

Dear Parents,

Welcome to Holly Grove Christian School. We consider it a privilege to serve you and the Lord in the education of your child. “Train a child in the way he should go, and when he is old he will not turn from it.” (Proverbs 22:6)

Holly Grove Christian School started in the fall of 1976 with an enrollment of 19 students. The enrollment has increased to over 500 students from Pre-kindergarten through 12th grade. Fifty staff members helping train our students all realize what an awesome responsibility the Lord has given to us.

Our goal is to pursue excellence in all areas, and you can help us reach our goal. Please let us know how we can improve; communication is vital for a successful school program. Your participation and cooperation are encouraged.

Please read the following manual carefully and familiarize yourself and your child with school policies and procedures. Please feel free to call the school office if you have any questions.

Thank you for entrusting us with the care of your child, and may God bless our working relationship together through this year.

Sincerely,

Michael A. Rohrer
Administrator

“Excellence in Christ-Centered Academics”

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Philosophy Statements

Statement of Faith

1. We believe the Bible to be inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith are we saved (John 3:16-21, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; the saved unto the resurrection of life and the lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18).
8. We believe that the term *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
9. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).

Adopted by ACSI

Mission Statement

Holly Grove Christian School partners with families to prepare students to live God honoring lives by providing excellence in Christ-centered academics.

Vision Statement

Under God's direction, Holly Grove Christian School will focus on the student's spiritual, academic, social and physical development. Our goal is for students to enjoy a relationship with Jesus Christ and become mature disciples of His Word. Since our main objective is to glorify God, we commit ourselves to lead by example in scholarship, vocation and lifestyle.

Core Values

1. **Glorify God-** Holly Grove Christian School is committed to glorifying God in everything that we do. This must be the foundation of all areas of academics, fine arts, athletics and lifestyle. (I Corinthians 10:31)
2. **Academic Excellence-** Holly Grove Christian School is committed to offering the best academic program possible. We strive for excellence for students going to college and those who are going into the work force. (II Timothy 2:15)
3. **Serve Others-** Holly Grove Christian School is committed to preparing students to serve. Jesus Christ led by example in the area of servant leadership. We believe in letting our light shine in the community by being a servant to others. (Matt 5:16)
4. **Biblical Truth-** Holly Grove Christian School is committed to teaching Biblical truths and values to our students. We promote Godly character, strong families, spiritual growth and discipleship in light of that truth. (Psalm 119:105)
5. **Teamwork-** Holly Grove Christian School is committed to working with the home and church to prepare students to succeed not only spiritually but vocationally and socially as well. (Psalm 133:1)

Objectives

Spiritually- The school endeavors to:

- bring students to the saving knowledge of Jesus Christ.
- help students to become an effective witness for Christ.
- teach students to be well-grounded in the Word of God.
- help students develop a Biblical worldview to deal with life issues.
- help students defend their faith.
- encourage students to develop Christian character.

Academics- The school endeavors to:

- promote academic excellence by challenging students to do their best.
- instill in students a love of reading.
- encourage students to develop good time management skills and study skills.
- help students develop good writing skills across the curriculum.
- help students master basic math facts.
- help students develop critical thinking skills.
- encourage student appreciation of the fine arts.
- encourage student creativity.
- develop business and life skills for students.
- prepare students for college and career choices.

Socially- The school endeavors to:

- encourage students to treat people with respect.
- develop student self confidence.
- encourage students to be involved in community service.
- recognize and respect student's individual differences.
- help students develop healthy relationships and choose friends wisely.
- encourage Biblically correct and age appropriate relationship with opposite gender individuals.

Physically- The school endeavors to:

- promote good student exercise habits, healthy diet and proper amount of sleep.
- help students develop positive self-esteem and body image.
- help students develop balance between competition and fun.
- offer students an excellent physical education and athletic program to students.
- promote understanding of positive means of stress release.
- teach students that the body is a temple of God.

Admission Policy

Non Discriminatory Policy

Holly Grove Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs, athletic, or other school-administered programs.

Admission Requirements

Interested parents may make application for their child at anytime during the school year. Attendance at HGCS is a privilege and not a right. Each student should value positive attitudes toward spiritual issues and the school. (Philippians 2:5)

The following admission requirements are necessary to enroll a student:

- The parents must read, complete and sign the application form. The non-refundable registration fee must accompany the online application form.
- Once the application is received, the office will call and schedule an interview with the administrator. The student must accompany the parents for the interview.
- The parents will need to bring all available student records to the interview. This includes report cards, achievement tests and health records. Immunization records must be verified. The transfer of school records form needs to be completed.
- The student must have a satisfactory scholastic and behavioral record from previous school.

- Prospective students entering grades 1-12 may be tested to determine academic preparedness and general classroom placement.
- The maximum class size for Kindergarten-6th grade is 25 students. If a particular class is full, the student will be placed on a waiting list. The parent will be contacted as soon as there is an opening.
- Eligible students will be accepted in the following order: Staff member's children, sibling of student's enrolled, new students/families
- Holly Grove Christian School does not have the staff or facility to take students with special needs. We are unable to accept children who have severe physical handicaps, who have severe learning or social difficulties, who are emotionally disturbed or who have a history of disruptive behavior.
- Pre-Kindergarten students must be completely toilet trained.
- Holly Grove Christian School is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternate gender identity; promoting such practices, or otherwise having the inability to support the moral principals of the school. We believe in heterosexual marriage relationship as the only God-ordained family system. (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6)

Age of Eligibility

The child must be 6 years old on or by September 1 of the year he/she enters First grade. The child must be 5 years old on or by September 1 of the year he/she enters Kindergarten. The child must be 4 years old on or by September 1 of the year he/she enters pre-kindergarten.

Custody

The splitting of a family is traumatic for parents and particularly for students. Consequently, the focus of Holly Grove Christian School is on the safety and well – being of your student, and our instituted polices are to further these goals.

Custody documentation: At the time of enrollment, parent shall provide all relevant documents concerning custody or visitation of each student enrolled at Holly Grove Christian School. Parents of enrolled students shall have an ongoing duty to provide any documents and information relevant to a change in current custody or visitation rights to Holly Grove Christian School within seven days of change or at the time of reenrollment if the school has dismissed for summer break.

School records: A noncustodial parent shall have the right to access school records related to his or her student unless prohibited by a legally binding instrument.

Dismissal and early releases: No student shall be released to any individual other than a custodial parent unless express written permission is first given to Holly Grove Christian School by a custodial parent or a valid legally binding instrument granting release is on file with Holly Grove Christian School. All early dismissal requests shall go through the principal's office. A parent cannot ask the school to withhold release of his or her student to the other parent or parent's representative without a legally binding instrument.

School communications: It is the custodial parent's duty to communicate with the noncustodial parent regarding school announcements and notes.

Financial Policies

Tuition Philosophy

The Holly Grove Christian School Board prayerfully sets tuition rates every year. The goal is to balance the budget and offer an excellent academic program at the lowest possible cost. The rates of Holly Grove Christian School are lower than other Christian schools of the same size in the area.

Policy for Graduating Seniors

All fees and tuition must be paid in full to receive the final report card. Transcripts to colleges will not be sent until all fees and tuition are paid in full.

FACTS Payment Plans

ALL families will need to establish a payment plan with FACTS, our tuition management partner. Families can choose to pay 1, 2, 4, 9 or 11 installments. If you select 1 payment and pay by August 10th, you will receive a 2% discount. FACTS assesses an annual fee of \$0 - \$50 depending on how many payments you select.

Early Withdraw:

In the event of withdrawal, suspension, or dismissal from HGCS during the school year the following tuition and bus fees will be due: August 1-29, 10%; August 30 – September, 20%; October, 30%; November, 40%; December, 50%; January, 60%, February, 70%; March, 80%; April, May & June, 100%.

Delinquencies: A \$30 late fee will be assessed when a tuition payment is not paid on the due date. Past due incidental invoices may be assessed a 1.5% finance charge. When accounts are 45 days delinquent, students represented by the account will not be allowed to attend school until the account is current. Report cards may be held for delinquent accounts. Student records will not be released when a student's account is delinquent. In the event that an account is referred to a collection agency, all associated collection fees and court costs will be added to the delinquent account.

Financial Aid

Funds are set aside every year to assist families unable to meet tuition payments. The amount of the financial aid provided is based on the need of the applicants. The aid is for students in PK-12 grade. This budgeted amount is established by faith. We believe God's people will contribute money to help others. Financial aid applications can be downloaded from HGCS website beginning March 1st each year. All applications must be submitted by April 20th. A determination of financial aid will be made by June 1st. Applications submitted after the dead line will incur a \$250 reduction in aid granted.

Academic Policies

Philosophy of Grading

It is important that students at HGCS realize that they earn the grades they receive. Teachers present high quality lessons to encourage student achievement. Students are encouraged to develop their reasoning abilities through class discussion and written assignments. Extra credit projects to improve grades are not permitted unless initiated by the teacher and available to all students.

Grading scale—GPA Calculation

Grading Scale		GPA Points
99-100%	A+	4.0
92-98	A	4.0
90-91	A-	3.67
88-89	B+	3.33
82-87	B	3.0
80-81	B-	2.67
78-79	C+	2.33
72-77	C	2.0
70-71	C-	1.67
68-69	D+	1.33
62-67	D	1.0
60-61	D-	0.67
0-59	F	0.0
I	Incomplete	

Progress Reports and Report Cards

Progress reports are sent home at the midpoint of each grading period; report cards are sent home within a week of the end of each quarter. For elementary grades, reports are sent home in envelopes which must be signed and returned within two school days. For intermediate and high school, progress reports are sent by email. Transcripts, which show the courses and grades for all high school classes, are maintained by the guidance counselor; and can be accessed on Parents Web or are available for review by appointment.

Honor Roll

There are two academic achievement rolls:

Principal's Roll: All grades are A (90% or above).

Honor Roll: All grades are B or above (80% or above).

Advanced Placement (AP) and Honors Courses

HGCS offers Advanced Placement Courses in accordance with the guidelines set by the College Board. These courses are college level courses taught by HGCS staff; courses offered depend on qualified staff available to teach them. They culminate in a test given at the school in May and scored by the testing company. High scores on the tests are often counted as college credit by colleges, depending on their policies. The cost of the test at the end of the course is the responsibility of the student. **All students taking AP courses are *strongly* encouraged to take the respective AP exams in the spring. Any student who does not take the exam will receive honors credit ONLY. Students choosing AP courses must be aware of the REQUIRED time/work commitments.**

To improve and maintain the quality of Honors and AP courses at Holly Grove Christian School, the following criteria have been established:

Criteria for taking Honors courses

- Teacher Approval
- Good overall GPA for grade just completed
- A or B in previous subject specific class
- Available Space in the class

Criteria for taking AP courses

- Teacher Approval
- Good Overall GPA for grade just completed
- A or B in previous subject specific class/Prerequisite course.
- Available space in the class

Grades are weighted for AP classes by one full point in the GPA calculation (i.e. an A will earn 5 points for the GPA rather than the usual 4). Honors courses are available based on staffing and scheduling availability. They are labeled honors courses on the transcript and weighted .5 points.

Research Documentation

Writing across the curriculum is a staple at HGCS. The writing process is a necessary element of academic success. Structured research report writing begins in 6th grade and continues throughout middle and high school classes.

MLA documentation is universal and will be used in ALL 7th, 8th, AND 9th grade classes regardless of the subject. This repetition cements the process in the student's mind leading to academic success and a thorough understanding of crediting sources.

Plagiarism will not be tolerated and will receive disciplinary action; hence, students need a firm grasp on the documentation process. APA (scientific documentation) will be permissible in 10th – 12th grade science classes at the discretion on the teacher.

Final Exams

Exams are administered at the end of the year in the junior and high school; they count as 2 test grades for the fourth quarter. Tests are administered according to the following schedule over a three day period. Exam days are half days and are scheduled on the school calendar.

	First Day	Second Day	Third Day
8:25-8:28	Homeroom	Homeroom	Homeroom
8:31-10:01	1 st period exam	3 rd period exam	5 th period exam
10:01-10:15	Break	Break	Break
10:20-11:50	2 nd period exam	4 th period exam	6 th period exam

Seventh (7th) period exams are given 8:30 – 10:00 the last full school day before exams begin.

Seniors who have maintained an A grade are excused from the final exam for that course.

Final exams are an important part of the student's learning process and grade, so please do not plan vacations during those times.

Promotion and Retention

Elementary: Students in kindergarten may be retained upon recommendation of the administrator and the teacher with agreement of the parents. Kindergarten children must meet minimal reading standards to advance to first grade.

Students in grades 1-6 may be considered for retention if they have a failing grade in 2 academic subjects. Those in grades 1-3 may be considered for retention if their reading level would prohibit success in a higher grade.

Secondary: Students in 7th and 8th grade may be retained if they have a failing grade in two academic subjects. Because math concepts build on previously mastered math skills, students in grades 7-12 who have achieved less than a 70% (C-) average final grade will repeat the math class before moving to the next level. Students in 9th-12th grade are not retained. Students must pass all required classes and have a total of 24 credits to graduate. They will have to repeat any required courses they fail but will remain in their chronological grade.

Course Sequences

(Courses may be offered in other years than those indicated)

English 4 credits	English 9	English 10 Honors English 10	American Literature AP English Language or Literature	British Literature AP English Language or Literature
Mathematics 3 credits	Algebra ½ Algebra 1 Honors Geometry High School Bridge to Algebra	Algebra 1 Geometry Algebra 2 Business Math	Geometry Algebra 2 Pre-calculus or Advanced Algebra Personal Finance	Algebra 2 Advanced Math or Pre-calculus AP Calculus Personal Finance
Science 3 credits	Physical Science or Environmental Science	Biology	Chemistry Forensics	Human Anatomy and Physics
History 3 credits Bible 3 credits-most classes can be taken any year	Government New Testament	World History AP World History	US History or AP US History	Worldviews
Phys Ed/Health 2 credits (can be taken any year)	Phys Ed/Health 1 credit (can be taken any year)	Physical Education (can be taken any year)		
Electives 6 credits-most available any year, most can be taken any year	Spanish 1 Art	Spanish 2 Advanced Art Creative Writing	Spanish 3 Choir Music Appreciation	Business Computer Yearbook Coding with Python
Sevenstar Online classes (see section on online classes for requirements)	German 1,2,3 Chinese 1,2 Latin 1,2,3 French 1,2,3	AP Biology	AP Computer Science SAT Prep ACT Prep Game Design	AP Government Digital Photography Physics
Dual Enrollment			Wor Wic classes Sevenstar Dual Enrollment Program	Wor Wic classes Sevenstar Dual Enrollment Program

Graduation Requirements (Senior Project is a graduation requirement)

English	4
English 9, 10, and any two of American Literature, British Literature, AP English Language, AP English Literature	
Math	3
Science	3
Physical Science and Biology required	
History	3
American Government, World History and US History required	
Bible	3
PE	1
PE/Health	1
Electives	6
Totals	24

College Preparatory Sequence

Students planning on attending a four year college should take a challenging course load during their high school years. Most colleges expect a minimum of 4 credits in English; 4 credits of Math including Algebra 1, Geometry and Algebra 2; 3 credits of History, including Government, World and US History; 3 credits of Science, including Physical Science, Biology and Chemistry; and 2 credits of Foreign Language. Electives should include credits in rigorous classes, including AP courses when possible. Maryland public universities now require math during the senior year.

Business Sequence

Those students seeking a career immediately after high school have the option to take business math and computer courses in place of some of the college preparatory math classes.

Online Classes

HGCS does offer some online high school classes through our partnership with Sevenstar Academy. Students choosing to take an online class will be responsible for the extra cost. A class period will be scheduled for the student to work on class using the library computers or personal laptop. Students may not replace HGCS required graduation credits with online classes. Students must be in good academic standing and capable of self-directed work.

Dual Enrollment with Wor Wic Community College

HGCS offers dual enrollment program with Wor Wic Community College, which provides for our students to receive a reduced tuition rate.

Wor Wic requirements:

- Student must be a currently attending junior or senior
- Student must be 16 years of age or older
- Student must have a 2.75 GPA

Four Year Plan

Each student entering high school will have a 4 year plan based on high school requirements and student preferences. This plan will allow both parents and students to see a tentative plan for the four years of high school based on the student's goals. This plan will be used to schedule classes and will be reviewed yearly.

Scheduling and Drop/Add Procedures

Courses are scheduled based on a student's four year plan and electives choices, as well as available space in the classes; we may not be able to accommodate every class preference.

Dropping a course: It is important to plan schedules carefully in order to complete graduation requirements.

Requests for course changes by students or parents will be considered based on the student's current status for graduation.

There is a 2 week drop/add period; students who want to change a class must complete a drop/add form and get it signed by a parent. Requests will be considered based on space in the class and student status towards completing graduation requirements. If a student is failing or on the verge of failing a class after the two week drop/add period, a request to withdraw can be made by the teacher, student, or parent. If necessary, a conference may be scheduled to

discuss the change. If the class is dropped after the first quarter the class will appear on the student's permanent transcript as "Withdrew Failing" or "Withdrew Passing". No credit will be awarded for any part of a dropped class.

Credit from Middle School

If a student takes a high school credit class (Algebra 1, Geometry, etc) during 7th or 8th grade, they will have that course listed on their 9th-12th grade transcript and applied to their high school requirements for graduation.

Achievement Testing

HGCS administers the Christian School version of the Terra Nova Test, provided through the Association of Christian Schools, International. Tests are given to grades 1-6 yearly and in grades 7-8 every other year. Tests missed due to absence will not be made up; please make every effort to have your children at school on testing days. High school tests include the PSAT 9 in 9th grade, the PACT in 10th grade and the PSAT in 11th grade. All 11th-12th grade students are encouraged to take the SAT and ACT college entrance exams through the respective testing agencies.

Valedictorian / Salutatorian / Class Rank Policy

The Valedictorian and Salutatorian for the graduating class are determined based on the cumulative GPA at the middle of the 4th quarter of senior year. In addition to GPA, the following factors are considered: A student must be enrolled at HGCS for 11th and 12th grade. Qualifying students must have completed the College Preparatory sequence, including math through Algebra 2, 3 lab sciences and 2 years of foreign language. Students transferring in to the high school must have come from a traditional school setting to qualify. Students from home school or self-paced school programs will receive credit for high school courses, but will not be considered for either honor. Students who have been found guilty of flagrant academic dishonesty will not qualify for either honor. Excessive absences could disqualify a student from either honor; extended medical situations will be considered on a case-by-case basis.

Seniors graduating with a cumulative 3.75 GPA or greater will be recognized by wearing honor cords during the graduation ceremony.

Homework Policy (Grades 7-12)

Homework is a method of instruction to be done in an independent setting unless directed otherwise by the teacher. It is an extension of classroom lessons to help reinforce and augment the content that is taught. In addition, it is essential in developing such character traits as personal initiative, self-discipline, faithfulness to a task and a responsible work ethic. Consequently, parental support for the value and completion of homework is essential for the student's academic success. HGCS faculty will seek to be sensitive to the amount of homework on certain nights of the school year including all school program event nights and the week of standardized testing. Homework does not have to be graded at all times. If homework is not graded, a method of evaluation will be implemented by each teacher to help the students determine if they have correct answers.

Below are general guidelines for homework. Each individual teacher may have his or her own homework policy specific to his or her class in addition to these general guidelines. Teachers will generally inform parents about their guidelines in syllabi they send home or by whatever means of information they choose. Each student will be well informed about each teacher's specific homework policy.

1. As a matter of practice, teachers give assignments with ample time to complete them. For work assigned the day a student is absent, one day for each day absent will be granted to make up the work. Students are expected to contact teachers or responsible students for missed assignments. Parents with students in Jr/Sr high may also check RENWEB for assignments.
2. In order to receive full credit, students in grades 7-12 must turn in all assignments on or before the due date. Late class assignments will be penalized.
3. Homework turned in late due to an excused absence will be accepted and given credit. Students and parents should expect that it may be necessary to spend extra time on homework due to absence from school.
4. Students involved in off-campus curricular or extra-curricular activities are to submit homework assignments to teachers before leaving the school grounds for an event. Students leaving school early for any reason are to submit homework assignments due that day before leaving school and are responsible for making all arrangements for make-up tests and quizzes. This includes students involved in athletics, field trips, or leaving early for medical/dental appointments.

Parents will be notified when a student is not regularly completing his/her assignments. Parents can also check RENWEB to monitor their child's progress in each class.

Incomplete Work

Students may receive an incomplete grade on a report card if they missed major tests or exams. Incomplete work needs to be made up within 2 weeks; if not made up, the student may receive a 0 for the assignment.

Academic Probation

A student will be placed on academic probation for a nine-week grading period if he/she receives:

1. Two subjects with F average or
2. Three subjects with averages of D+ or below or

A student will be placed on probation until the end of the next full quarter. At the end of the probationary period, the teachers and administration will make a decision to do one of the following:

1. Extend the probation period for another grading period
2. Remove the student from probationary status and reinstate to normal status.
3. Ask the parents to remove the child from Holly Grove Christian School.

If a student is placed on academic probation, the student will not be permitted to participate in school athletic teams and other extra curricular events like choir tour, school play, etc.

The decision to remove a student from academic probation will be based on:

1. Academic grades of the student throughout the probationary period.
2. Consistency of the student's completion of assignments and projects.
3. Attitude of the student toward academic improvement during the probation period.
4. Cooperation and consistency of the parents during probation period.

Parents will be notified by mail concerning changes in probation status.

Students who are on academic probation may not take Honors or AP classes.

Honor Code

The community of Holly Grove Christian School is committed to excellence and integrity in academic endeavors.

We assume students are seeking to obey God in their schoolwork; however, we know that occasions may arise when students will fall short of that goal. Incidents of academic dishonesty are taken seriously and it is important that all students be aware of the standards and the consequences for transgressions.

This Honor Code has been created to define the behaviors classified as dishonesty, to clearly list the sanctions for infractions, and to list actions that will encourage the HGCS community to work together in promoting the highest academic standards.

Definitions

Academic dishonesty generally falls into two categories: cheating and plagiarism.

Cheating includes:

- Copying, in part or whole, from someone else's test, quiz, project or homework
- Altering or interfering with grading
- Using or consulting any source during an examination, including written notes, electronic aids (cell phones, smart watches, etc) or other students
- Any other acts which defraud or misrepresent

Plagiarism includes:

- Including the ideas, words, sentences, paragraphs, structure or other parts of another person's writings and representing them as your own
- Claiming another's artistic or scholarly works such as musical compositions, photographs, artwork, etc. as your own
- Handing in a paper purchased from any source, including the internet, and claiming it as your own
- Cutting and pasting anything from the internet without proper citation

Other examples of academic dishonesty include:

- Purposefully allowing another student to copy your test, quiz, paper, project or homework
- Giving your homework, paper or other academic work to another student to copy
- Collaboration without the permission of the teacher

Sanctions for dishonesty

Sanctions will depend on the grade and experience of the student. We recognize that as students mature, they will increase in understanding of the issue, and will be held to a higher standard as they learn the conventions of citing borrowed work.

Elementary level: disciplinary action will be handled by the teacher.

Junior and senior high level:

- 1st offense: The student will receive a 0 on the assignment and 1-3 days of detention.
 Parents will be notified
- 2nd offense The student will receive a 0 on the assignment and a 1 day ISS.
 Parents will be notified
- 3rd offense This will involve further disciplinary action as deemed appropriate
 by administration and involvement of parents

Responsibilities

Faculty will:

- Clearly explain the Honor Code to their students each year
- Incorporate lessons on proper citation and use of material in each grade
- Clearly indicate to students when collaboration is allowed
- Provide opportunities for learning the proper handling of researched materials

Students will

- At teacher discretion, include a signed acknowledgement on papers and projects that this was their own work
- Encourage other students to maintain high standards
- Refuse to allow other students to copy or otherwise use their work

Curriculum

Curriculum for HGCS classes is chosen by the Curriculum Committee to meet the goals set out in the subject’s scope and sequence. Each subject is reviewed periodically to assure the best materials are available to our teaching staff.

Textbooks are the property of HGCS, and it is expected that students will keep them in the best possible condition. All textbooks are to have a cover provided by the student, and to be returned in good condition. Other than the students name inside the cover, they should not be written in, with the exception of consumable workbooks. If a text is returned in poor condition, the student may be required to pay a fine or the cost of replacement.

Bible

HGCS uses the English Standard Version in most Bible classes. Each student needs to have a personal copy. Affordable copies are available at the front office.

Guidance Office

The goal of HGCS is to graduate students who are able to achieve all that God has planned for them. The guidance counselor works with students to provide assistance with career information, the college search and financial aid information, course selections and career plans. Parents are an integral part of the planning for their child’s future, therefore the guidance counselor is available for conferences and telephone consultations concerning any questions or difficulties which may arise.

Transcripts and letters of recommendation for college and scholarship applications are handled through the guidance office. They will be sent directly to the college or scholarship; if they must be included with an application, they will be provided in a sealed envelope.

Work permits are available online at www.dllr.state.md.us for Maryland students and at www.doli.virginia.gov/laborlaw/employment_certificate_instructions.html for Virginia students.

HGCS requirements:

- Classes must be held in late afternoon or evening – a student may not leave school in the morning and return again. Online classes may also be taken.

- Students may leave one period early if taking a class, or 2 periods early for two classes. Students may not leave earlier than 1:10 p.m. Students who play sports may not leave and come back.
- Students may not take an HGCS required academic course at Wor Wic in place of required courses.
- Transcript of grades must be provided for the Dual Enrollment course to be added to the Holly Grove transcript.

Additional Dual Enrollment

There are also online college courses offered through our partnership with Sevenstar Academy, including courses from several different colleges. More information available at <https://sevenstar.org/dualcredit/>. Regent University also offers online courses to current high school students. Dual Enrollment credit will be granted upon receipt of a transcript showing course and grade.

Parent-Teacher Conferences

As partners with parents in providing quality education to our students, HGCS provides opportunity for parents to discuss their child's progress with teachers. Teachers are available for short discussions after each PTF meeting, and are available for more involved conferences by appointment. Please contact the teacher to set up an appointment.

Special Education

Holly Grove Christian School does not offer special education to students at this time. A full time teacher is on staff to schedule elementary school tutoring for elementary students for an additional fee. Some families choose to have their child tested for a learning disability to acquire the results which show areas of strength and weaknesses that can be helpful when shared with the classroom teacher. Testing should not be done with the intention of adjusting classroom expectations or grades.

Music Program

HGCS offers music education from elementary through high school. Elementary classes have a weekly music class, Intermediate grades have music and choir available as an elective several times a week. High school has a one credit choir class which requires an audition, and a music appreciation class.

National Honor Society

The HGCS chapter of the National Honor Society has been chartered with the national organization since 1997. Every year students in 10th, 11th, or 12th grade are chosen to become members. The selection process begins with the achievement of a 3.6 GPA in high school classes, but, in accordance with the directives of the national organization, the following criteria are also important:

Leadership: Students selected are expected to be positive role models in school and in the community. In addition, students should

- Exemplify a positive attitude
- Encourage positive behavior in others
- Demonstrate academic initiative
- Be thoroughly dependable in any responsibility accepted
- Although formal leadership positions are not required, any formal leadership positions held should be fulfilled in an exemplary manner

Service: Potential NHS members should show evidence of regular service to community, church and school with ongoing participation in service activities documented through the school. In addition, students should

- Be willing to assist others whether asked or not
- Work well with others
- Assist teachers and other students in the classroom
- Cheerfully and enthusiastically fulfill requests for service to the school
- Be up to date on required service hours with documentation submitted

Character: Candidates for membership should demonstrate an outstanding record of conduct and behavior. Students considered should

- Uphold high principles of morality and ethics
- Demonstrate high standards of honesty and reliability
- Show courtesy, concern and respect for others

- Be punctual and faithful in all endeavors, both inside and outside the classroom
- Use their speech to lift up and edify all those they come in contact with

Students who qualify academically may be asked to fill out an information form which will assist the Faculty Council in determining a student’s eligibility. These forms are not applications: all offers of membership are determined by the Faculty Council based on the criteria described above. The national organization recognizes that there is an element of subjectivity to the required criteria, and the Faculty Council understands the importance of being fair and impartial to reduce that subjectivity as much as possible. Final determination of those invited to become NHS members is the responsibility of the Faculty Council.

Current members can have their membership reconsidered should they fall below the standards listed above. The student will receive a warning letter first, unless the transgression is extreme. Decisions to revoke membership are never made without a hearing at which the student and parent may be present, unless the transgression results in student leaving HGCS. Any decision by the Faculty Council revoking membership can be appealed to the administrator.

Home School Enrollment

Holly Grove offers the opportunity to take academic core subject classes to home schooled students. Enrollment will be dependent on available space in the class and limited to 2 classes per year. Admittance into any course is offered after August 15th. Enrollment procedures are the same for home schooled students as for full time students; the charge per class will be 20% of tuition. Home school students are welcome to take PSAT or PACT tests with us.

Credit Transfer

HGCS awards credit for all classes listed as high school credit on the official former school transcript. This includes high school level classes taken in middle school. When the previous class matches a required class at HGCS, those high school credits can be used to meet requirements for graduation at HGCS.

Students coming to HGCS from a home school will receive credit for completing the course with documentation either from an online education provider or the parent.

Summer Literature Program

In order to increase student’s exposure to quality literature and to maintain reading skills over the summer months, HGCS requires students to read assigned books, which will be discussed in English class in the fall. Reading lists and assignments are available on our website.

Structure of Classrooms

The HGCS calendar is conducive to structured and consistent daily learning. However, the daily schedule is affected by weather, holidays, half days, academic, fine arts and sporting competitions, as well as sickness and student learning styles. Parents and students should not expect to follow the exact same daily schedule or pattern of assignments as another section of the same class subject. Teachers will tailor their classes to the learning styles and needs represented in each individual classroom ensuring academic success.

Some colleges our students have been accepted to:

Allegany College of MD	Liberty University	St. Marys
Brown University	Malone College	Toccoa Falls College
Chowan University	Mary Baldwin College	Towson State University
College of Wm. & Mary	Messiah College	US Naval Academy
Eastern Mennonite University	MIT	University Baltimore Law School
George Mason University	Mount Olive College	University of Maryland College Park
George Washington	New Mexico State	UMES
Georgetown University	New York University	University of Virginia
Harvard University	Randolph Macon	Virginia Tech
Hollins University	Salisbury University	Virginia Wesleyan
Lee University	St. Andrews	Washington College
		Wor Wic Com College

Attendance Policy

Regular attendance is essential to good student work. Parents are encouraged to see that their children attend school regularly. Poor attendance causes a child to drop behind in his/her work and thus hinders his/her academic progress.

The school day begins at 8:25 a.m. and ends 3:00 p.m. Morning arrival time is between 8:10 and 8:25 a.m. for all students. No student is to arrive prior to 7:55 a.m. There are no supervision arrangements for students who arrive earlier than this.

Students will have an excused absence for the following:

1. Illness
2. Medical appointments (note from Dr.)
3. Death in the family
4. Planned absences that are arranged as stated below.

A planned absence is considered excused if the parent has informed the school *one week* in advance prior to the planned absence. It is the student's responsibility to secure the work assignments that will be missed before the planned absence. Arrangements for this will be made with the individual teachers. The student will receive one day for each day missed for a trip to make up only the work missed. Extended absences create an added workload for teachers. We ask parents to be understanding of this factor and notify the school well in advance of planned absences. Final Exam Week: Please try not to schedule planned absences during final exam week.

General Procedures

1. Parents should notify the school the following day with a **note (not phone call)** explaining the reason for the absence. **Two** days are given to submit the note to the office or the absence is recorded unexcused. Students in grades K – 6th must give their note to their teacher.
2. A student may not participate in any HGCS activity (sports practices, games, musical performances, etc.) on the day of a truant, unexcused absence, or absence due to illness. Other excused absences will be evaluated on an individual basis by the administration. Students involved in sports must be at school by 11:30 am.
3. Students are required to participate in physical education, unless excused for illness or injury. The student must submit a written note by the parent stating this situation. For extended situations, a doctor's note will be required. Elementary students excused from P.E. will not be permitted to participate in recess.
4. Twenty (20) excused or unexcused absences **in any class** may result in the necessity of the student repeating the same grade or may result in no credit granted for an individual class.
5. All students are to report to the school office before leaving school premises. All students are to report to the office when returning to school after signing out.
6. When tests or exams are missed due to an absence, the teacher will reschedule the make-up test at his/her discretion.
7. After 10 absences, a doctor's note will be required in order to be excused. After 20 absences, excused or unexcused, a conference with the administration will be required.

Make Up Work for Excused Absences

1. When a student has an excused absence, it is the student's responsibility to make up the work missed. The student is responsible to obtain all make-up work immediately upon return to school. Full credit for excused absences will be granted when the work is turned in according to the number of days missed. For example, if a student is absent two days, the work must be made up within two days from the day the student returns to school.
2. Any previously assigned tests missed during an absence must be made up at the teacher's discretion.
3. All long-term projects such as book reports, term papers, etc., must be turned in on or before the assigned date, even if the student is absent on that day in order to receive full credit.

Unexcused Absences

1. Students absent without parental permission are considered truant.
2. Students with unexcused absences will be required to make up missed work on the same schedule as listed above for excused absences.
3. Students who have unexcused absences may receive a maximum of 70% for tests, quizzes and all other work.

Tardiness

1. Tardiness of students creates a disruption to the class and starts the day off poorly. Students who arrive in their classroom after the 8:25 bell are tardy. Students who arrive after 11:30 am will be considered absent for the day.
2. A student is defined as tardy if he/she is not seated in the classroom after the Tardy Bell has rung. On each 3rd unexcused tardy to class, the student will receive a detention and every tardy after that.
3. An excused tardy is defined as having a physician's excuse, sickness, or an emergency situation such as a flat tire or breakdown. Traffic or sleeping in *are not* considered as valid excuses for tardiness.
4. All secondary tardy students are required to stop at the front office prior to going to class to receive a tardy form.
5. Please remember that absences to school are recorded on your child's report card and placed in their permanent file.

Early Dismissal

1. For the safety of the children, we ask that if children are to be picked up early, parents come to the school office to sign them out. The receptionist will call them from their classroom. Please send a note to the teacher or office in the morning, stating what time you will be picking up the child. Do not call the school while en route and ask for your child to be dismissed from class. We will dismiss when you arrive. Please plan your time accordingly as you will not be permitted to park up front in the bus loading/unloading zone between 2:30 pm – 3:00 pm.
2. All students are to report to the office when returning to school after signing in.
3. Punctuality is an important habit to instill in the lives of our children. Parents are asked to make every effort to assure that their children arrive to school on time. Parents will be contacted by the school administrator if a tardiness pattern starts to develop.
4. All students are responsible for any make up work due to an early dismissal.
5. Early dismissal: A student should never leave school without permission. Any student needing to leave before the end of the school day should bring a signed note from the parent indicating the time of the dismissal and who is to be picking up the student. The note must be given to the office in the morning to ensure excusal from classes missed. The parent or the person designated to pick up the child will sign the student out. All work missed must be made up. Students in grades K – 6th must give their note to their teacher.
6. It is the Jr/Sr High school student responsibility to be up front in a timely matter according to their early dismissal pick up time.

Inclement Weather Guidelines

Please listen for the HGCS announcement on radio or television. In the event that the school should have to close for the day or is dismissed early due to inclement weather, we will place public service announcements on WBOC TV 16. We also put announcements on our school Facebook page and the school voicemail.

Discipline

Discipline Philosophy

Holly Grove Christian School is committed to providing the best environment for each student to be successful, not only in school but in life. All discipline that fosters such an environment will be Biblical, consistent and fair. This is most effective as a cooperative effort between home, church, and school. The goal of biblical discipline is to help the individual transform the external (what is done for them) to the internal (what is done through them).

This is accomplished through:

- Training- Proverbs 22:6- "Train a child in the way he should go, and when he is old he will not turn from it."
- Accountability- Romans 14:12- "So then, each of us will give an account of himself to God."
- Submission to Authority- Hebrews 13:17- "Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you."
- Response to Correction- Hebrews 12:11- "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it."
- The student will take responsibility for his/her actions. Submission to earthly authority paves the way for submission to God. Holly Grove Christian School will maintain a high level of discipline that is good for the overall development of the student. Not only will we maintain this standard, we will expect obedience to it from every student.

Elementary Discipline

The following guidelines have been set up to facilitate the process of discipline of elementary students:

1. If a child is involved in a serious and/or repeated offense, the teacher will notify the parent either by letter or by phone to inform them of the problem and the discipline.
2. Once the parents have been made aware that there is a problem, the teacher or the parents may request a conference to discuss what measures may be taken to help the student resolve their behavior.
3. If a discipline problem persists after efforts to resolve it have not succeeded, then the student may be referred to the administration.
4. Some of the disciplinary procedures that the school may choose to implement include counseling from God's Word, restriction of privileges, time-out from recess, writing assignments, suspension, probation, or student withdrawal. Corporal punishment is not used at Holly Grove Christian School.

Discipline System (Grades 7-12)

A detention /suspension system is used for grades 7-12. Notification of a lunch detention will be sent to parents explaining the reason for the detention. The parents will sign the slip and return it to school the next day. If the slip is not returned in one day, the student will receive another lunch detention.

The number of detentions is an indication of discipline problems. The following consequences will be used for excessive lunch detentions:

3- letter sent home from administration/ student conference with administration

6- parent notification/ in-school suspension

9- out of school suspension- number of days determined by administration

12- discipline probation/ indefinite suspension or expulsion.

The number of detentions will start over with zero at the end of each grading period.

Minor Offenses – Lunch Detention

Minor offenses include dress code violations, disobedience, disrespect, disturbing class, chewing gum, throwing food, three tardies, inappropriate language, unkindness, excessive talking, not signing demerit slip on time, etc.

Major Offenses- Discipline decided by Administration

Discipline may include multiple detentions, in-school suspension or out of school suspension. Major offenses include lying, cheating, stealing, swearing, forging parent signature, defacing property, defiance, skipping class, slander, fighting, public display of affection, leaving school premises without permission, harassment (physical, emotional, sexual and/or racial.)

Indefinite Suspension or Expulsion

These include, but are not limited to drugs, alcohol, tobacco, vaping, juuling, weapons, bomb threats, fireworks, false alarm and sexual misconduct. Criminal violations of the law will be referred to the police. The school generally follows its discipline procedure contained herein. However, there are circumstances in which the school administration and/or board may determine, in their sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in egregious immoral or other unacceptable behavior as established by Holly Grove Christian School, the school reserves the right to suspend or expel the student immediately in its sole and absolute discretion.

Pregnancy Policy

If pregnancy happens, the student will be given a choice to withdraw or be expelled. If a Holly Grove student fathers a child, he will be given the choice to withdraw or be expelled. Re-admission to HGCS after the birth of the baby will be considered by the Student Review Committee.

In School Suspension

If a student is assigned in school suspension he/she will do all assignments in ISS. All homework assignments will receive a maximum of 70%. The student will be allowed to make up any quizzes or tests. Students assigned ISS will be given homework for the day or physical work around the school. Students assigned ISS will be ineligible to play in the next athletic game.

Out of School suspension

If a student is assigned out of school suspension he/she will receive a maximum of 50% for all homework assignments. Test and quizzes may be made up the following day. The student may receive a maximum of 70% for make up tests and quizzes. Students are responsible for all work assigned that day and must hand it in the next day

they come to school. Every day that a student is assigned out of school suspension he/she will be ineligible to play in the next two athletic games.

Discipline Probation

If a student accumulates 12 detentions within a marking period, he/she will be placed on probation until the end of the next full quarter. During probation, a student may not participate in athletics or other extra curricular events such as school plays, choir tours, etc. At the end of the probation period, the teachers and administration will make a decision to do one of the following:

1. Remove the student from probation status and reinstate to normal status.
2. Extend the probation period for another grading period.
3. Ask the parent to remove the student from Holly Grove Christian.

The decision will be based upon the following criteria:

1. Attitude and behavior of the student during the probationary period.
2. Cooperation and attitude of the parents in working with the school staff in regard to their child's behavior.

General Rules

1. Cell phones are not to be seen or heard during school hours. They are to be kept in the lockers. If a cell phone is taken from a student because of cell phone use violation, then the student will receive a detention and phone confiscated until the end of the school day. If there is any question about the phone being used improperly (e.g. cheating), the student will be asked to reveal contents of phone to an administrator. If a student refuses to reveal contents, then privilege to have a phone while on campus is removed.
2. Students are to refrain from any public display of affection. This includes holding hands, embracing or any physical contact during school or any school related activity. We reserve the right to discipline the student with regard to any relationship inconsistent with Christian conduct. Detentions or suspensions will be given for violation of this rule. Sexual misconduct will result in indefinite suspension or expulsion. Sexual misconduct includes sex of any kind.
3. Immoral behavior, in or outside of school, will be confronted firmly.
4. Skateboards and rollerblades are not allowed on school premises. Violation of this rule will lead to disciplinary action plus confiscation of skateboard and rollerblades.
5. Students are not permitted to bring tapes, CD's, videos, electronic games, magazines, comic books, and toys without prior permission from the school.
6. The lockers, desks, and cubbies at Holly Grove Christian School are the property of the school and are loaned to our students. We may choose to search locker, backpacks, bags, and cell phones at any time. The school offers locks to rent for the lockers.
7. Throwing any objects such as rocks, dirt, food, etc. is not permitted.
8. Students leaving the school premises without permission will face suspension.
9. Students may not chew gum at school.
10. Students must remain in supervised playground area during recess.
11. Cheating will result in automatic In-School-Suspension and zero for the work.
12. The school board reserves the right to change policies at anytime.

Drug and Alcohol Policy

If a student is found to be involved with drugs or alcohol, the student will face indefinite suspension or expulsion. Expulsion will begin immediately if a student is found with alcohol or drugs on school property. If a student is suspended for drugs or alcohol, he/she will be immediately dismissed from all extra-curricular events for at least 45 school days. This includes senior trip, choir tour, sports, drama production, prom, etc.

Harassment Policy

Holly Grove Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. Holly Grove Christian School is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including indefinite suspension and expulsion. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting.

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct that would violate this policy are the following:

- Unwanted sexual advances or propositions;

- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters;
- Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes;
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitation; and
- Physical conduct such as touching, assaulting, impeding or blocking movements.

Harassment (physical, emotional, sexual or racial) of any nature is prohibited. Other types of harassment include threatening or intimidating acts, circulation around school of written or graphic material that shows hostility toward an individual or group. This also includes email and web-based forms of communications, including all social media platforms.

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials. Students who observe conduct of a harassing nature are also encouraged to report the matter to one of the school officials. All complaints will be promptly investigated. Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. Faculty members may receive complaints from students. After receiving complaints, they will inform the administration to respond to questions regarding harassment.

Weapons Policy

Students may not possess a weapon, at anytime in a vehicle, in the school building, on the school grounds, or during a sponsored activity of Holly Grove Christian School. The definition of "weapon" includes, but is not limited to:

1. Any knife, cutting instrument, cutting tool, stick, club, firearm, shotgun, rifle, air gun or spring gun.
2. A firearm which is not loaded or lacks a clip or other component to render it immediately operable, and components which can readily be assembled into a weapon.
3. Any "look-alike" of any listed above.
4. Any item intended to be used or being used to inflict bodily injury or property damage.

The following action will be taken if a student violates this policy:

1. The students will be immediately taken to the administrator's office where he/she will remain until parents(s) arrive.
2. The item considered to be a weapon will be immediately confiscated and secured.
3. The administration may refer the student to the Student Review committee with a recommendation for expulsion.
4. The administration exercises discretion on whether or not to call the police.
5. Exceptions to the above policy (for class projects, etc.) require a written permission from the administration.

Operational Policies and Procedures

Resolving Disagreements

In any setting where there are people, there will be disagreements. The eighteenth chapter of Matthew sets forth a means for resolving disagreements between Christians. If we are to please the Lord, it is imperative that this principle for resolving disagreements be followed by parents and the school. Simply stated, a Biblical approach is to solve disagreements by talking only to persons involved. If for example, a parent has a concern about a situation at school, the parent should go directly to the teacher in an effort to solve the problem.

One of the strengths of our school family is the ability for open communication. Most problems are solved at the parent/teacher level. However, if the problem is not resolved at this level, then the administration may be contacted by either party involved to address the situation.

Conciliation Agreement

Any claim or dispute arising from or related to Holly Grove Christian School shall be settled by mediation and, if necessary legally binding arbitration, in accordance with the Rules of the Institute for Christian conciliation; judgment upon an arbitration award may be entered in any court otherwise having jurisdiction. The cost is to be shared equally by both parties.

Custody Issues

In situations where legal custody of the student applicant has been granted to one parent or in situations where someone other than a natural or adoptive parent has custody of the student applicant, Holly Grove Christian School

shall require that certified court documents awarding such custody be made available to the school for review and copying.

In situations of marital separation or divorce where joint custody has been ordered by a Court or exists because there is no such award of custody or legally binding agreement of the parties awarding custody, Holly Grove Christian School shall require both parents to sign the student's application for admission.

It is the intention of Holly Grove Christian School to comply with any Court Order regarding these issues and to further comply with the laws of the State of Maryland as they are set forth in the Annotated Code of Maryland with regards to custody and parental rights.

Child Abuse Reporting

HGCS is required by the State of Maryland to report any suspected case of child abuse or neglect.

Chapel

Students from grades 1-6 attend chapel every other week. Secondary grades attend chapel weekly. These services usually consist of prayer, singing, Bible discussion, skits, Christian educational videos, and local Christian speakers.

Library

All students at Holly Grove are encouraged to use the school library and are given opportunity to do that throughout the school week. From kindergarten through high school, reading is an important part of the school and the library serves to facilitate and aid both students and faculty in this endeavor. While using the library, students are expected to continue the level of discipline found in the classroom. If an elementary student is disruptive or disrespectful in the library, he or she may be asked to return to the classroom or go to the office for discipline. Middle and high school students may be given detentions for problem behavior in the library.

General Rules:

- All library materials must be checked out by library personnel during school hours.
- Books are checked out for one week and are renewable.
- Books lost or damaged must be replaced. The cost of the book to the student will be determined by the age, condition & replacement cost of the book.
- Failure to return books or pay the replacement cost and fines will result in withholding the student's report card at the end of the year until restitution is made.

Medical Information

Parents should not send a sick child to school. Children should not return to school unless they have been free of fever, vomiting, and/or diarrhea for at least 24 hours. If a child becomes ill during the day, the parent will be notified to come to school to pick up their child.

The State of Maryland requires students entering any school within the state to have certification of Immunization appropriate to the child's age. Failing to meet these requirements means that the student may **not** attend school.

Our records are monitored by the State of Maryland on a yearly basis. Anytime a student receives an additional immunization, please submit a current immunization form for the school records. **Please refer to the chart for the mandated schedule required for immunizations on the following page.**

HGCS has no licensed nurse on staff. We encourage all medication be administered at home. We know; however, there are situations and conditions that require medication to be given during the school hours.

We will administer medication if your child needs it during the school day under the following guidelines:

- All medications (non-prescription and prescription): A "Physicians Medication Order Form" must be on file in the main office. **This form must be signed by the Physician and Parent** and is valid for one school year only.
- All medications must be in their original containers with a prescription label on them with the correct amount of meds in the container. Medicines sent in baggies, plastic containers, etc. will not be accepted.

The responsibility to take the medication at the proper time lies with the student. These guidelines are for your child's safety. Students with asthma may carry their inhalers with them if deemed sufficiently responsible by the physician or parent/guardian.

Be advised: If HGCS does not have the child's current immunization record on or prior to the student's first day of school, the student shall not begin school until the necessary items have been submitted. *If a student receives an immunization after starting school, it is the parent's responsibility to provide documentation from the doctor's office.*

Parent / Teacher Fellowship (PTF)

Parental involvement is critical to any success that we may experience at Holly Grove Christian School. To encourage this involvement, all parents become members of the PTF (Parent/Teacher Fellowship). This is a support organization for the school that gives the parents an opportunity to directly impact the school's various activities.

Though the PTF is not a policy- making organization of the school, the PTF does nominate one of its members to the HGCS Board of Directors for a three- year term. This person must be an active Christian with children in the school.

The school has regularly scheduled PTF meetings throughout the year. At these meetings the PTF conducts business, and provides an opportunity for parents and teachers to have brief conferences concerning student progress. The PTF also sponsors several major fund-raisers throughout the school year. The funds generated by these events are used to provide financial assistance to the teachers and the school as the PTF deems necessary. The PTF has been very instrumental through the years in helping the school with its building programs as well as material purchases for the teachers.

Grandparents Association (GPA)

HGCS is proud to have a Grandparents Association. They support the school in a similar manner as the PTF. We encourage all Grandparents to become active members of this organization. Monthly meetings are held at the school as listed on the school calendar. In addition, they sponsor an annual Grandparent's Day held at the school.

Telephone

The office phone is a business phone and may be used by students only in an emergency. Students may not call home to get parents to bring homework, signed papers, detentions, etc.

Transportation /Bus Service

Holly Grove Christian School is committed to providing reliable transportation to and from school for our students. We currently provide service to the tri-county area and the lower shore of Virginia. Our service is as far north as Fruitland and as far south as Parksley, Virginia. Due to the high demand and the distance some of our students travel to Holly Grove it is important to sign up early and renew your registration as soon as possible. All bus seats are on a first come first serve basis. Students need to register annually. Priority is given to full time riders and families with siblings. If there is room on the bus and arrangements have been made in advance, "extra riders" may go home with a friend for \$3.00 per person. Please contact the Transportation Office in advance to request changes in your student's normal transportation schedule.

The safety of our students is a priority to our school. Whether your child rides the bus for transportation to and from school, sports activities or field trip, we have established the following guidelines to be enforced on all busses:

- Each student will sit in his or her seat at all times.
- No part of the student's body shall be extended out of the bus, seats or aisle.
- Book bags or sports equipment should be kept out of the aisle.
- Drinking or eating is not allowed.
- I Pods and MP3 Players are allowed at the discretion of each bus driver. The driver has full authority to be the judge of inappropriate music or if music can be heard by anyone other than the individual student. Once the student has arrived at school, they must follow school policy for their equipment. Students should not share music.
- Mutual respect of fellow students and their property, including edifying language will be maintained at all times.
- Defacing of the interior of the bus, gesturing through the windows or throwing objects out the bus windows will not be tolerated.
- Please, no loud talking and do not throw objects inside the bus.
- Seats may be assigned at the discretion of the driver.
- Any behavior, including the violations mentioned above, which jeopardizes the general safety of the bus, driver, or its riders will be disciplined by the administration and may result in the suspension of your privilege to ride the bus.

Bus / Car Line

Safety of our students is a major concern when they enter and leave the school. We appreciate the courtesy shown by all in the driveways in the morning and afternoon.

Please observe the following:

- Speed limit is 15 MPH

- Drive slowly in driveways at all times
- **DO NOT DRIVE AROUND LOADING /UNLOADING BUSES.** It is a violation of the law to do so.
- **It is MANDATORY that you put your car in “park” as students are loading and unloading from your car.**
- Please do not cut in front of others or come to school early to pick up your child to avoid the car line.
- During school hours, do not park along the front or back sidewalk. They are for loading and unloading only.
- Please keep all children in seat belts for their safety and to minimize driving distractions.
- Please do not use a cell phone in car line.

Parent/Adult Visitors

We encourage all parents and interested adults to visit the school. Please contact the school office to schedule a visit. Though we welcome all visitors, we do want to provide a safe learning environment for our students. Therefore, when visiting the school for any reason, please come to the office first. Please, do not go directly to the classroom. We require all visitors to sign in / out at the office. They are also required to wear a visitor’s badge while on campus. If you have a concern with a teacher, we ask that you schedule a conference with that teacher prior to your observation.

Student Visitors

To minimize distractions on school campus, we do not allow student visitors unless they are prospective students actively pursuing enrollment at HGCS. All inquiries must have prior permission from the administration. Students approved may only stay one-half day. Former Alumni may visit during lunch or after school.

School Security

It is our desire to provide a safe environment for our students. To help accomplish this, we keep all outside doors locked. All visitors to the campus are required to ring the bell outside of the front lobby and identify themselves prior to admittance. Security cameras are in use in the administrative offices to monitor different areas of the campus inside and out.

Student Drivers

It is a privilege to drive to HGCS. It is the students’ responsibility to obtain a Student Driver Permission Form from the office upon starting driving privileges on campus. Students may lose the privilege of driving if they abuse this responsibility.

- Students must drive slowly on/off campus. Music may not be heard outside of the car.
- Students may not congregate around the parking lot before or after school.
- Students may not drive vehicles on campus with offensive decals, stickers, or tags.
- A student may not drive off campus during school hours unless the school has written consent from both sets of parents.
- Students may not leave campus with a driver (student or non-student) without written parental approval.
- No horseplay around cars is permitted, especially jumping on cars or hanging on to moving cars.

HGCS reserves the right to search a student’s car for justifiable cause.

Physical Education

The primary purpose of our Physical Education Program is to provide an atmosphere whereby we teach the students skills, increase their knowledge and give them the appreciation and confidence they need to live physically active lives. We prepare them to avoid many major diseases and live healthier, less stressful, and more productive lives than those who live sedentary lives. “Learning skills and strategies help prepare students to be active for a lifetime.”

With the aforementioned objectives in mind, it is of the utmost importance that our students at Holly Grove Christian School approach the physical education class in a manner similar to that of any academic class. While we refrain from giving major homework assignments, we require that each student’s approach to the program is well grounded in the development of knowledge and skills that will enhance their physical and spiritual lives. Sharing, caring, hard work, competition, cooperation and a sense of fair play are some of the attributes we help to develop in the classroom setting.

It is important that our students come prepared for class. They should have on the appropriate physical education attire; shorts and t-shirts with the Holly Grove logo and their name placed in the appropriate area or inside the shirt and short for easy identification. (T-shirts and shorts must be purchased from the Department of Physical Education.) Additionally, they should have appropriate gym shoes and socks so they may execute desired skills to the best of their ability. A letter grade is given each term and is based primarily upon many of the factors listed

earlier. Students who exhibit a willing attitude, good behavior, and appropriate dress will be successful in the classes.

Sports

Holly Grove Christian School belongs to the Eastern Shore Independent Athletic Conference (ESIAC).

The Archery team participates in tournaments. Students in grades 4-12 may participate. Interscholastic competition that takes place in grades from 7 through 12 includes:

Boys:	Soccer in the fall	Girls:	Field hockey in the fall
	Basketball in the winter		Volleyball in the fall
	Baseball in the spring		Basketball in the winter
	Track in the spring		Cheerleading (Basketball season)
	Archery		Softball in the spring
			Track in the spring
			Archery

Students will not be able to participate in games if they are on Academic or Disciplinary Probation.

Guidelines and Rules for Athletes:

- All athletes are required to have a physical examination each year before participating in sports.
- All athletes are required to pay a sports fee.
- Attendance is required for all games and practices. Discipline will occur with the first unexcused absence. Be on time to all practices and games.
- Students are required to be in school by 11:30 a.m. on game days in order to participate. (Exceptions may be made by the Athletic Director and Principal, but it must be made in advance of the competition.)
- Any athlete who receives a technical foul or yellow card will immediately be removed from the game. If an athlete is ejected from a game, appropriate conference rules will be enforced. More stringent measures may be enforced by the coach, athletic director or principal.
- Always keep emotions under control without losing desire or aggressiveness.
- Improper language or attitude will not be permitted. Disciplinary measures will be taken if this happens. Improper language includes disrespect to and swearing at officials, players or coaches.
- Horseplay and goofing off will not be permitted anywhere. When the whistle blows, all activity should stop and everyone gives complete attention immediately.
- All athletes are expected to work to their full potential in classroom work. Anyone who is on the academic or disciplinary probation will be ineligible to play in games. They may regain academic status after the following term.
- Athletes should get plenty of sleep every night (a minimum of nine hours when possible). The younger you are, the more sleep you need.
- Athletes should maintain a healthy diet in order to perform to the best of their ability.

Varsity Letter Guidelines:

- Students must be in grade 9-12.
- Students must be in good academic standing.
- Students must be at all scheduled games and practices (exceptions include sickness, emergencies, and other events approved by the coach, athletics director, and principal).
- Students will lose eligibility for lettering when they are taken off the team at any time for disciplinary problems.
- Students will lose eligibility for lettering if they are placed on academic probation.
- Letters will be awarded to managers of the team.

Junior Varsity and Middle school award guidelines are very similar to that of the varsity with the exception of the kind of award.

Responsibilities of the Spectator

- Realize that he/she represents the school just as definitely as does the member of a team, and therefore, has an obligation to be a true sportsman and further he/she should encourage, through behavior, the practice of good sportsmanship by all.
- Recognize that good sportsmanship is more important than victory by approving and applauding good team play, individual skill, and outstanding examples of sportsmanship and fair play exhibited by either team.
- Respect the judgment and integrity of officials, realizing that their decisions are based upon game conditions as they observe them.
- Treat visiting teams and officials as guests and extend to them every courtesy.

- Be modest in victory and gracious in defeat.

Acceptable Behavior:

- Giving applause during introduction of players, coaches, and officials.
- Accepting all decisions of the officials.
- Cheerleaders lead fans in positive school yells in a positive manner.
- Promoting handshakes between participants and coaches at the end of contest, regardless of outcome.
- Treating competition as a game, not a war.
- Coaches/players searching out and congratulating opposing participants or coaches.
- Giving applause at the end of contest for performances of all participants.
- Showing concern for injured players, regardless of team.
- Encouraging only sportsmanlike conduct.

Unacceptable Behavior:

- Using disrespectful or derogatory yells, chants, songs, or gestures.
- Booing or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Yelling that antagonizes opponents.
- Refusing to shake hands or give recognition for good performances.
- Blaming loss of game on an official, coach, or participant.
- Taunting or name-calling to distract an opponent or coach.
- Using profanity or showing displays of anger that draw attention away from the game.
- Doing own yells instead of following lead of cheerleaders.
- A spectator or parent can be suspended from attending home athletic events if they choose to disregard the policies.

Lunch Program

HGCS currently does not have a full service cafeteria on premises. Students have a choice to pack their lunch and/or choose to pre-order from several different food vendors for a hot lunch. Forms are pre-ordered on RenWeb for students to order their selection in advance.

Textbooks

All textbooks are the property of the school. If textbooks are lost or damaged beyond what is considered normal wear, the student will be charged an amount equivalent to the replacement cost of the book.

Community Service Requirements

Service is an important part of the educational process at Holly Grove Christian School. As Christians we need to practice the Biblical principle of serving others. Our goal is for HGCS students to have an opportunity to be of service to the community.

Requirements:

Each high school student, as approved by the school board policy, will be required to perform **20 hours** per year of unpaid service to a pre-approved school, church, or community. The total amount of hours of service required for four years of high school at HGCS is **80 hours**. All projects can start after completion of seventh grade. Examples of acceptable projects include: church work, school or community service project, volunteer service at a hospital or nursing home, helping the needy, mission trips or projects, etc. Forms are available on the HGCS website or at the guidance office. Since this is a graduation requirement, diplomas will be withheld until service hours are completed. Students may volunteer for more than 20 hours of service per year. Any additional hours per year will be counted toward the total of **80 hours**. National Honor Society students need an extra 5 hours of community service for every year they have been members.

Basic Requirements

1. Complete all service hours required.
2. Submit documentation of service with proper signatures. Forms can be obtained at the school office or guidance office. Only proper forms will be accepted.
3. All 20 hours for one year may be completed at a single location. No single location can count for more than 20 hours a year.
4. During the school year, students who volunteer to assist teachers and staff may earn no more than 10

hours total service in that capacity. Students who are teacher aids and receive credit cannot count that as community service.

5. A documentation form must be submitted for each site at which service is completed.
6. Parents/guardians may **not** fulfill these requirements for their children.
7. Some community service or civic organizations will **not be** approved if their stance on moral issues are in opposition to the mission and purpose of Holly Grove Christian School.
8. Transferring student hours: Upon Graduation.....
 - Freshmen are required to complete 80 hours of service. (20 per year)
 - Students entering 10th grade are required to complete 60 hours of service.
 - Students entering 11th grade are required to complete 40 hours of service.
 - Students entering 12th grade are required to complete 20 hours of service.
9. All seniors must hand in all service hours by early May.

DRESS CODE

Many of the children attending our school will someday assume leadership roles in our churches, in their professions and in society. The grooming habits which they develop in their early years will contribute to their future effectiveness and success.

It is the school's desire to provide a dress code that provides a positive learning environment, modest standards, and affordable to all parents. Therefore, we have implemented a dress code that has a uniform look, but can be purchased in most local department stores. Clothing may also be purchased at Land's End. Catalogs are available at the school. This dress code does not address all situations that could occur. If there is a question about any item, contact the office for clarification. There are differences between the elementary and secondary dress codes.

General Slacks Guidelines: All slacks must be "Docker," "Chino," or dress style made of cotton or cotton twill. They may not have pocket zippers, or draw strings, or rivets. Elementary students may wear elastic waists. Corduroy, stretch material, denim, and microfibers are not permitted.

ELEMENTARY:

Boys

- ◆ Polos/Shirts: White, light or dark blue, maroon - Must have collars
- ◆ Turtlenecks: White, light or dark blue, maroon
- ◆ Elementary Slacks: Gray, Khaki or Navy (Docker or Chino style cotton / cotton twill only. No shorts.)
- ◆ Sweaters: **White, dark blue, or maroon**; Solid Colors; traditional button or pullover sweaters, no zippers, hoods, or drawstrings. Exception: HGCS sweatshirts may be worn in place of sweaters.
- ◆ No flip flops. Shoe strings must be tied or tucked in.
- ◆ Hair must be worn off of the collar; cannot cover the entire ear; cannot cover the eyes.
- ◆ Boys may wear uniform shorts in August, September and May. Shorts must be knee length. Cargo shorts, athletic shorts or anything that is not a school uniform short is not allowed. They must be tan or navy blue in color with no extra pockets.

Girls

- ◆ Turtlenecks: White, light or dark blue, maroon
- ◆ Polos/Shirts: White, light or dark blue, maroon - Must have collars
- ◆ Skirts or Jumpers: Plaid of school approved design and Navy or khaki. Must be to the top of the knee. Slits in skirts may be no higher than the top of the knee. (No Skorts)
- ◆ Slacks: Navy or Khaki (Docker or chino style cotton / cotton twill only. No shorts.)
- ◆ Sweaters: **White, dark blue or maroon**; Solid colors; traditional button or pullover sweaters, no zippers, hoods, or drawstrings. Exception: HGCS sweatshirts may be worn in place of sweaters.
- ◆ No flip flops.

SECONDARY:

Boys

- ◆ Polos/Shirts: White, light or dark blue, maroon polo or oxford cloth only
- ◆ Turtlenecks: White, light or dark blue, maroon
- ◆ Slacks: "Docker" or "Chino" style cotton / cotton twill only; Navy blue or khaki
- ◆ Sweaters: Solid colors; No hoods or drawstrings. *No Sweater Turtlenecks.*
- ◆ Shoes: No flip flops. Strings must be tied or tucked in.
- ◆ No excessively baggy pants.

- ◆ Hair must be worn off of the collar; cannot cover the entire ear; must be off of eyebrows.
- ◆ Young men are to be clean shaven. Mustaches or goatees are to be neatly trimmed. Beards are not permitted.

Girls

- ◆ Polos/Shirts: White or light or dark blue, maroon polo or oxford cloths only. Shirts need to be modestly loose fitting; undergarments are not to be visible.
- ◆ Turtlenecks: White, light or dark blue, maroon
- ◆ Slacks: “Docker” or “Chino” style cotton / cotton twill only; Navy blue or khaki
- ◆ Sweaters: Solid colors, No hoods or drawstrings. *No Sweater Turtlenecks.*
- ◆ Skirts: Navy blue or khaki. Must be to the top of the knee. Slits in skirts may be no shorter than the top of the knee.
- ◆ Shoes: No flip flops. Strings must be tied or tucked in.
- ◆ Cleavage area must be covered.
- ◆ No leggings, jeggings, yoga pants

P.E. (Boys/Girls):

Grades 1-3 are not required to change for gym.

Grades 4-12 must purchase HGCS gym shorts from the school. Shirts must be either HGCS shirts or HGCS camp T-shirts.

Shorts may not be any shorter than the longest finger placed on the side of the leg.

Students must wear non-marking shoes when playing in the gymnasium.

GENERAL GUIDELINES:

- ◆ Shoes are to be worn at all times on the school property.
- ◆ All clothing for both boys and girls must be of approved design. Fad style clothing such as oversized, baggy or layered clothing is not permitted
- ◆ Polos/ shirts are to be tucked in at all times.
- ◆ Jackets may be worn to school, but must be removed upon entering the elementary classroom or prior to entering the secondary homeroom. The only sweatshirts permitted in place of sweaters are HGCS sweatshirts
- ◆ We recommend that parents label all clothing.
- ◆ Hair should be clean and kept brushed or combed. No hats or sunglasses are to be worn in the building.
- ◆ This dress code is not all - inclusive and the school reserves the right to not permit other articles of clothing, jewelry, or hair styles. The administration will issue clarifying statements as trends arise.

Prohibited:

- ◆ Students are not permitted to get tattoos while enrolled at HGCS
- ◆ Body piercing
- ◆ Earrings for boys
- ◆ Extreme hairstyles or unnatural hair color.

EXTRA CURRICULAR ACTIVITIES DRESS CODE GUIDELINES:

We require students to dress in a modest fashion at all school sponsored events including sports events. At all programs girls should wear skirts or dresses no shorter than the top of the knee. Boys will be required to dress in a modest and respectable fashion as well. The school reserves the privilege of determining the acceptability of dress at these events. We have listed below specific guidelines for banquets and casual dress days.

Prom Dress Code Guidelines:

In order to maintain the high moral standard expected of our students at HGCS, we have developed a series of guidelines for the secondary students attending banquets sponsored by the school.

Ladies:

- ◆ All clothing should be of a modest fit
- ◆ Any slits should be modest (no shorter than top of the knee)
- ◆ No plunging necklines; cleavage area must be covered
- ◆ No exposed midriffs
- ◆ No low cut backs (not swooping below mid-back)
- ◆ No shorter than top of the knee, including slits

Gentlemen:

- ◆ Dress style shirts should be worn
- ◆ Shorts are not allowed

- ◆ Pants should not sag
- ◆ Jeans are not permitted

Casual Dress Day Guidelines:

- ◆ All casual clothing must be modest.
- ◆ Any clothing with writing or pictures must be school appropriate. This includes no Rock groups.
- ◆ Shorts or skirts must be school code length.
- ◆ Please do not wear flip-flops, or other similar beach wear for shoes.
- ◆ Please have normal hair color, no purples, bright orange, etc.
- ◆ Shirts do not need to be tucked in.
- ◆ Normal fitting clothes
- ◆ No exposed midriffs.
- ◆ No ripped jeans permitted.
- ◆ No leggings, jeggings, yoga pants

Note: If a student comes to school and the clothing is deemed inappropriate for modesty reasons, a parent will be called or the student will be sent home if they cannot comply.

The following are the official uniform companies to purchase the elementary girl's school plaid clothing:

Lands End

School code #9000-4125-2

Navy Plaid

(School logos are available from both companies)

Flynn & O'Hara

10905 Dutton Road

Philadelphia, PA 19154

www.flynnohara.com

INTERNET USE

Students will submit to all regulations below, failure to do so any point will result in immediate loss of internet privileges and will result in other disciplinary action.

1. Students will not access any information that could result in damage to the school's files (i.e., viruses, Trojans, password cracking software, etc.)
2. Students will not share password or log on information.
3. Students will not access chat rooms or use computers for emails that are not school related.
4. Students will not use the internet to provoke violence (verbal or physical) against another student or adult.
5. Students will not send malicious email to anyone.
6. Students will not access any sites which are known to contain questionable material (i.e., pornography, sexual content, lewd statements, or text, violence or death, etc.)
7. Students will immediately exit sites that contain any of the above materials if they access them without prior knowledge of the materials report to the teacher.
8. Students will not use the computer to spread personal information, true or false, about another student, teacher, administrator, etc.
9. Students will not vandalize computers, software, network devices or data.
10. Students will not download software without the written permission of the computer teacher.
11. Students will not download *any* games or play *any* internet games.
12. Students will not download any text or images (including symbols) that would be considered questionable or offensive.
13. Students will not download any offensive music.
14. Students will accept any responsibility and report any misuse of the internet by another student to the teacher.
15. Students will obey all copyright rules.

Guidelines for using personal laptops/tablets while on the school premises:

1. Students may use their personal laptops/ tablets only for school work/taking notes. Other uses are only by permission and at the discretion of each individual teacher.
2. Students will not use their laptops/tablets for tests or quizzes.
3. Students are not allowed to use the internet on their laptops /tablets unless given permission by a teacher for use during that class. Only those tablets that run on the 3g/4g network will be able to access the internet. No school Wi Fi access will be given.

4. Students are not allowed to show/display inappropriate content as determined by Holly Grove on their laptops/tablets at any time.
5. Students are not allowed to use the camera on their laptops/tables unless given permission by their teacher to use it. It will only be used for educational purposes as determined by Holly Grove.
6. Students will use their personal laptops/tablets in a responsible/godly manner to honor Christ.
7. Students are responsible for the use and safety of their own laptops/tablets. Holly Grove Christian School will not be liable in the event a student's laptop/tablet is lost, stolen, or damaged while being used on the school premises.
8. Students who violate any of the guidelines above will be disciplined. The appropriate discipline will be determined by the Administration. This may include confiscating the laptop/tablet for a specific length of time and/or the parent coming to pick it up.
9. Faculty and staff will check laptops/tablets periodically while they are in use by students.
10. These guidelines will be reviewed and evaluated periodically.

History of Holly Grove Christian School

- 1976 The school was founded as an auxiliary of Holly Grove Mennonite Church. It opened with 19 students, grades 2-8 with ACE (Accelerated Christian Education) curriculum, and 2 teachers. School was held in the one-room Adams School House on the church grounds.
- 1979 1st grade added
- 1981 New school building, with 3 classrooms, opened on the 15 acre lot behind the church.
- 1983 Curriculum change begun from ACE to traditional classroom setting using A Beka Curriculum. Kindergarten class started. Number of teachers increased to 4.
- 1986 Student enrollment up to 72. There were 7 teachers.
- 1987 New wing added to building, increasing classrooms to 6. PreK class started.
- 1989 New wing extended; total classrooms were 9. There were 11 teachers. School bus service began.
- 1990 First principal was hired outside of HGMC.
- 1992 Student enrollment: 200+
- 1993 Faculty and staff reaches 20. First full time principal hired.
- 1994 Kindergarten class doubled, PreK discontinued. School decides to add college prep high school program as ninth grade is added.
- 1995 First grade class doubled, high school college prep program continued by adding tenth grade. New north wing completed and occupied. Office area remodeled, computer lab added, student enrollment exceeds 250.
- 1996 Second grade doubled, eleventh grade added to high school. High school sports program has grown to include girls volleyball, boys soccer, girls basketball, boys basketball. Enrollment: 282 +
- 1997 Third grade doubled, twelfth grade added, first graduating class, seniors accepted at colleges. Assistant principal/athletic director hired.
- 1998 Fourth grade doubles, second graduating class, enrollment tops 325. A.D. office, locker rooms completed. First guidance counselor for secondary students employed.
- 1999 Fifth grade is doubled, third graduating class (88% of graduates accepted in college/military academics). Gymnasium is completed, sports program offers 12 teams in 7 sports. Members of two athletic organizations. Stage in gym completed. First graduating class held in the new gym. Bus route added to Chincoteague, VA.
- 2000 Sixth grade doubled, enrollment over 450. School employs first full time music instructor. High school wing extended, adding 8 classrooms including a music room, new computer lab, and a chemistry lab. A baseball, softball, 2 soccer, and 2 field hockey fields are added to the sports program.
- 2001 7th and 8th grades are doubled and Intermediate program for 7th & 8th developed. New high school wing completed, first portion of driveway paved, employee number reaches 41. Enrollment: 550+
- 2002 Advance Placement Courses are added. 95% of the 2001 graduation class is college bound. Most classes are at capacity enrollment with student population reaching 535. Plans for addition to high school are underway.
- 2003 Enrollment: 550+ Teachers: 43 Bus routes: 6
- 2004 New High school wing started, adding 6 new classrooms. Graduation class offered over \$300,000 in scholarships.
- 2005 High school wing completed.
- 2007 Capitol Fund campaign begins to raise money for technology updates for our school. Graduating class offered over \$500,000 in scholarships.

- 2008 Renovation of elementary and jr. high wing is completed. Plans developed for the start of the new building that will have a lunch room and art room. Graduation class offered over \$800,000 in scholarships.
- 2009 Lunchroom and art room addition completed. Graduating class offered \$1,000,000 in scholarships.
- 2010 School receives accreditation from Middle Atlantic States Association of Colleges and Schools AND Association of Christian Schools International. Graduating class offered over \$1.5 million in college scholarships.
- 2011 Enrollment increases by 30 students. Capitol Fund campaign begins to raise funds for new building and paving parking lot. Graduating class offered 1.6 million in college scholarships. 23 acres of land donated to the school. Girls varsity basketball team won first place in the Maryland Christian School State Tournament.
- 2012 The ninth building project was completed in April. The building includes high school bathrooms and junior high classrooms. The largest graduating class of 44 students received their diplomas.
- 2013 Enhanced school security with a buzz-in system. Graduating class offered over \$1.7 million in college scholarships.
- 2014 Graduated the largest senior class of 45 students.
- 2015 Renovated the lower elementary wing with new windows and siding. Doubled the space of the library and completely renovated the room. Added a second class of K5 students.
- 2016 Enrollment increase again for the third straight year. 538 students is the second highest in the history of the school. New lower elementary playground was installed. Soccer and field hockey fields expanded.
- 2017 Enrollment increased to a record of 565 students. School receives another 7 years of accreditation from Middle States Association of Colleges and Schools and ACSI.
- 2018 The Archery team won state competition for the second year in a row. Fundraising started for new science lab and technology center.
- 2019 The Archery team won state championships for the third consecutive year.
- 2020 Offered online education during the pandemic.
- 2021 School was in session on campus during Covid-19.

Edited June 2021

