone event, and builds camaraderie among parents as they work together to help their children. Spiritually, the trip exposes the students to the world's need for the Gospel of Jesus Christ and provides an opportunity to share that good news.

All students in the senior class are required to go on the senior trip. Personal sickness, injury, or death of a close relative are the only exceptions to this policy. Because of this requirement, prices should be within the range of the class's available resources. In addition, any student who fails to take advantage of opportunities to earn shares will be required to make up the difference. If for any of the above reasons a student does not go on the senior trip, the student will receive a refund limited to the amount he has earned above the non-refundable portion of the cost. (The non-refundable portion would include chaperone costs, prepaid hotel and airfare, and prepaid tours.)

The school requirement as to the official destination for senior class trips is Washington, DC. Side trips may be added to this destination (such as New York, Baltimore, or Williamsburg) as long as the trip cost stays within the guidelines above. An exception to the school requirement may be made for a trip outside the country as long as it meets the written cost and fund-raising guidelines already in place.

Late in the junior year, the juniors along with their parents or guardians will meet with the class sponsor and administrators to discuss the senior trip policy and options. At that time, the parents will be expected to sign a statement of cooperation in regard to the above policy if they plan to re-enroll their child for his/her senior year. Any parents enrolling their child in the summer between the junior and senior year would be advised regarding this policy during the interview with the principal and asked to sign the statement prior to their child's acceptance as a student in HPCS.

Food, Gum, and Drinks

To help maintain the condition of the facilities, students are asked not to eat or drink in the hallways or classrooms except during the morning snack time or by special permission of a teacher. Open sodas, juices, and coffee are permitted only in the lunchroom, not in lockers or in the hallways. Gum is not allowed anywhere in the facility at any time during the school day. Students may use water bottles in class with teacher permission.

Fundraising

Fund-raising activities engaged in by any school organization or student group must be approved by the administration.

Grading Scale

HPCS adheres to the South Carolina Uniform Grading Scale, which is designed to provide consistency in grading across the state. This is important for determining high school students' eligibility for college admissions and for scholarships, including the state LIFE scholarship.

High school students receive a numeric grade for each subject based on the SC Uniform Grading Scale. The numeric grade and category of the course (e.g. honors) will determine the quality points earned for each course.

Grade Point Average/Class Rank

Grade point average formula: $\text{Grade Point Average} = \frac{\text{Total Quality Points}}{\text{Total Units Attempted}}$

Graduation Requirements

GENERAL TRACK

Subject	Units
English	4
Math (Alg. 1, Alg. 2, Geometry, Business Math)	4
Science	3
U.S. History	1
Government/Economics	1
Social Studies	1
Foreign Language	1
Computer Science	1
Speech	.5
Physical Education	1
Fine Arts	.5
Bible & Electives	7
Total	25

COLLEGE PREPARATORY TRACK

Subject	Units
English	4
Math (Alg.1, Alg. 2, Geometry, Trig)	4
Science	4
U.S. History	1
Government/Economics	1
Social Studies	1
Foreign Language	2
Computer Science	1
Speech	.5
Physical Education	1
Fine Arts	.5
Bible & Electives	5
Total	25

Students are reminded that it is their responsibility to ensure that sufficient credits are taken for graduation. Further, students should check with the admissions counselor of the college they wish to attend to find out the exact course requirements for admission.

In order to be eligible for the South Carolina LIFE Scholarship, students must meet two of the following three criteria: a cumulative GPA of 3.0 or above, a minimum score of 1100 on the SAT or 24 on the ACT, or rank in the top 30 percent of the class.

Bible must be taken and passed each year a student is at HPCS. Summer school is offered for any student who fails Bible.

Generally, students may not take a study hall during a period in which there is a class available for them to take.

A graduation fee is required of all seniors and must be paid before graduation. The fee covers the cost of diplomas and various other graduation expenses. It does not cover the cost of invitations.

Summer school courses may be offered as the need arises.

Credit Recovery: Depending on the specific course failed, a student may need to replace the credit or may actually need to re-take the course. If the schedule for the following year permits doing so, the course may be repeated or replaced with another comparable course during the next academic year. See the school guidance counselor for suggestions on credit recovery options.

Correspondence or summer school work may not be taken to avoid taking a course at Hampton Park or to gain advanced standing (accelerate to a higher grade level). The administrator must approve all outside coursework in advance and in writing.

Home school credits may not be earned while a student is currently enrolled full-time. Home school credits will be evaluated for students entering as new students if the student was not enrolled at HPCS for a period of one year or more.

Lockers

Each student in upper school will be assigned a locker. Students should keep personal items in their lockers for protection and for the sake of good housekeeping. Please do not affix decals, tape, or other articles to the lockers. Magnets may be used to hang pictures, schedules, and other items that enable the student to decorate the locker according to his or her tastes. For security, students should never give their combinations to other students, open someone else's locker, or jam the locking mechanism. The administration will conduct periodic locker inspections to make sure that lockers are orderly, neat, and that their contents are consistent with biblical standards.

Medications

Students in upper school are allowed to carry Tylenol; the office does not dispense medication to those students.

Physical Education

A written excuse from a parent or doctor is necessary to exempt a student from physical activities. Any student who does not dress for physical education for ten days or more during the school year, regardless of the reason, may not be given credit for the course. A student who misses ten or more days may receive an automatic grade of *F* for the course. To be considered ready to participate in physical education, a student should be dressed in the proper uniform. If a student is not prepared to participate, he or she will be considered absent for the purpose of determining a grade. Parents are asked not to request that a student be excused from physical education class unless it is absolutely necessary. Instructors will provide alternate assignments for students who miss physical education for an extended period with a doctor's excuse.

Pre-college Testing

Sophomores are required to take the PSAT tests as the school determines. Seniors and juniors are encouraged to take the SAT and/or ACT, depending upon colleges being considered. Students will be notified in advance concerning the times and locations for these examinations.

Report Cards

Upper school report cards are posted quarterly. Conferences are scheduled at the end of the first and third grading periods as needed; however, parents are encouraged to contact teachers with questions concerning grades throughout the school year.

GRADE REQUIREMENTS: A student may not participate in extracurricular activities if his or her grades are not satisfactory. Grades are checked periodically for eligibility.

INCOMPLETES: A grade of *I* (Incomplete) is given when a student has not completed the work for a grading period and the teacher extends additional time to the student to complete the work. Incompletes must be made up within ten days after the grading period ends. A grade of *F* will be given if the work is not made up. Students who have an incomplete on their report card are not eligible to be on the honor roll.

School Hours

MORNING: Upper school will begin promptly at 8:15 a.m. each day.

EARLY ARRIVAL AT SCHOOL: Early stay is open at 7:30 a.m. each school day. Students in upper school who arrive before 8:05 a.m. should go directly to the designated area for supervision until school begins.

AFTERNOON DISMISSAL: Upper school will dismiss at 3:15 p.m.

ID Cards: All students are issued ID cards at the beginning of the school year. Students in upper school are required to have their IDs in their possession when charging lunch or checking out books. Replacement ID cards will be issued by the office for a nominal cost.

Special Events, Awards, and Recognitions

Each year, students are recognized for special achievements or contributions. Major awards and grade levels open to each are listed below:

Citizenship Award.....	Grades 9–12
Principal’s Award	Grades 7–12
Luke 2:52 Award	Seniors
Scholastic Award	Grades 7–12 (one student from each grade)
Valedictorian and Salutatorian*.....	Seniors
Most Valuable Player Awards	Members of each athletic team
Academic Subject Awards	Grades 7–8 and grades 9–12

*The valedictorian and salutatorian are chosen based on the cumulative grade point average received at the end of the first semester of the senior year. To qualify as valedictorian or salutatorian, a student must take Algebra I and II, Geometry, and Trigonometry; at least three units of science; and two years of the same foreign language. In case of a tie, preference will be given to the student who is taking four years of math and science.

An honor roll consisting of junior and senior high students with outstanding academic records is compiled each nine weeks:

- High School Honor Roll—Students who have achieved a GPA of at least 4.2 for the nine weeks with no incompletes.
- Junior High Honor Roll—Students who have achieved a GPA of at least 4.0 for the nine weeks with no incompletes.

UPPER SCHOOL PROGRAMS: Students involved in dramatic productions, choir, band, speech, and other programs may be required to attend before-school, after-school, and evening rehearsals. Students will be expected to participate in performances.

JUNIOR-SENIOR BANQUET: All banquets will be held at HPCS unless special permission is granted for another location. Since the banquet is a high school event, only students in tenth grade or above may attend.

In order to attend a banquet, all girls must have their dresses checked. Dresses will be checked by the dress committee during the time designated.

Student Government

Student government allows upper school students to contribute meaningfully to the school community and to supplement their academic curriculum. Student government is formed with the express goal of supporting the values of the school. The following student offices are available:

STUDENT BODY OFFICERS: Student body officers lead the student body in service and spiritual growth, voice student concerns to the school administration, work with the administration to improve the school and to initiate student activities, organize and run student body chapels, and represent the school at the annual SCACS leadership event. Offices include a girl and boy president and vice-president, a secretary, and a treasurer elected by the student body. Criteria for involvement include godly character, servant’s heart, strong work ethic, good grades, election by student body, and approval by the faculty and administration.

CLASS OFFICERS: Students in grades 7–12 will elect a president, vice-president, secretary, and treasurer to lead their respective class and assist the homeroom teacher in managing class activities. Criteria for involvement include godly character, servant’s heart, strong work ethic, good grades, election by classmates, and approval by the faculty and administration.

HONOR SOCIETY: Students in grades 10–12 may be considered for the National Honor Society. Criteria for involvement include nomination by faculty on the basis of grade point average, Christian character, leadership, and service.

Student Publications

Students have the opportunity to receive hands-on experience in writing, editing, layout design, leadership, desktop publishing software, and aspects of business management through the production of *Reflections*—the HPCS annual yearbook, which chronicles the year and captures memories with photographs and articles from all aspects of student life. The entire student body (K4–12) is included in the yearbook.

Valuables

Students are asked to leave at home articles of value that are not needed for school. When possible, all personal belongings should be left in lockers. Large sums of money should never be brought to school.

Vehicle and Driving Policies

Students with a valid driver’s license may drive to and from HPCS. The following guidelines will govern this policy:

1. Vehicles must be registered with the school office.
2. Student drivers must abide by all South Carolina driving laws.
3. Students must park vehicles in designated areas upon arrival. Student parking is in the upper parking lot in the second aisle only.
4. Vehicles may only be used for transportation to and from school at the beginning and end of the school day. They may not be used as a place to spend free time during or after school or used for leaving school grounds to run errands, eat meals, etc.
5. Driving privileges may be denied if warranted by a student’s disciplinary record; privileges may be suspended or revoked if, in the opinion of the administration, a student driver disregards these guidelines or uses a vehicle irresponsibly.