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Mission Statement
Hillcrest Academy, in partnership with the family and the church, offers high school students an academically excellent, Christ-centered education rooted in an Anabaptist perspective. Within a caring community, Hillcrest Academy prepares students for lives of Christian discipleship, peacemaking and service.

The policies and guidelines which govern Hillcrest Academy are set by the Operating Board of the school. They are listed on the following pages, and are under the direction of the principal. All questions concerning any material on these pages should be directed to the administration.

Admissions Requirements
Application for admission must be filed with the administration. Any student desiring a high school education from a Christian perspective is welcome regardless of race, creed, color, national origin or ancestry. Successful completion of the eighth grade is the minimum requirement for admission to the freshman class.

Graduation Requirements
Students are to plan their courses of study to meet the prescribed requirements for graduation of Hillcrest Academy and the Iowa Department of Education. Minimum graduation requirements include 210 units.

The minimum course requirements are as follows:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bible</td>
<td>5 units for each year of attendance</td>
</tr>
<tr>
<td>English</td>
<td>40 units*</td>
</tr>
<tr>
<td>Mathematics</td>
<td>30 units</td>
</tr>
<tr>
<td>Science</td>
<td>30 units</td>
</tr>
<tr>
<td>PE</td>
<td>1.25 units for each semester of attendance</td>
</tr>
<tr>
<td>Health</td>
<td>5 units</td>
</tr>
<tr>
<td>9th Art/Music</td>
<td>5 units**</td>
</tr>
<tr>
<td>Social Studies</td>
<td>30 units</td>
</tr>
<tr>
<td>Electives</td>
<td>40 units</td>
</tr>
</tbody>
</table>

Minimum graduation requirements 210 units

* The Applied Writing course does not complete the English requirements.
** Students entering Hillcrest Academy after grade 9 may satisfy the Art/Music requirement by taking one semester of art or music.

The following courses are typically taken in this sequence:

<table>
<thead>
<tr>
<th>Grade 9</th>
<th>Grade 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>English I</td>
<td>English II</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Physical Education</td>
</tr>
<tr>
<td>Math</td>
<td>Math</td>
</tr>
<tr>
<td>General Science or Biology</td>
<td>Biology or Science Elective</td>
</tr>
<tr>
<td>Intro to Art/Music</td>
<td>Health</td>
</tr>
<tr>
<td></td>
<td>World History</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Grade 11</th>
<th>Grade 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Church/Anabaptist History</td>
<td>Christian Family Living or</td>
</tr>
<tr>
<td>English III</td>
<td>Christianity in the World Arena</td>
</tr>
<tr>
<td>Physical Education</td>
<td>English IV</td>
</tr>
<tr>
<td>American History</td>
<td>Physical Education</td>
</tr>
<tr>
<td></td>
<td>American Government</td>
</tr>
</tbody>
</table>

To receive a diploma, all course requirements must be met prior to graduation. Students who are five (5) units or less short of meeting graduation requirements may participate in graduation exercises. If exceptional circumstances prevent a student from completing the graduation requirements, and the student wishes to participate in graduation ceremonies, he/she may appeal in writing to the Principal. The administration shall determine if the student may participate in graduation exercises.

**Transfer Credit**
The following criteria applies to homeschool credit toward a Hillcrest Academy diploma.

- Up to two semesters of homeschool credit may be granted provided the student demonstrates proficiency according to Iowa Academic Code IAC 12.5(15), the “local assessment” option. The principal and guidance counselor have sole discretion in credit determinations.
- No more than two semesters of credit shall be granted in any one subject area (e.g., Math, Science, Language Arts, Social Studies, Spanish, etc.)
- The satisfactory completion of courses from other schools accredited by the state of Iowa or any other state or country will be accepted as viable transfer credit.
- Only Hillcrest Academy courses or those taught through a Hillcrest Academy proxy, e.g., Belin-Blank Center at the University of Iowa or Kirkwood, and those transferred in from an accredited school, count toward GPA. Students must be enrolled as a full-time student for their last four consecutive semesters to be considered for graduation and class rank honors.

**Early Graduation**
Students desiring early graduation must: 1) apply for early graduation permission through the guidance counselor; 2) prepare a comprehensive plan for their future and indicate how early graduation plays a part of this plan; 3) discuss early graduation in a meeting with the guidance counselor and parents; 4) complete 210 units of credit for graduation.

**Individualized Education Program**
Hillcrest Academy has a Directed Studies program designed to help students who need extra guidance and/or various forms of assistance to engage fully in academic and social programs. For families that desire an Individual Education Plan, a dual enrollment option is available with Hillcrest Academy and local public schools in consultation with Grant Wood Area Education Agency.

**Course Withdrawal Policy**
During the first two weeks of a new semester, a student may make schedule changes with no penalty. From the third week on, a student may withdraw from a course under the following conditions:
• If the student, teacher and guidance counselor agree to the withdrawal, a ‘W’ or the current grade for that grading period will be recorded on the grade card.
• A student who drops a course during the semester without teacher and guidance counselor approval will receive an automatic ‘F’ grade for the semester.

**Grading**
Grades are symbols of achievement; they are teachers’ professional judgment of students’ work. The following scale is to be used for grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>(97-100)</td>
</tr>
<tr>
<td>A</td>
<td>(93-96)</td>
</tr>
<tr>
<td>A-</td>
<td>(90-92)</td>
</tr>
<tr>
<td>B+</td>
<td>(87-89)</td>
</tr>
<tr>
<td>B</td>
<td>(83-86)</td>
</tr>
<tr>
<td>B-</td>
<td>(80-82)</td>
</tr>
<tr>
<td>C+</td>
<td>(77-79)</td>
</tr>
<tr>
<td>C</td>
<td>(73-76)</td>
</tr>
<tr>
<td>C-</td>
<td>(70-72)</td>
</tr>
<tr>
<td>D+</td>
<td>(67-69)</td>
</tr>
<tr>
<td>D</td>
<td>(63-66)</td>
</tr>
<tr>
<td>D-</td>
<td>(60-62)</td>
</tr>
<tr>
<td>F</td>
<td>59 or below</td>
</tr>
</tbody>
</table>

Grade reports are distributed every nine weeks. Parents and students may access grades at any time by logging on to Powerschool at [http://ps-iamenno.gwae.org/public](http://ps-iamenno.gwae.org/public) (to be updated soon). A login and password is given out at registration or by contacting the office. Progress reports for students who are struggling are emailed to the parents at the midpoint of each quarter. Parent-teacher conferences are scheduled twice per year to evaluate students’ progress. When a subject is recorded as incomplete at the end of a semester, the student has the opportunity to make up the work not completed.

Honor rolls are posted each quarter. First honor roll includes all students with 3.5 - 4.0 grade point averages. Second honor roll includes students with 3.2 - 3.499 grade point averages. Honor rolls and class ranks are computed for students who are half-time or more and are earning a diploma.

Grade points are awarded as follows:*  

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

* For each Advanced Placement course, an additional 0.5 value will be added to the grade-point.

**Incomplete Assignments:**
Students unable to turn in assignments on time due to absences will be granted the same number of days to make up the assignment as days missed unless otherwise specified by the teacher. Incompletes will be allowed only with the approval of the teacher and guidance counselor.

**Academic Honors Policy**
Hillcrest Academy recognizes students who distinguish themselves academically by performing at a high level while taking a rigorous academic course load. Students who complete the following academic program with grades of B or higher in each course will receive the honors distinction at graduation:

• 4 years of language arts
• 4 years of mathematics*
• 3 years or more of science
• 3 years or more of social studies
• 2 years or more of the same foreign language
* High school mathematics courses (Algebra I, Geometry, Algebra II, Pre-Statistics, Pre-Calculus) completed prior to 9th-grade may be counted toward the fulfillment of the mathematics requirement.

**Academic/Music Letter Policy**

An Academic Letter and/or a Music Letter will be awarded at the Academic and Fine Arts Awards Night, with a letter and pin given for the first year of eligibility. A pin will be given in each succeeding year. The requirements to earn such a letter are as follows:

**Academic Letter**
- 3.5 GPA for both first semester and third quarter grades
- a minimum of 28.75 credits per semester

**Music Letter**
- instructor approval
- must participate in Choir or Symphonic Band for four years, or participate in Choir or Symphonic Band for two full years and two of the following music activities for the year awarded:
  - Praise Band
  - Senior Recital
  - Special teacher-nominated ensemble
  - School Musical
  - Jazz Ensemble
  - Pep Band
  - Chamber Singers
  - State Music Event (All-State audition, etc.)

**National Honor Society**

To be eligible for induction into this organization, a student must be classified as a junior or senior and must have a cumulative grade point average of 3.3 (possible 4.0). In addition, potential members must meet high standards of leadership, service and character.
- Leadership—based on effective leadership in community or school activities
- Service—must have been active in projects at Hillcrest Academy and the larger community
- Character—measured in terms of integrity, behavior, ethics and cooperation with both students and faculty at Hillcrest Academy, as well as the larger community

A student wishing to be considered will be asked to complete a **Student Activity Information Form**, which assists the faculty council in the evaluation process. The five-member council then votes on whether the leadership, service and character traits have been shown by the candidate. To be inducted, a student must have three (3) positive votes in each category. The student is expected to maintain the high standards in each of the categories on which each of his/her selection was originally based. The selection process for inductees begins in February, with induction during the **Academic and Fine Arts Awards Night** in the spring.

**Extracurricular Activities**

All students are encouraged to take part in activities sponsored by the school: FFA, dramas/musicals, athletics, music, journalism, Y-Co (student government), Compassion Club, etc.

Students are offered a wide range of interscholastic sports: cross country, volleyball, basketball, golf, track and softball for girls; and cross country, soccer, basketball, golf, track and baseball for boys.
Sharing programs with area schools are also options: recent sharing programs have included football (Clear Creek-Amana); wrestling (Mid-Prairie); girls soccer (Mid-Prairie); swimming (Iowa City West); and tennis (Iowa City West).

The music department offers courses in vocal and instrumental music. Students may become involved in small ensembles, Chorale, Concert Choir, Touring Choir and/or Symphonic Band.

Students may gain experience in writing and publishing their own compositions by working on the yearbook, *The Reverie*.

Y-Co works to promote harmony and communication throughout the school. Members plan school social activities and function as a liaison between the student body and the faculty and administration. Officers and class representatives are elected each year.

**Extracurricular Eligibility**

A student must maintain passing grades in all classes in order to participate in interscholastic athletics, pep band, and school dramas/musicals. A student who receives a failing grade at the end of a nine-week grading period will be ineligible for 14 calendar days and until the grade in the subject failed is brought up to passing. A student who fails a course which does not continue into the next quarter must be passing all subjects at the end of 14 days of the next quarter or the student will remain ineligible for another 14 day period (and subsequent 14 day periods until the student is passing all classes).

A student who receives a failing grade at the end of the semester will be ineligible for 30 calendar days and until the grade in the subject failed is brought up to passing. If a student continues to fail a course at the end of thirty calendar days, he/she will remain ineligible for a 14 day period (and subsequent 14 day periods until the student is passing all classes). The period of ineligibility for failing a class at the quarter begins the day after grades are released.

The ineligibility period for a student failing a class for the semester begins the day after grades are released. If a student is not involved in interscholastic athletics when semester grades are released, the period of ineligibility begins the first day competition legally begins for the next sport in which the student participates. If a student is participating in drama and athletics, they must serve the required period of ineligibility for both activities. An ineligible student may be allowed to practice with the team or cast for up to thirty calendar days.

If a student receives an incomplete due to illness, they will be given whatever time seems appropriate by the instructor (upon consultation with the principal and guidance counselor) to complete the work and will not be penalized unless the arrangement is not honored, in which case the student will be ineligible. Any exceptions need to be made by the principal upon consultation with the guidance counselor and activities director.

Students are to be in school at least one-half day to participate in an extracurricular practice or contest/performance. Any exceptions need to be made by the principal in consultation with the guidance counselor and activities director.

Participation in extracurricular activities is considered a privilege. Use or possession of tobacco, nicotine, alcohol or controlled substances by students involved in extracurricular activities is prohibited.
Possession is considered to exist if a student: a) is aware of the presence of alcohol, tobacco, nicotine, or controlled substance, and b) is in the proximity or has access to the alcohol, or controlled substance, and c) fails to remove himself/herself from the premises immediately.

The use and possession of tobacco, nicotine, alcohol, or controlled substances, as well as participation or involvement in other activities deemed inappropriate by the coach, sponsor or the administration will result in a minimum suspension of two events. A second offense will result in a minimum suspension for the remainder of the current season or activity if the student is involved in a sport or activity at the time the offense is discovered; plus the next athletic season and activity if the discovered offense is in the last part of the season. If the student is not in a sport or activity at the time the offense is discovered, the student will be ineligible for the next season and/or activity. The length of the suspension is not to exceed 365 days. A third offense and any subsequent offense will result in suspension from participation in all extracurricular activities for one year (365 days) from the date of the infraction.

Students involved with alcohol, tobacco, nicotine and controlled substances who have not been found in violation of this policy but who willingly seek help and follow through with corrective actions may be exempt from the sanctions of this policy, at the discretion of Hillcrest Academy administration. Hillcrest Academy reserves the right to take additional disciplinary action, and to apply more or less severe penalties than the ones described in these guidelines, at its discretion.

**Student Conduct Code**

As a faith-based school rooted in the Anabaptist tradition, students must be willing to conduct themselves in a way that is compatible with the teachings of Jesus Christ. Each student is encouraged to develop honest, respectful and caring relationships with other students, faculty, parents and people in the community. Discourse on personal faith issues should be conducted in a spirit of humility that may lead to a deeper understanding of one another.

Hillcrest Academy is committed to using restorative discipline in which counsel, support and encouragement are given to those students who may develop a problem and who sincerely want to overcome the problem. Students are asked to abstain from behavior that is harmful to themselves and to others. The use of alcohol, tobacco, nicotine, controlled substances, profanity, dishonesty and malicious and disrespectful conduct is unacceptable behavior.

Students who continue to engage in behavior that disrupts the educational mission of the school may face permanent expulsion.

**Academic Integrity**

Integrity is an essential component of the mission and goals of Hillcrest Academy, including homework and project completion, test taking, and research and writing practices.

1. **Expected behaviors**
   a. Homework and project completion
   b. It is expected that each student will carefully complete his or her own homework and projects in the manner directed by the teacher.

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1 Used with permission from “Academic Integrity.” *Dock Mennonite Academy.*
[https://www.dock.org/campus-life/expectations-of-students/academic-integrity](https://www.dock.org/campus-life/expectations-of-students/academic-integrity).
3. Research techniques and writing practices
   a. It is expected that each student will carefully research, take notes, and present his or her findings in a way that respects the original authors and copyrights.
   b. Students must give credit for:
      i. another person's idea, opinion, or theory
      ii. any facts, statistics, graphs, pictures or drawings that are not ‘common knowledge’
      iii. quotations of another person's actual spoken or written words
      iv. a paraphrase of another person's spoken or written words

4. Acceptable Use of Technology
   a. Technology will be used for academic purposes only within the school's mission, curriculum, and the letter and intent of the board policy including the Technology Respectful Use Policy.

Plagiarism

Since the arrival of personal computers, the internet, and the “cut and paste” feature, issues of plagiarism have become more common. Students are not to use any form of plagiarism.

Direct Plagiarism: This is the direct, intentional copying of material from a source without giving credit. This ranges from copying short sections of text to copying whole papers. This also includes purchasing papers from “Paper Mills,” using another student’s paper, or having someone else write the required paper. This is the most serious level of plagiarism.

Sloppy Citation: This involves any paper with inaccurate or incomplete citations in the text or on the Works Cited page. This includes the use of phrases or a few lines of text without giving proper credit.

Patchwork Writing: Patchwork writing involves patching together someone else’s ideas into a paragraph. This includes their organization, order of information, ideas, phrases, and/or sentences. Merely changing a few words around is not considered adequate; it is still essential to give credit to the source. Patchwork writing also lacks the synthesis of source materials, including one’s own ideas, into the paragraph.

Resources for Avoiding Plagiarism:
1. The course teacher
2. Any English teacher
3. Web resources
4. Library

Consequences for Violations of Academic Integrity Policy
Violations of the Academic Integrity Policy will be reported to the Principal. Consequences will be handled by the classroom teacher and administrator in a manner that values integrity, accountability, and education. Possible consequences include, but are not limited to:
1. Reduction in credit, if the student is given the opportunity to redo the assignment.
2. A failing grade or a zero for the assignment.
3. A failing grade for the course.

Anti-Bullying Policy
Hillcrest Academy prohibits harassment, bullying, hazing or any other victimization of students based on any of the following actual or perceived traits or characteristics, including but not limited to: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status. Bullying is defined as intentional, repeated, hurtful acts, words or other behaviors such as name-calling, threatening, and/or shunning by one or more individuals against another.

Harassment and bullying mean any electronic, written, verbal or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:
- places a student in reasonable fear of harm to the student’s person/property
- has a substantially detrimental effect on the student’s physical/mental health
- has the effect of substantially interfering with the student’s academic performance
- has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities or privileges provided by a school

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes, but is not limited to, communication via electronic mail, internet-based communications, cell phones or similar technologies.

Any allegation of bullying/harassment by a student, school employee or volunteer should be reported to the principal. Contact information is located on the Hillcrest Academy website.

Alcohol and Controlled Substance Use Policy
The possession, use, delivery, transfer, or sale of alcohol, tobacco, nicotine (e-cigarettes), or controlled substances while on school property, including school owned and operated vehicles, or while attending any school function is expressly forbidden. We expect, furthermore, that students will not purchase, supply, or use harmful or illegal substances at any time during their years at Hillcrest Academy. Any student in violation of this policy shall be suspended and/or expelled from school and reported to their parents and the appropriate law enforcement agency for possible legal action.
For any student arrested in possession of alcohol, tobacco, nicotine or a controlled substance, driving under the influence of alcohol or a controlled substance, or found with/admitting use of alcohol, tobacco, nicotine or a controlled substance while enrolled at Hillcrest Academy, the principal is authorized to take any or all of the following actions:

- impose an in-school suspension of one (1) day
- require the student to meet with a counselor from an approved treatment center and participate in a substance abuse evaluation at the expense of the student
- notify the parents

For any student involved in a second offense, the principal is authorized to:

- impose an in-school suspension of three (3) days
- require participation in a substance abuse program for the number of sessions recommended
- require student participation in a meeting with the principal and parents to discuss the student’s future at Hillcrest Academy

For any student involved in a third offense, the principal is authorized to:

- impose a suspension of five (5) days (in or out of school)
- require participation in a substance abuse program for the number of sessions recommended
- require student participation in a meeting with the principal and parents to discuss the student’s future at Hillcrest Academy

Possession is considered to exist if a student: a) is aware of the presence of alcohol, tobacco, nicotine or controlled substance; b) is in the proximity or has access to alcohol, tobacco, nicotine, or controlled substances; and c) fails to remove him/herself from the premises immediately.

School officials will report to the local sheriff’s office any use or possession of alcohol or controlled substances on school premises as required by law. Hillcrest Academy reserves the right to use law enforcement, including drug dogs, to check the school and vehicles on the school grounds for illegal substances.

**Weapons-Free School**

Any student who brings a weapon to Hillcrest Academy or knowingly possesses a weapon at Hillcrest Academy will be suspended for a period of not less than one year. (The principal may modify the expulsion requirement for a student on a case-by-case basis.) The sheriff’s office will be notified if a student brings a weapon to school.

**Student Cell Phone/Device Use**

The ability to carry and use a cell phone or other type of electronic device is a privilege. Hillcrest Academy encourages student interaction outside of the electronic venue. Because of this, we expect students to follow these guidelines in regards to using their devices:

- Students shall place devices in the phone pockets upon entering the classroom with device powered off. Students shall pick them up upon leaving the classroom.
- Teachers may utilize devices during lessons, and in that case, advise students accordingly.
- Failure to adhere will result in confiscation of device, which will then be turned over to the office for the remainder of the day.
- A second violation within a semester will result in confiscation and a communication with parents.
● A third offense in a semester will result in the device being turned in upon arrival at school, or leaving the device at home. Communication with parents will occur at this point as well.

● Study Hall --- Specific guidelines will be created for study hall use but the monitoring teacher may confiscate devices as deemed appropriate.

● Lunch --- During lunch students are encouraged to engage with one another using non-electronic methods. Because of this, any student using their device in the cafeteria will have it confiscated. Devices may be used in the lobby area once a student is finished eating.

● Passing Time/Hallway --- Students are encouraged to engage with one another. Students should not have earbuds/headphones on during passing time - earbuds/headphones will be confiscated, to be picked up at the end of the day.

● Before/After School --- This is a good time to check for parent communication.

**Hall Conduct**

The hallway is to be treated as an extension of the classroom. Students are expected to conduct themselves appropriately in these spaces. Running, excessive noise, and jumping out/shouting at others in an effort to try and startle them are to be avoided. Students may be verbally warned, and if the behavior continues, will be referred to Administration. Students should not slide down the bannister/railing of any stairs.

**Passes**

Students should carry a pass if late to class for an excused reason or if dismissed from class/study hall to go to another area of the building. It is the responsibility of the student to ask for a pass. Teachers shall assist if it’s obvious the student was held back. Students not carrying a pass may be sent back to their original room or counted as tardy.

**Lockers**

All Hillcrest Academy students will be assigned a locker at the start of the school year, or on the student’s first day. Students are responsible for the condition of their locker and, therefore, we ask that they be kept clean. Lockers may be decorated with school appropriate themes, but we ask that stickers not be used directly on the locker. Lockers are the property of Hillcrest Academy and therefore Hillcrest Academy reserves the right to have periodic unannounced inspections to check for cleanliness, vandalism, and proper use. If any illegal item is discovered during inspection, it will be immediately turned over to the proper authorities.

**Practice Room Policy**

The practice rooms are to be used appropriately. Students taking private lessons have the first priority for using these rooms. Students who wish to use a practice room must get permission from the study hall supervisor EACH TIME they use the room. Students are responsible to ask for a note from their private teacher to give to the study hall monitor to keep on file for the semester. Students will get a new permission slip for each semester. Students not taking private lessons who wish to use the practice rooms must get a special permission slip from the music instructor.

No other students should be in the practice room unless a signed permission slip is granted; i.e., accompanist. Students are expected to clean up after themselves, and are asked to pick up and discard any trash. NO FOOD OR DRINK is allowed in the practice room. Students shall remove all personal possessions and turn off lights when leaving. Students shall inform their music instructor at the beginning of their session if there are any concerns regarding the condition of the practice room.
**Attendance Policy**

Hillcrest Academy maintains that attendance and punctuality are an essential part of any school and are important qualities for student success. In order for learning to take place, students must be in class to participate in discussions and interact with teachers and students. Students are responsible to follow prescribed procedures regarding absences and tardiness. Exceptions to any of the following procedures must be cleared with the principal.

Parents shall notify Hillcrest Academy concerning the reason for a student’s absence. Notification should be made on the day of the absence or before, if the absence is known ahead of time. Notifications can be made via a phone call to the main office or email sent to office staff.

**Tardiness**

Tardiness to school and class periods is a concern, as it impacts the learning for all students and teachers. Any student who arrives late to school without parental notification, or to class without a proper pass, will be marked as unexcused tardy.

- Students are given two unexcused tardies without penalty per quarter.
- A third unexcused tardy will result in a before or after school detention to be served on a designated day (Thursdays at 7:15 AM, or on Wednesday at 3:15 PM, for example), with administration monitoring.
- Parents will be notified via email of the third tardy, and any subsequent tardies.
- All tardies return to zero at the start of the next quarter.

**Excused Absences**

Student absences will be excused for the following reasons, provided there is parental notification to the school:

- personal illness
- medical appointments (schedule outside of school when possible)
- bereavement
- pre-arranged absences for family activities
- college visits approved by the guidance office and cleared with the front office (arrangements must be made one week in advance; exceptions determined at the discretion of the school counselor)
- school-sponsored trips
- administrative-approved absences

**Unexcused Absence**

Students are expected to be in school, on time, for the entire day. In the event that a student does not arrive, and a parent does not inform the school of the absence, they will be marked as Unexcused. If a student is more than 20 minutes late to class without a pass, they will be marked as an Unexcused Absence. The accumulation of two or more Unexcused Absences per quarter will result in either a before or after school detention. After a third Unexcused Absence, a parent meeting will take place with Administration.

**Family Vacations**

We strongly encourage families to plan their vacations outside of school time, but we are supportive of family vacations and try to work with family plans. Students going on vacation with their families must receive permission at least one (1) week in advance by written request. Hillcrest Academy may excuse
students’ friends to accompany that family provided all parents involved send written permission requests at least one (1) week in advance.

Students are responsible to make sure all homework, tests and projects are up to date in each course by the beginning of the third day after returning from a vacation. Teachers/administrators reserve the right to make amendments by requiring some work to be completed in advance of the vacation. If the student does not take the initiative to get assignments and do the work, he/she will face the usual penalty for undone homework/projects/tests.

Leaving Campus
To leave campus during the school day, students must have parental permission verified by the office. Students are expected to sign in and out at the front office.

Skipping Class
Students who choose not to attend their scheduled class and do not have a valid note/excuse will be marked as an Unexcused Absence.

Sick Room
Students needing to use the sick room are to report to the office both before and after using the sick room. Students must leave all electronic devices with the main office prior to entrance into the sick room.

Student Dress Etiquette - (currently in second year of trial mode; for previous version, see Appendix C)
Guidelines for student dress and appearance at Hillcrest Academy are based on the importance of preparation for a professional environment after high school. Each student will pursue a different path after graduation, but a level of professionalism will still be required in adulthood. Our intent as a Christian school is to create a healthy atmosphere that promotes positive body image and a functional learning environment.

Student Expectations
- Chest, torso, and lower extremities must be covered at all times.
- Athletic pants and shorts, headwear, and sunglasses are not permitted without administrative approval.
- Shoes must be worn at all times.
- Shoulders are to be covered by sleeved shirts.
- Dresses, skirts, and shorts should maintain the standard of professionalism.
- Leggings may be worn with a dress, long shirt, or open cardigan reaching halfway down the thigh.

Casual Mondays
Each Monday, students and staff are permitted to break the previously stated standards and dress casually. While the dress etiquette promotes a professional environment for the school, it must be remembered that it is still a school for the students. On Casual Mondays, students may wear the following:
- Athletic pants and shorts
- Non-digitized camouflage* See explanation below
• Ripped jeans** See explanation below

Expectations regarding headwear, sunglasses, shoes, sleeved shirts, dresses, skirts, shorts, and leggings remain the same as stated in Student Expectations.

Enforcement of the Dress Etiquette

In this newly-created standard, adopted in February of 2019, students are entrusted with more responsibility than in the previous code. Students with questions are encouraged to seek out trusted peers for their opinions. Self-governance and accountability will be promoted by giving students more responsibility to ensure the dress etiquette is honored. During this trial period, students are trusted to make good judgements for themselves and their peers. Teachers and students are not there to “police” the dress etiquette.

Small groups, sibling-families, and personal friends are encouraged to emphasize the sense of community and be able to check one another in a friendly manner. If the violation is so extreme that it requires an outfit change, alternative clothing will be provided. It is very important that students miss minimal class time in order to make these changes. It is our hope that students will take this responsibility seriously. Keep in mind that this is still a trial period and will direct the future of the dress standard at Hillcrest Academy.

<table>
<thead>
<tr>
<th>*Digitized Military Camouflage</th>
<th>Woodland Camouflage</th>
<th>Hunting Camouflage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not permitted</td>
<td>Permitted on Casual Mondays</td>
<td>Permitted on Casual Mondays</td>
</tr>
</tbody>
</table>

**“Very ripped” with gaping holes

− Not permitted

“Slightly ripped”

− Permitted on Casual Mondays
Comfy Clothing for Compassion Days
At times, the Compassion Club will sponsor Comfy Clothing days in accordance with a school service project. Students will be charged a nominal fee for the privilege of wearing “casual day” attire. Guidelines for Comfy Clothing will be the same as Casual Monday.

Student Driving /Parking Policy
Driving and parking on campus is a privilege. Students who abuse it by driving recklessly may lose the privilege. Students may be fined up to $25 per incident for speeding or reckless driving. Teachers and administrators are given the authority to determine if driving is unsafe. Reckless driving on school grounds or driving reported by community persons for students going or coming from school will result in parent notification.

Students should park vehicles in designated areas in an appropriate manner. Students may be fined up to $5 per incidence for parking inappropriately.

Building and Grounds
Care and respect should be shown towards school property. Any damage to school property is to be reported to the office at once by the person responsible. Any student who damages or destroys school property due to carelessness or recklessness will be expected to make a payment in the amount of loss to the school for any repair or replacement. Any student who willfully vandalizes school property, or who illegally enters the school will face disciplinary action.

School Counseling Office
Each year, freshmen, sophomores and juniors take the Iowa Statewide Assessment of Student Progress (ISASP) or the Iowa Assessments. Tests for vocational preference are available to help students make vocational decisions. The Preliminary Scholastic Aptitude Test (PSAT), available for juniors and interested underclassmen, is administered each year.

Students are encouraged to use the school counselor’s office for the following:

- receive help in selecting courses
- discuss reasons for not getting along satisfactorily in a subject
- receive help in improving study habits
- check progress toward graduation requirements
- discuss future career plans
- plan for college admission
- discuss capabilities as directed by standardized test results
- ask for remedial or tutorial help
- receive help in applying for college financial aid
- apply for taking college entrance tests
- discuss problems
- seek counsel on spiritual concerns

Student Records
Hillcrest Academy maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his/her education and may include, but are not limited to, the following types of records: identification data,
attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations and external agency reports.

The principal and school counselor are primarily responsible for the maintenance of students’ records. Other office personnel have access to records as needs dictate.

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years:

- school officials, teachers and Area Education Association (AEA) personnel with a legitimate educational interest
- officials of other schools in which the student proposes to enroll
- representatives of state/local government when auditing/evaluating federal education programs
- officials connected with a student’s financial aid applications
- organizations which process and evaluate standardized tests
- accrediting organizations for accreditation purposes
- parents of dependent children, regardless of the child’s age
- appropriate parties in a health or safety emergency

All other access to records shall only be upon written consent, a court order or legally issued subpoena.

Disabled students age 18 and over and parents of disabled students under age 18 will be informed when personally identifiable information in the records is no longer needed to provide educational services, and before the information is destroyed.

Students age 18 and over and parents of students under age 18 may exercise the right to review educational records of the student; obtain copies of the records; write a response to material in the record; challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy; or have the records explained.

The procedure to be followed in exercising any of the rights under school policies or rules may be obtained from the persons responsible for maintaining student records. The principal may release the following types of information to the public, where appropriate, keeping in mind the privacy of the student and the student’s family and the totality of the surrounding circumstances: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent school or institution attended by the student and other similar information.

To prevent the public release of such information, a parent must file a written objection with one of the aforementioned persons responsible for maintaining student records.

Students and parents may file complaints with the Department of Education concerning alleged failures of the school district to comply with federal legislation dealing with student records. Correspondence should be addressed to:
Boarding Students
Students from outside the community unable to commute may contact the school for assistance in finding a boarding home. Such students reside with area families and are expected to become actively involved in the lives of the host family. Host parents assume the responsibility of serving as substitute parents while the boarding students are in the Hillcrest Academy community. There are boarding costs involved in such arrangements, either arranged directly with the host family or at an established fee determined by Hillcrest Academy.

Financial Information
The finance plan for Hillcrest Academy reflects a Mennonite tradition of Christian community. Income from student entry fees (see Fees) covers only a portion of the budgeted income. The remainder is received from individual contributions, the Congregational Support Plan (CSP) and fund-raising events. Most students have a portion of the cost of education subsidized.

For many students, financial support (beyond student entry fees) is given through their local church. Financial assistance applications are available from the school.

Fees
Each family is to make arrangements with the school office for the payment of school fees, including the entry fee. Fees may be paid in full by September 15, or on a semester or monthly payment plan. A discount of $150 is given to the second child and $300 to the third child from within the same family. A discount of $50 is given for each student who makes a payment of $250 by July 1. Accounts must be paid in full before a diploma is granted. Transcripts will be issued only after full payment of the previous year’s bills.

In addition to tuition, some activities and programs have associated fees. A list of fees is available in the office.

Lunch
A hot lunch is available every day. Lunch tickets may be purchased in the office for 20 days, one semester or the entire school year.

Chapel
Chapel is considered an integral component to the educational mission of the school. As such, it is expected that students attend. The chapel period is approximately 20 minutes. A faculty-supervised student chapel committee develops most of the chapel program. Students are selected for the chapel committee through an application process.

Chapel Conduct
It is expected that students engage with the presenters during chapel to show respect and interest in the message that is being shared. Students are expected to sit in their assigned rows, unless otherwise noted, and show appropriate body language (i.e., sitting up straight, not slouching). Chapel is a device-free zone, unless specifically stated otherwise. The Hillcrest Academy Chapel Committee and Administration reserve the right to create appropriate rules for chapel, including asking students to place phones on the stage at the onset of chapel.

**Library**
The library is provided as a quiet place to study. Hours are 8:00 am - 3:15 pm Monday-Friday, depending on the availability of faculty. Many resource materials are available for student use. Proper checkout procedures must be used when borrowing books.

**Announcements**
Announcements are made twice each day (morning and afternoon) by the teacher reading from PowerSchool. Groups wishing to make announcements are to submit them in writing to the office by 8:30 am and 2:30 pm. Student groups must have the approval of a sponsor.

**Fire/Tornado Drills**
Periodic unannounced fire and tornado drills are held during the year. Instructions are posted in each classroom. In the event of a fire or fire drill, students must exit the building quickly, quietly and in single file. In the event of a tornado or tornado drill, students are to move to designated areas of each building.

**School Closings**
Notices of emergency closings or delayed starts due to weather conditions are broadcast via the following media:

1) Text message via Hillcrest Academy’s Remind app
2) Hillcrest Facebook page
3) Hillcrest Academy website: [www.iowamennonite.org](http://www.iowamennonite.org) (will become [www.hillcrestravens.org](http://www.hillcrestravens.org))
4) Radio stations WMT (AM-600) and KCII (AM-1380, FM-106.1)
5) Television station KCRG (Channel 9)

Please note that we will likely follow Mid-Prairie School District when it comes to weather-related delays or closings, though there may be occasional exceptions.

**Transportation**
The Mid-Prairie school system provides busing for students living within the district. Hillcrest Academy also provides shuttle service to Iowa City and Washington for a fee and can fill up quickly. Families are expected to arrange their own transportation.

**Communication**
The school is serviced by three telephone lines: Kalona (two lines, both 319-656-2073) and Sharon Center (319-683-2586); a fax machine (319-656-2073); and an email address of contact@hillcrestravens.org. The school’s website is [www.iowamennonite.org](http://www.iowamennonite.org), and will soon be [www.hillcrestravens.org](http://www.hillcrestravens.org). You can follow us on Facebook by liking our page:
www.facebook.com/hillcrestravens and choosing to receive All Notifications for our page. Students will be called to the telephone during school hours only in the event of an emergency. Important messages will be delivered to the student.

Asbestos Management Plan
Hillcrest Academy is inspected regularly for asbestos according to the Asbestos Hazard Emergency Response Act. An asbestos management plan is available in the custodian’s office for examination by parents or students at any time. Please contact the school office if interested in seeing the plan.

Student Abuse Investigators
The Operating Board has appointed Leanne Bender, school counselor, as investigator; and Marcus Miller as alternate investigator of student abuse cases. Any allegation of abuse of students by school employees should be reported to one of these persons at 319-656-2073 or 319-683-2586.

Anti-Discrimination Statement
It is the policy of Hillcrest Academy not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, gender, disability, religion, age, socioeconomic status or actual or potential parental, family or marital status in its programs and activities as required by Iowa Code.

Handling of Grievances
It is recognized that from time to time concerns, disagreements, and/or misunderstandings (collectively, grievances) may arise that involve employees, including the principal, and patrons. An honest attempt shall be made by the parties to settle the grievance before involving the Board. A formal grievance policy can be made available upon request from Principal Dwight Gingerich or Board President Fred Gingerich.
Appendix A

Technology Respectful Use Policy
Hillcrest Academy

The following policy is intended to cover all electronic accounts for students, those issued by Hillcrest Academy (email) and non-Hillcrest Academy accounts such as email/Facebook/Twitter.

Respect Yourself. I will show respect for myself through my actions. I will consider with care the information and images that I post online. I will not visit or share information about sites that are degrading, pornographic, or otherwise inappropriate.

Protect Yourself. I will ensure that the information I post online will not put myself at risk. I will report any inappropriate behavior directed at me and will protect passwords, accounts and resources.

Respect Others. I will show respect to others. I will not flame, troll, bully, harass or stalk other people. I will not access, or attempt to access, or otherwise misuse other people’s accounts.

Protect Others. I will protect others by reporting abuse and by not creating or forwarding inappropriate or unwanted materials or communications.

Respect our School. I will respect computers and other equipment entrusted to me and protect them from damage or loss. I will follow the rules that have been established at our school whether or not I agree with them.

Protect our School. I will protect school equipment, networks and property from damage. I promise to report vandalism if I witness or hear of it.

Act With Integrity. I will cite sources for media and information that I use. I will protect intellectual property by purchasing, licensing and registering software, music, movies and other media and will not distribute these in a manner that violates their licenses.

Consequences for Violations. Violations of this policy will result in consequences ranging from the restriction or loss of network privileges to formal disciplinary procedures as outlined in the student handbook.

_____________________________  _______________________________
Student                      Date                                  Parent                      Date
Appendix B

School Lunch Policy

In accordance with state and federal law, Hillcrest Academy adopts the following policy to ensure school employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Payment of Meals

Students have use of a meal account. When the balance reaches $0.00, a student may charge no more than 5 meals to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until a negative balance is paid. Payment can be made in person via check or cash.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from the previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

Every student shall be fed during the lunch period.

Employees who reach a $0.00 balance will have wages reduced to cover the cost of the meals that they purchase thereafter.

Negative Account Balances

Hillcrest Academy will make reasonable efforts to notify families when meal account balances are low. Additionally, Hillcrest Academy will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Hillcrest Academy will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the account reaches $0.00. Families will be notified by email and or phone call from the business office. Negative balances of more than $10.00 not paid prior to the end of the month will be turned over to the Principal for collection.

Hillcrest Academy Board Adopted 6/12/2017
Appendix C

Appearance Code  *(This dress code is currently replaced by Dress Etiquette in pages 13-15.)* Guidelines for student dress and appearance at Hillcrest Academy are based upon principles of modesty, simplicity and cultural appropriateness. Students are asked to focus on an inner beauty rather than drawing undue attention to self by attire. Our intent as a Christian school is to project an atmosphere of clean, well-kept and appropriately dressed students. Standards of simplicity include avoiding clothing that draws undue attention to self or distracts others from academic endeavors. Culturally appropriate clothing and appearance considers the school context and shows respect for others.

Expectations for attire include, but are not limited to the following:
- No spaghetti straps, tank tops, exposed shoulder shirts, or sleeveless shirts or dresses.
- Skirts/dresses must not be shorter than three inches above the knee.
- Leggings/jeggings/yoga pants must have a top that covers at least half of the thigh when standing.
- Shorts must have a minimum of a 5 inch inseam.
- All undergarments must be covered.
- No bare midriffs
- No unduly tight or revealing apparel.
- No clothing that advertises/promotes alcohol, tobacco, drugs, violence, or has questionable messages, military (camo - all types including hunting) or music bands with questionable content.
- No sunglasses, hats, or hoods pulled over the head.
- No athletic wear, e.g., gym shorts, sweatpants, etc.
- No frayed or torn apparel.
- Footwear must be worn at all times.
- No blankets.

Additional Note:
- Athletic teams that will travel to away games/matches may change into their uniforms during lunch when notice is given.

Additional guidelines:
Students and faculty are expected to dialogue regarding appropriate appearance standards. Each faculty member is responsible for maintaining appearance standards for his/her classroom or activity.

Students who are found to be out of dress code shall be referred to the office for clothes that fulfill the Student Appearance Code. If a student is found to be out of dress code more than three times, they will be referred to the principal. Parents will be notified and a detention will be issued. If dress code violations continue, a parent and student meeting will be held with possible further disciplinary actions put in place.
Comfy Clothing - (On back burner along with Appearance Code. Current Casual Monday guidelines apply to Comfy Clothing.)

At times the school will hold “dress-down days” in accordance with a school service project. Students will be charged a nominal fee for the privilege of wearing attire that is out of the normal, every-day, dress-code. Students must continue to display modesty. The follow rules still apply:

- No dresses or skirts shorter than 3 inches above the knee.
- No tank tops, sleeveless, exposed-shoulder shirts, or spaghetti straps.
- No unduly tight or revealing apparel.
- No frayed or torn apparel.
- No articles of clothing that promote/display military, drug/alcohol, tobacco, violence, questionable material or bands of questionable content.

But students may wear...

- sunglasses and hats (but they shall be removed while in class and chapel).
- athletic shorts (proper length) or sweatpants.