

Elementary School Policies

Class Time

Elementary students line up to enter the building at 8:25 A.M. and are dismissed at 3:00 P.M.

Absences

Regular school attendance is required by Hillcrest Christian School and is necessary for good scholarship. We expect all parents to support HCS by not allowing students to miss school except for legitimate reasons.

Doctor and dentist appointments should be scheduled for after school. If students must leave school earlier than the normal dismissal time, a parent must sign the student out at the Front Office before leaving campus.

Excused Absences

Excused Absences will be recorded for the following reasons:

- Personal illness (or quarantine)
- Medical or dental appointment
- Death in the immediate family
- An emergency or special set of circumstances judged as sufficient cause by school authorities.

Schoolwork assigned during an excused absence may be made up within a reasonable time limit (usually one day of extension allowed for each day of absence).

Unexcused Absences

Unexcused absences will be recorded for any reason other than those listed for excused absences. Many other good reasons for being absent may seem legitimate to parents, but are, nevertheless classified as unexcused. Unless prior arrangements are made with each teacher, all homework, papers or projects assigned before or during an unexcused absence must be turned in on the day the student returns to class.

Academics

Hillcrest Christian School is committed to offering the highest level of academic curriculum in order to prepare each student for the challenges of the next grade or division and ultimately to fulfill God's plan for his/her life. All curriculum is carefully reviewed by administrators and teaching staff. Each course is taught from a God-centered worldview and Biblical thought is integrated into every subject. A variety of effective teaching strategies are employed to address different student learning styles and multiple intelligences. A variety of assessment methods are employed to monitor student learning.

Elementary Specifications

Elementary students have one teacher/classroom for all academic subjects. As part of our program they also have music, art, Spanish, computer, and p.e. each week taught by various teachers in each field. Each class is carefully chosen to balance academic ability, behavior, and personality, and therefore, we do not allow parents to request a particular teacher for their child.

Homework

Homework is an essential part of the educational program. After excused absences, students must make up the homework and other assignments they've missed. Teachers will allow the students to have at least one day to make up work for each day they've missed.

Elementary parents may call the school office and request the day's assignments in the event of a student's illness. Parents should call the office before 9:00 A.M. so that every attempt can be made to have all assignments and books available in the school office at dismissal time.

Homework Scheduling

Grade	Avg. Amt Per Day	Days Per Week
1	20-30 minutes	3
2-4	30-45 minutes	4
5-6	45-90 minutes	4

All elementary teachers are encouraged to publish a weekly homework guide each Monday morning. Elementary students will have no homework on Wednesdays; however, they may have unfinished class work to complete.

Late Homework

Elementary students who do not turn in homework on time will receive a lower grade. No work will be accepted after the day it is assigned. Excessive missing assignments will result in lower grades.

Grading Procedures

Pass/Fail grades are given for music, art, Spanish, computer, and p.e. in grades 1-6, and also for history and science in grades 1 and 2.

Letter grades are given for all other subjects in all grades. The letters are assigned at 10% intervals. 90% and above is an "A", 80%-89% is a "B", and so on. Within the intervals, further classification is as follows, for example: 70%-72% is a "C-", 73%-76% is a "C", and 77%-79% is a "C+". "A+" is 98% or higher.

Candy Policy

Elementary students are not permitted to use cash to purchase candy from the Sport Shack. Parents may set up a credit account with the Sports Shack if they wish to allow their children to purchase candy.

Physical Education

Hillcrest Christian School is committed to developing a student's mind and body, and desires to maintain excellence in its physical education classes. (Physical conditioning, specific physical skills, game rules and strategies, and sportsmanship are all part of the age-appropriate curriculum.)

All elementary students at Hillcrest Christian are required to participate in physical education to the best of their ability unless some medical condition prevents it. Elementary students do not "dress out" for physical education; the school uniform and required footwear have been selected with consideration for their appropriateness for physical activity.

Classroom Discipline Policy

Each elementary classroom will participate in the school-wide behavioral management discipline plan. The objective of this plan is to produce a progressive discipline that will lead to self-discipline in each student.

Each classroom teacher in the elementary school will establish "Classroom Rules." Teachers will then familiarize the students with these rules through discussions of the desired behavior and activities that enable their understanding. A behavior chart will be displayed in the classroom, and students will bring home a weekly report documenting the behavior record on Fridays.

If a student violates a class rule or a rule in the HCS Conduct Code, the student will be asked to pull his or her card out of the designated slot and move it forward on the chart. Consequences progress as follows with variations dependent upon the students' age and the severity of the violation:

- Verbal warning
- Time working away from the group
- Note or call to parents
- Student sent to administrator

Full details of the program are explained to parents at the Back to School Night held in September. Teachers are required to use this behavior management system as their primary form of discipline, but they may augment it as necessary for the developmental needs of their students.

Students with outstanding behavior are publicly recognized at the Elementary Awards Chapel held at the end of each month.