

Dear Students,

Welcome to Hill Country Christian School. We are excited to have you as a student. Our desire is to provide you with the best possible education in an environment in which Christ is honored, His character is imparted, and leadership is developed.

The student handbook is designed to let you know what is expected of you as a student. Essentially, you will be asked to respect the authority God has placed around you, respect others, and respect yourself as He fashions you after His will.

Our prayer is that your time at HCCS will be fruitful academically as well as spiritually, and that, like Jesus, you will increase in wisdom, stature, and in favor with God and man.

Because of Him,

Pastor Tom

**Joe Lutz, Principal (512) 353-8976
1401 Davis Lane San Marcos, TX 78666**

STUDENT HANDBOOK

CODE OF CONDUCT

- * Students must always respect the rights and property of others, the authority of the teachers, and others in authority over them.
- * Adults are to be addressed as Mr., Mrs., or Miss and a proper last name. All responses to adults are to be accompanied by “yes or no sir”.
- * There will be no fighting.
- * There will be no cursing, obscene language, gestures, or derogatory remarks or name calling.
- * Proper respect is to be shown to the flags and other symbols of our own country.
- * There will be no talking during prayer, devotions, or other activities while someone else is speaking.
- * Talking is to be done in a conversational tone. Students are not to whistle, yell, run, or be rambunctious in the building (except in the gym). This includes hallways and stairwells.
- * **No cell phones or electronics (e.g. MP3 players, I Pods, dvd players, etc.)** If parents need to reach their child, call the school directly. Students needing to make a call may do so, with permission, on the school phone. Students who must have a cell phone for after school activities **must leave it in their car or turn it in to their supervisor until school is out.** **All electronics will be confiscated, students will be fined, and a parent must contact the school for the item to be returned. 1st offense is \$10.00. Further offensives will be increased by \$10.00 increments.**
- * There will be no chewing of gum on campus.
- * There will be no playing in the parking lot.
- * Students must not write on or damage school property.
- * Students will help keep our school & grounds clean by placing all trash in the trash containers.
- * Students may not bring toys to school.
- * Food and drink will be consumed in the cafeteria, designated outside eating areas or in the classroom at the discretion of the teacher.
- * Students will not wear sunglasses, hats, or headscarves inside the building during school hours.
- * At the teacher’s discretion, other class rules may be established with prior administrative approval.
- * Students may not bring weapons to school.

DRESS CODE

We believe that physical appearance and self-image is closely related; there is a cause and effect relationship between the two. Since one of our aims is to build a positive self-image in each student, we have established the following standardized dress code:

Boys K – 5th

General Attire:

- HCCS polo shirt (royal blue/gold letters), tucked in – **purchased through French Toast website (code QS5NPRZ)**
- Khaki pants or shorts – **French Toast or Dickies Brand**
- Solid plain black or brown leather belt. No decorative buckle.
- Athletic shoes or closed leather shoes must be worn at all times (**no roller shoes allowed**). We reserve the right to determine if shoes are inappropriate.
- Solid white socks (any length) must be worn with shoes.

Gym Class:

- Gray HCCS athletic tee shirt – **purchased through HCCS**
- Royal blue HCCS athletic shorts – **purchased through HCCS**
- Closed athletic shoes
- Solid white socks

Cold weather attire:

- White long sleeve turtleneck worn under HCCS polo shirt, tucked in
- Any navy outer wear – **purchased through French Toast**
- HCCS hoodie (navy or gray) – **purchased through HCCS**

Appearance:

- Hair above collar, above eyebrows, above bottom of ear; no shaved designs or radically sculptured fad haircuts
- No radically colored hair
- No visible tattoos (real, play, or drawn)
- No piercings
- No jewelry or clothing depicting anti-Christian or controversial symbolism will be allowed. Examples: ying yang symbol, ankh, beer caps, swastika, etc.

Note: One of the following is required for field trips:

- HCCS Polo Shirt
- Royal Blue HCCS field trip tee shirt – **purchased through HCCS**

Girls K – 5th**General Attire:**

- HCCS polo shirt (royal blue/gold letters), tucked in - **purchased through French Toast website (code QS5NPRZ)**
- Khaki pants, shorts, skorts, skirts or jumpers – **French Toast or Dickies Brand**
- Solid plain black or brown leather belt. No decorative buckle.
- Closed athletic shoes or Mary Jane type dress shoes must be worn at all times (**no roller shoes allowed**). We reserve the right to determine if shoes are inappropriate.
- Solid white socks (any length) or white tights must be worn with shoes. Leggings are not allowed.

Gym Class:

- Gray HCCS athletic tee shirt - **purchased through HCCS**
- Royal blue HCCS athletic shorts - **purchased through HCCS**
- Closed athletic shoes
- Solid white socks

Cold weather attire:

- White long sleeve turtleneck worn under HCCS polo shirt, tucked in
- Any navy outer wear – **purchased through French Toast**
- HCCS hoodie (navy or gray) - **purchased through HCCS**

Appearance:

- Hair kept neat; no shaved designs or radically sculptured fad haircuts
- No radically colored hair
- Only one pair of earrings in earlobe only
- No visible tattoos (real, play, or drawn)
- No make-up
- No jewelry or clothing depicting anti-Christian or controversial symbolism will be allowed. Examples: ying yang symbol, ankh, beer caps, swastika, etc.

Note: One of the following is required for field trips:

- HCCS Polo Shirt
- Royal Blue HCCS field trip tee shirt – **purchased through HCCS**

Note: Jumpers must be a modest length.

Boys 6th – 12th**General Attire:**

- HCCS polo shirt (royal blue/gold letters), tucked in - **purchased through French Toast website (code QS5NPRZ)**
- Khaki pants or shorts – **French Toast or Dickies Brand**
- Solid plain black or brown leather belt. No decorative buckle.
- Shoes must be worn at all times. We reserve the right to determine if shoes are inappropriate, so use good judgment.

Gym Class: (6th - 8th)

- Gray HCCS athletic tee shirt - **purchased through HCCS**
- Royal blue HCCS athletic shorts - **purchased through HCCS**
- Closed athletic shoes
- Solid white socks

Cold weather attire:

- White long sleeve turtleneck worn under HCCS polo shirt, tucked in
- Any navy outer wear – **purchased through French Toast**
- HCCS hoodie (navy or gray) - **purchased through HCCS**
- HCCS letter jacket
- Students who participate in sports may wear team hoodies or jackets with prior approval from the administration.

Appearance:

- Hair above collar, above eyebrows, above bottom of ear; no shaved designs or radically sculptured fad haircuts
- No radically colored hair
- No earrings or other visible pierced jewelry or sleeves
- No visible tattoos (real, play, or drawn)
- No facial hair
- No jewelry or clothing depicting anti-Christian or controversial symbolism will be allowed. Examples: ying yang symbol, ankh, beer caps, swastika, etc.

Girls 6th – 12th

General Attire:

- HCCS polo shirt (royal blue/gold letters), tucked in - **purchased through French Toast website (code QS5NPRZ)**
- Khaki pants, shorts, skorts or skirts – **French Toast or Dickies Brand**
- Solid plain black or brown leather belt. No decorative buckle.
- Shoes must be worn at all times. We reserve the right to determine if shoes are inappropriate, so use good judgment.

Gym Class: (6th - 8th)

- Gray HCCS athletic tee shirt - **purchased through HCCS**
- Royal blue HCCS athletic shorts - **purchased through HCCS**
- Closed athletic shoes
- Solid white socks

Cold weather attire:

- White long sleeve turtleneck worn under HCCS polo shirt, tucked in
- Any navy outer wear – **purchased through French Toast**
- HCCS hoodie (navy or gray) - **purchased through HCCS**
- HCCS letter jacket
- Students who participate in sports may wear team hoodies or jackets with prior approval from the administration.

Appearance:

- Hair kept neat; no shaved designs or radically sculptured fad haircuts
- No radically colored hair
- Pierced jewelry in ears only – no other visible pierced jewelry or sleeves
- No visible tattoos (real, play, or drawn)
- No jewelry or clothing depicting anti-Christian or controversial symbolism will be allowed. Examples: ying yang symbol, ankh, beer caps, swastika, etc.

STUDENT ATTENDANCE

All members of the Hill Country Christian School community are responsible for a clear commitment to integrity in all that we do. A basic component of a student's commitment to learning in school is attendance. This is expected. Nevertheless, illness, family outings, car pool problems, and other circumstances **occasionally** lead to absence from school. The following policies have been established to encourage correct behavior while allowing for unavoidable interruptions.

ABSENCES

Parents should notify the school by 8:15 a.m. of an absence for that day.

A written note from parents is required in order for an absence to be considered excused. (The administration reserves the right to question an excuse.) An admit slip from the office is necessary upon return to class after an absence.

- 1st unexcused absence: administrative referral, 4 hours of before or after school work detail, parent notification
- 2nd unexcused absence: administrative referral, 6 hours of before or after school work detail, student/parent conference
- 3rd unexcused absence: indefinite suspension until the issue is resolved with parents and board of elders

The parents of any student with an excess of seven absences within a semester will have an immediate conference with the administration to determine whether or not a grade of F will be assigned for that class or whether a contract should be drawn up outlining the conditions for make-up work and to assess the status of the student's enrollment in that class or in school.

If a student needs to be absent for other than medical reasons, let his/her teacher(s) know well in advance in order to arrange the completion of his/her academic work. If a teacher must remove a student from the classroom for disciplinary reasons, the student may be considered absent (unexcused) for that class period and for any subsequent class period(s) until he/she is permitted to return to class.

SUSPENSION OR DISMISSAL OF STUDENTS

Attending Hill Country Christian School is a privilege. The eldership may deny that privilege to a student who continues to resist correction and whose attitude and behavior is detrimental to the spiritual and academic progress of other students. The principal has the authority to suspend a student from school, which includes all school activities. The eldership makes the final decision when the dismissal of a student is considered. The following offenses can lead to suspension and/or dismissal, depending on the severity of the offense and the attitude of the student: lack of adequate academic progress, fighting, smoking, using tobacco, using foul language, immorality, using drugs or alcohol, stealing, cheating, destruction of property, truancy, excessive tardiness, habitual lying, and attitudes or actions that exhibit continued disrespect and rebellion.

LUNCH

Children are to bring their own lunches, paper plates or utensils that are needed. Students are to eat their lunches in the designated areas. Food is to be eaten only at lunch time and breaks. Lunches are to be kept in designated areas until that time. No food is to be left overnight. Trading of lunches is discouraged.

LEAVING SCHOOL GROUNDS

We have a closed campus. Students are to stay in the building or on the school property throughout the school day, unless accompanied by a teacher or parent. Parents may request in writing (or by phone in cases of emergency) for their student to leave campus for extenuating circumstances. (An extenuating circumstance does not include going to lunch, shopping, haircuts, etc.) All students leaving must first sign out in the school office.

CARE OF THE BUILDING AND GROUNDS

The Lord has provided the buildings we have. Part of our Christian witness is to be good stewards in our use and care of these facilities. Sacrificial gifts on the part of the Lord's people have provided all the equipment we have. Realizing this, it is very important for all of us to use what God has given us in a way pleasing to Him. The computer rooms are off limits without supervision. Absolutely no food or drink near computers.

Asbestos Notification: By law HCCS is required to notify parents that the school has been inspected and we are asbestos free. If you would like to see our asbestos management manual you can view it in the office.

GYM AND PLAYGROUND RULES

The following guidelines are always in effect for safety and the practice of Christian attitudes while at play.

- * Playground equipment for K-6th grade only.
- * Consider Jesus to be participating in each activity.
- * No Bare Feet.
- * Throwing of rocks, sand or dirt is not permitted.
- * Do not kick balls in the gym.
- * Do not hang on any part of the basketball backboard or volleyball net.
- * Use only basketballs, volleyballs, or soft "nerf type" balls in the gym.
- * No skates, skateboards or roller blades.
- * All play in the gym is to be conducted on the floor, not on the stairs, bleachers or balconies.
- * Do not climb trees.
- * Off limit areas: switch room, kitchen (cooking area behind the counter), PACE room, parking lot, locker rooms-except during P.E.

TRANSPORTATION VEHICLES

School Events: Written permission must be received from parents for students to ride in vehicles going to and from all school events. For all sporting events, field trips and other extracurricular events, each student must wear a seat belt and return to the school in the same vehicle in which he/she originally rode. Parents desiring to pick up their child at an event are responsible to inform the child's driver that he/she will not be returning to the school.

Cars: Students who exhibit careless driving will not be allowed to bring their cars onto school property. Cars are off limits to students during school hours; this includes lunch hour unless a written note is received from the parent and permission is granted by the principal. Vehicles should not be parked along the front sidewalk.

GRADE REPORTING

Hill Country Christian School is on the six weeks grading system. Therefore, the school has six separate grading periods. At the conclusion of the first grading period there are parent/teacher conferences for all grades. Both parents are expected at these conference periods if at all possible, **but the head of the household must attend.** Any time a parent wishes to have a conference, he/she may make an appointment with the child's teacher.

Report cards are sent home the Thursday following the end of each grading period. They include current six weeks grades as well as semester and yearly totals. The final report card is mailed to the parents.

MINIMUM ACADEMIC STANDARDS

PACE WORK

During the school year students must complete a minimum of two Paces per six weeks in the core academic subjects of mathematics, English, social studies, science, and word building.

A PACE grade below 90% is considered failing for students in grades K-8. A PACE grade below 80% is considered failing for 9-12; all grades will be part of the final grade. Occasionally a lower grade may be accepted at the teacher's discretion if the circumstances warrant (such as extremely difficult material). Acceptance of a lower grade is to be considered the exception, not the rule. In the event of a failing grade, the student shall repeat the PACE until a passing grade is obtained.

LECTURE CLASSES

Instructors of lecture classes shall award numeric grades. Any grade below 70 is failing. No failing grade in a course shall be counted towards high school credit.

EXTRACURRICULAR PARTICIPATION POLICIES

Eligibility qualifications for competition. A student athlete:

1. has not reached 19 years of age prior to September 1 of the current school year; and
2. initially enrolled in the ninth grade not more than four years ago nor in the tenth grade not more than three years ago.

NOTE: If a player competes for or against a varsity team before enrolling in the ninth grade, the Player's four years of eligibility begins on the date of competition for or against the varsity team. It is a violation to allow students not yet in high school to participate with or against high school students.

3. is a full time, day student at the member school
4. is allowed to compete or participate in contests only if the student is in good and regular standing which includes but is not limited to:
 - a. enrollment in at least four accredited academic courses
 - b. failing no more than one course during the grading period
 - (1) in determining whether or not the student is passing his or her work from the beginning of the semester to seven days before contest must be considered.
 - (2) the length of time for ineligibility after a grading period shall be at least two weeks

Students enrolled in Middle School must be progressing in P.A.C.E. work toward the goal set by their Supervisor (2 completed paces each six week period per subject)

LACK OF ACADEMIC PROGRESS

Teachers will document each student's academic progress. If a student is not progressing satisfactorily, the teacher will call a conference with the parents(s) and himself/herself to assess the situation. If deemed necessary, a conference of the parent(s), student, principal, and teacher will be called and a contract will be prepared outlining the conditions for make-up work. Friday tutorials may be assigned and parents **will be charged \$15.00 per hour**. Failure to attend the conference or cooperate on the make-up work may lead to suspension or dismissal.

If the student fails to complete a minimum of five academic classes by August, the student and parents will need to meet with the Board (Elders of Hill Country Church) to determine whether the school will permit the

student to return the following year. The decision to permit a student to return is based on a student's chance of success at Hill Country, the student's classroom behavior, and the student's influence upon other students. If it is believed that the student has very little chance of future success or that the student's behavior is detrimental to the school or to classroom instruction, the student will not be permitted to enroll for the following school year.

7th GRADE - 12th GRADE

Students in the Junior and Senior high school must continually demonstrate that they are making progress toward graduation. Students must complete at least five academic classes per year. Students taught using the PACE curriculum must be completed at a minimum rate of six per semester. In the event a student fails an academic class, the student will be evaluated by the Teacher/Principal to determine what recommendations should be made.

The four most common recommendations are the student:

1. should repeat the class,
2. will be tutored to correct deficiencies (Friday tutorial, after school detention, student hire a tutor, etc.)
3. will make up the deficiency in summer school,
4. should find another school where the chance of success is greater.

DROPPING CLASSES

Classes may be dropped the 1st grading period after a conference with the principal, teacher, parents and student. Classes may be dropped at the end of the 2nd grading period after a conference with a WF (failing) or WP (passing) that will go on the student's transcript. Classes may **NOT** be dropped after the second grading period.

GRADE PLACEMENT, HIGH SCHOOL

To place students in the correct grade level in the high school the following credits or units must be obtained:

Freshman	0-7	Senior	22-28
Sophomore	8-14	Graduate	22 or more
Junior	15-21		

If a student is not on the appropriate grade level, a conference between the parent(s), teacher, and principal will be held to determine the status of the student before enrolling for the next school year.

CRITERIA FOR VALEDICTORIAN AND SALUTATORIAN

Student must attend HCCS for the last two full years of high school (4 regular semesters).

When averaging the GPA for the top two students, only the grades received from HCCS will be considered.

Students must complete: Recommended HSP

Student must have a minimum GPA at or above 92 to be considered for valedictorian.

College courses will be weighted on the transcript 5 points higher.

College	High School
A	100
B	90
C	80

If the criteria for valedictorian is not met then we will award "highest GPA" of the class.

The valedictorian will speak at graduation. The speech must be written and approved by Mr. Lunz.

GRADUATION REQUIREMENTS

All students shall complete a minimum of 22 units of credit to receive a high school diploma. The three diploma plans offered are listed below.

Minimum High School Program 22 credits	Recommended High School Program 26 credits	Distinguished Achievement Program** 26 or more credits
English 4	English 4 English I, II, III, IV	English 4 English I, II, III, IV
Mathematics 3	Mathematics 4 Alg I, Alg II, Geometry, PreCalc	Mathematics 4 Alg I, Alg II, Geometry and a higher level math
Science 2 Biology, Physical Science	Science 4 IPC, Biology, Chemistry, Physics	Science 4 IPC, Biology, Chemistry, Physics
Social Studies 4 World Geography, World History, U.S. History, Government/Economics	Social Studies 4 World Geography, World History U.S. History, Government/Economics	Social Studies 4 World Geography, World History, U.S. History, Government/Economics
Physical Education 1	Physical Education 1	Physical Education ... 1-2
Speech 0.5	Fine Arts 1	Fine Arts 1
World View 3 Sociology, Citizenship, Leadership	Foreign Language 2 Must be the same language	Foreign Language 3 Must be the same language
Fine Arts 1	Speech 0.5	Speech 0.5
Electives 3.5	World View 3 Sociology, Citizenship, Leadership	World View 3 Sociology, Citizenship, Leadership
	Electives 2.5	Electives 2.5

****Must include 4 college credit courses in addition to required courses.**

Electives: (Not all electives are offered each year on campus)

- | | |
|--------------------------|--|
| Creative Writing | Leadership |
| Etymology | Citizenship |
| Journalism | Collectivism |
| Business Math | Constitution |
| Cooperative Work Program | College Level Courses
(dual credit) |

College Courses may be taken during a student's Junior and Senior year. **They are not to replace our high school courses but may be taken in addition to them.

Community Service Hours : All students in 9th – 12th grade will be required to finish a given number of community service hours during the year.

HIGH SCHOOL PACE GRADING SYSTEM

A PACE test must be taken in at least three weeks. At the teacher's discretion other grades may be used. Any test not taken within the three week period will be averaged in as a zero unless a variance has been filed in the school office with approval of the administration. All work must be completed with an average of 70% or better, or repeat the course.

The following guidelines apply to all PACES taken for high school credit. (PACES 96 and below are vocational level.)

- a. must make at least 80% or repeat the PACE.
- b. will not be allowed to take longer than three weeks to work a PACE.
- c. will not be allowed to take longer than two weeks for a repeat pace
- d. will use all test grades to determine the final average
- e. must average one complete PACE every three weeks to participate in extra curricular activities

GRADUATION POLICY

Any student who wished to participate in the graduation ceremony will be allowed to do so only after completing all the requirements necessary according to his diploma plan. All work, including Scripture memory work, must be completed by 4:00 on the last day of the school year.

Anyone who does not meet this deadline will not be allowed to participate in the graduation ceremony. Those who complete their work in summer school will receive a diploma as soon as all requirements are met.

HIGH SCHOOL CLASS RANKING

Hill Country Christian School does not rank its students. Our average graduating class size is approximately 10 students. Using class ranking, therefore, to determine entrance qualifications for colleges or universities may incorrectly place a hardship on a good student.

BOY/GIRL RELATIONSHIPS

We believe God's plan is for boys and girls to have activities and fellowship together, learn much about each other in general, always hold the other up in the highest respect, and function as sisters and brothers toward each other as members in the larger family of God. Therefore, we expect our students to be open to instruction in this area, conduct themselves in a manner pleasing to God, and not give an offense to anyone. Practically applied, this mean "Hands Off" (no hand holding, no embracing, etc.) on campus or off campus during school related activities. All conversation between boys and girls must be Christ honoring, holding one another in respect. Scriptural references: "Treat younger men like brothers, younger women like sisters" (I Tim 5:1-2), "Keep thyself pure" (I Tim 5:22), "Flee youthful lusts" (2 Tim 2:22), "That each of you should learn to control his own body in a way that is holy and honorable, not in passionate lust like the heathen, who do not know God: (I Thess. 4:4-5), "Abstain from all appearances of evil (I Thess. 5:22), "Put on the Lord Jesus Christ and make no provision for the flesh" (Rom. 13:14).

MARRIED STUDENTS

We will not enroll, retain in school, or allow graduation participation to married or pregnant students or unwed mothers or fathers.

TARDY POLICY - EXCESSIVE TARDIES

Students who are not in their classrooms before the bell rings are tardy. Tardiness is disruptive and cuts down on classroom instructional time. The following consequences will apply for those students who are tardy. One written excused tardy will be allowed per grading period for the first period. Each grading period (six weeks) begins the succession of consequences anew. Teachers may use “get out of jail free” cards or any other means to reward and encourage correct behavior. If a student is 15 minutes or more tardy, he shall be counted absent.

1st tardy to class - Warning

2nd tardy to the same class - Teacher will assign a consequence of his/her choice. Grade may be affected

3rd tardy to the same class - Teacher will assign a consequence of his/her choice and notify parent.

4th tardy to the same class - Administrative referral, before or after school detention, and notify parent.

5th tardy to the same class - Administrative referral, student/parent conference, and before or after school work detail.

6th tardy to the same class - Administrative referral, work detail and social restriction, or possible removal from school.

AFTER SCHOOL LATE PICK UP FEES

Our school day ends at 3:45 p.m. At that time students in grades 1 through 8 will be escorted to the front of the building. They will remain out front until 4:00 p.m. Students who have not been picked up will be taken to Room 1C (the room by the front entry). If you are in the building after 4:00, your children should be with you. If you do pick your child up after 4:00, please be prepared to pay a late pick up fee at that time. The fees are as follows:

3:45 p.m. – 4:00 p.m.	No charge
4:00 p.m. – 4:15 p.m.	\$10.00 per child
After 4:15 p.m.	\$1.00 per minute per child

RE-ENROLLMENT

Re-enrollment at HCCS is not to be considered automatic. Qualified returning students will be given priority in enrollment. Those students who fail to demonstrate academic progress, or who persist in negative, uncooperative, or non-productive attitudes or behavior may be denied re-enrollment. These decisions are made only after full discussion of the school leadership with the student’s teacher and giving parental notification. The school may decline to re-enroll a student based upon conduct that the school deems to be detrimental to the classroom and/or other students. The school reserves the right to request withdrawal of any student who does not meet its academic requirements, or fails to conform to its rules and regulations.