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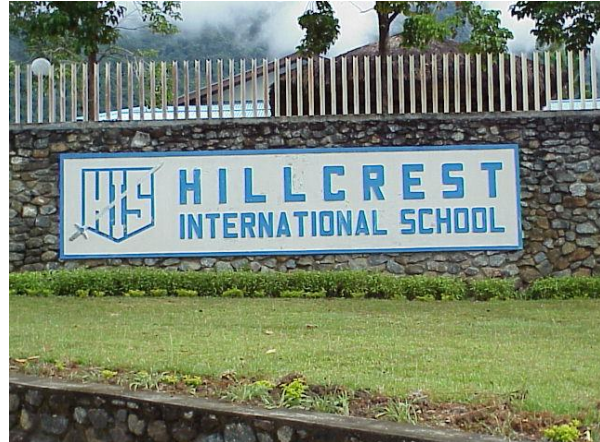
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Welcome!

We are happy to have you with us, and hope you enjoy your experience at Hillcrest International School. The following pages are meant to help you through our school processes and introduce you to our lifestyle. Read on...



## **History of HIS**

What is now Hillcrest International School (HIS) first began in 1958 when the Christian and Missionary Alliance established an elementary school to provide education for their own mission children in Papua. The site of the campus on the Pos 7 hill once housed General Douglas MacArthur's staff during WWII. Children from other missions were later included in the student body, and the name Sentani International School (SIS) was adopted. In 1991 SIS was reorganized as an intermission school.

A desire for secondary education for missionary children in Papua resulted in the establishment of an intermission high school in 1987. This high school was called Hillcrest International School. In 1995 the secondary and elementary programs were consolidated under a single Board of Directors. In 1999 the Pos 7 campus was closed, and the elementary and middle school program moved to the high school site. There are now two locations, the main one in Sentani and another smaller satellite campus in Wamena.

The following are titles of books that deal with the history and culture of Papua and the mission organizations connected with the school:

The People Time Forgot by Alice Gibbons, Moody Press.

Cannibal Valley, by Russell Hitt, Harper and Row

Peace Child, and Lords of the Earth, by Don Richardson, Regal Books.

Our hope is that you will enjoy attending HIS, and come to appreciate the unique culture and lifestyle found in this part of the world.

*August 2011*

# Introduction

Hillcrest International School (HIS) is an accredited International Christian School governed by a private Board of Directors. The main K-12 campus is located in Sentani, Papua, Indonesia, with a satellite facility in Wamena. This satellite facility serves students in grades 1-6; grades 7 and 8 are available only as staffing permits. Boarding options are available near the Sentani campus for high school students.

Although the school exists primarily to provide an education for the children of those involved in Christian ministries in Indonesia, HIS accepts children from any expatriate and Indonesian family in accordance with Indonesian government rules concerning International Schools.

The school is accredited with the Western Association of Schools and Colleges (WASC). HIS is also a member of the Association of Christian Schools International and the East Asia Regional Council of Overseas Schools (EARCOS). It participates in MCOS (Missionary/ Christian Overseas Schools) and EARCOS Conferences.

## **Purpose Statement**

The purpose of Hillcrest International School is to enable sponsoring members and other Evangelical, Protestant, expatriate mission organizations to serve effectively by providing quality Christian education for their children.

## **Statement of Faith**

- We believe that the Bible is inspired by God and is the only infallible, authoritative Word of God.
- We believe in one God, eternally existent in three Persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for salvation of lost and sinful man, belief in the Lord Jesus Christ and regeneration by the Holy Spirit are absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the forgiveness of sins, the resurrection of the body, the judgment of the world by our Lord Jesus Christ, the everlasting blessedness of the saved, and the everlasting punishment of the lost.
- We believe in the spiritual unity of believers in our Lord Jesus Christ and in their commission to bring the good news of the Gospel to the world.

## **Philosophy of Curriculum**

The school curriculum is based on standard U.S. curriculums, with adaptations appropriate to the nationalities represented in the school. It embraces a Christian world view which permeates all areas of the educational process. All students are expected to take at least one Bible class each year, and participate in all the school's chapels. The curriculum also includes the study of Indonesian language, geography, and culture.

As staffing allows we may include additional programs to meet special needs:

- Mother tongue programs to meet the needs of non-English speaking students.
- Tutorial programs which will provide material resources and assistance to parents who home school in field locations for part of the year.
- English as a Second Language and special education support for those with specific learning needs.

## **Philosophy of Education**

### **Statement of Values:**

HIS is committed to a quality Christian education embracing the following values:

- **The value of a Christian worldview:** Each student is taught that truth is absolute as obtained through the Bible. Thus, Scripture will be integrated into all aspects of HIS life and instruction.
- **The value of a relationship with God:** Each student is loved by God and has the ability to form a personal relationship with Him. HIS accepts shared responsibility with parents to help students form this relationship with God and grow spiritually and morally.
- **The value of the individual:** Each student is created in the image of God and has supreme worth. HIS respects the dignity and uniqueness of the individual and encourages students to discover and use God-given gifts, to value the uniqueness and gifts of others, and to develop attitudes of servant hood.
- **The value of academic achievement:** Each student is offered a learning environment focusing on skill and concept attainment and conducive to scholastic excellence, optimizing individual potential.
- **The value of keeping current:** Each student is provided experiences in the skillful use of current computer technology in addition to opportunities to learn of technological advances and political changes in a developing world.
- **The value of co-curricular and extra-curricular activities:** Each student is given opportunities to develop God-given talents, personal skills, and teamwork abilities, enhancing physical and mental well-being.
- **The value of cross-cultural sensitivity and respect:** Each student is exposed to the values and customs of people from other parts of the world. HIS emphasizes students' home cultures as well as Indonesia, with a focus on Papua.



# Expected Schoolwide Learning Results

It is our desire that HIS students will be:

## Christians who:

- have an ongoing personal relationship with Christ.
- have a biblical world view which shapes their philosophy of life, understanding of truth, and pursuit of learning.
- understand basic biblical principles and apply them in daily life.
- have a growing confidence in who they are, an awareness of their natural abilities and spiritual gifts, and a desire to use them to glorify God

## Communicators who:

- receive and interpret the messages of others in an effective manner.
- convey significant ideas and messages, including their faith, to others both verbally and in writing.

## Lifetime Learners who:

- have a body of general knowledge and academic skills appropriate to their home culture, enabling them to re-enter their home country successfully.
- know how to access and assimilate information from the various media in a technological society.

## Thinkers who:

- can analyze, evaluate, and integrate ideas and information.
- have the ability to plan a task, organize, execute, and evaluate it, both independently and as a part of a team.

## Citizens who:

- contribute their time, energies, and talents to accomplish God's purposes in their families, communities, and nations.
- show proper respect to everyone, relate well with others, and work cooperatively in a multi-cultural world.



# ADMISSION AND ENROLLMENT POLICIES

## Admission Policy

### **Proof of Residence**

*Expatriate Students:* According to the laws of Indonesia, all expatriate students must show proof of proper residence by supplying the school with a copy of their passport, resident visa (the stamp in the passport), and a copy of the KITAS or equivalent.

*Indonesian Students:* The Indonesian Government Ministerial Decree of 2 May, 2000 authorizes international schools in Indonesia to enroll Indonesian students who meet criteria established by the National Ministry of Education, up to 20% of the school population. For a student to be eligible, the school administration must agree that the student has a reasonable expectation of academic and personal success within the HIS program. A copy of a KTP, Kartu Keluarga, or other form of Indonesian identification is required.

### **Student Classification**

For purposes of billing, all students seeking admission will be classified as belonging to one of four categories: Sponsoring, Non-Sponsoring Evangelical, NGO/Humanitarian, or Business/Government. Definitions of these categories are found under “Fees” at the end of this handbook.

### **Fee Payment**

Tuition fees must be paid in full at the outset of each semester prior to admission, unless special arrangements have been made with the school Director to pay monthly. Students who have not paid fees will be asked to remain at home until the fees are paid.

### **Special Services**

Applications for students with unique needs will be evaluated on an individual basis and in light of available personnel at the school. Because the ability to learn English is essential for academic and social success at HIS, the school reserves the right to restrict the admission of non-English speaking children in a given class or grade if it appears, on the basis of testing and experience, that success is unlikely. The school will also refuse admission to students who, on the basis of testing and other relevant information, are found to have learning disabilities that are beyond the scope of the school staff to handle.

As a general principle, students requiring intensive ESL instruction will not be accepted after Grade 5.

### **Mandatory Bible Classes and Chapel Attendance**

All students must take a Bible class each year and attend chapel services.

### **Age for Entrance**

#### **A. Kindergarten Entrance**

A child should be at least five years of age by October 15 of the year in which he/she is enrolled in kindergarten.

A child enrolled in kindergarten may be given pre-enrollment testing. School staff will assess readiness, and the school reserves the right to make the final decision concerning the child’s admission to school.

An orientation is held each year for the parents of kindergartners.

## **B. First Grade Entrance**

A child should be at least six years of age by October 15 of the year in which he or she is enrolled to be eligible for first grade.

A child without kindergarten experience or whose kindergarten experience was either via home schooling or at a non-English speaking regular school will be given pre-enrollment testing. A child younger than the required age who has completed kindergarten will also be given pre-enrollment testing. School staff will assess readiness. The school reserves the right to make the final decision concerning the child's grade placement at the school.

## **Enrollment Policy**

### **Applications**

Applications for admission and health forms are available at the school offices and on the school's website. If coming in personally, please introduce yourself to your student's principal when asking for your forms.

### **Prioritization for New Applicants**

The HIS Director holds the responsibility for accepting new students for enrollment at Hillcrest. The following guidelines should help in making this process clear. First priority is given to students in the Sponsoring mission category. This is generally regardless of the English ability of the student. The exception to this would be if there is NO ESL teacher and a specific grade level is overloaded with ESL students and the teacher has too many students to serve. Second priority is given to students of missionary families who are in the Non-Sponsoring mission category. After all missionary students have been accepted, the following priority is given: English ability for success at the requested grade level, a sibling of a student already enrolled in HIS, and finally, students who do not have sufficient English may be accepted into the Kindergarten or first grade class depending on aptitude and ability for success. If HIS has a full time ESL teacher, considerations will be made to accept students in grade 3 or below for intense English and inclusion in elective classes such as Art, Music, Computer, PE, and library time. Unfortunately, students whose English ability does not prepare them well for success at the appropriate grade level cannot be accepted.

### **School Records**

Copies of past report cards or transcripts are to be submitted when transferring from another school system. Records of standardized testing, as well as records of cumulative testing, should be included. Home schooled students must come with some record of independent testing, preferably the Stanford and Otis Lennon tests.

### **Immunizations**

All students must submit a photocopy of their health records with their application. All students are required to have the following immunizations current unless expressly exempted by school administration or a school approved health care professional:

- Hepatitis A
- Hepatitis B
- Typhoid
- Tetanus (DPT)
- Polio
- Measles (MMR)
- Hemophilus B (HIB)

These immunizations are mandatory for all students attending the school's outdoor education program.

## **Late Entrance**

Families of students who know ahead of time that their student will be entering late should contact the school to see what can be done to ease the transition. The school requires at least one week's notice prior to the placement of the child in the classroom. Please call or email the school administration as soon as you know your time of arrival.

In order to receive semester credit for any course entered after the second week, late arriving students must be able to meet one of three conditions:

- 1) They must have begun a similar course at another school;
- 2) They must have begun home schooling in that course; or
- 3) They must be able to make up all missed work by the end of that quarter.

Late entering high school students wishing to attempt makeup work will need to work with the academic counselor and teachers to determine if it is feasible. If so, the teacher, student, and counselor will set guidelines for completion of makeup work in each course.

If students enter HIS after Nov. 15 or April 15, the school will normally not issue a report card for the semester.

## **Enrollment While Parents are Outside of Indonesia**

Sponsoring organization students who plan to attend HIS while their parents are outside of Indonesia will need specific permission from school administration. In addition, parents must complete a legal power of attorney giving guardianship of the student to a consenting adult living in Sentani. The mission of the consenting adult will need to provide written agreement to meet contingency and other emergency needs of the student. The student will need a student visa, and arrangements for all fees including: visa, tuition, and other expenses will need to be made with school administration.

## **Grade Placement/Transfers**

New students will normally be enrolled in the grade to which their most recent report card has promoted them. The school reserves the right, however, to determine the most appropriate grade level placement. Returning students will normally be placed with their previous class.

## **Satellite School Enrollment**

The focus of the satellite schools is grades 1-6, with extension to grades 7-8 as staffing allows. Because of the limitations of teaching staff in these satellite schools, any transfer from one campus to a satellite school campus must be approved by the school administration. Grades 9-12 are not provided. Special education and ESL assistance can be provided only as staffing permits.

## **Home School Support Services**

Some home school support services are offered at the elementary school level. These services may include the following:

- 1) Library membership at \$25 per family.
- 2) Participation in annual standardized testing with actual costs billed.
- 3) Option to attend classes with pro-rata charges as specified in the part-time attendance policy. All of the school's behavioral and academic expectations that apply to full-time students will also apply to home-school students.
- 4) Option to arrange with the principal for participation in special programs, e.g. Writers' Workshop, International Day, Track and Field Day, with no charge.
- 5) Occasional curriculum advice.

Parents of enrolled students wishing to home school their children during furlough are encouraged to either place their child in a home country school, purchase a regular home schooling program or, at the high school level, enroll in an accredited distance learning program such as Northstar or the University of Nebraska. HIS

classroom teachers will not monitor any type of home schooling effort, but should be consulted prior to purchasing other curriculums in order to ensure a smooth transition.

Any requests to use HIS materials, facilities, or personnel should be submitted to the principal or director. Do not approach teachers directly. See also Extended Emergency Absences below.

### **Part Time Enrollment**

HIS will accept students for part-time classroom involvement at the school on the following basis:

- 1) All requests must come in writing to the Director prior to the beginning of school.
- 2) Priority will be given to students following the regular school instructional program.
- 3) Students will be charged on a per class basis, at a rate of \$1500.00 per class up to 3 classes; sponsoring and non-sponsoring evangelical discounts will apply.
- 4) All school rules for student behavior, dress, study halls, etc. that apply to full-time students will also apply to part-time students.
- 5) Participation in Middle School and High School events requires enrollment in at least 3 courses for the semester.

## **Attendance Policies**

### **Attendance Policy**

#### **General Guidelines**

Because attendance has a positive impact on academic performance, we encourage students to be in school at every opportunity. Parents/guardians should authorize all student absences either by a phone call to the secretary or in writing.

When an absence occurs, the student is responsible for any class work missed and must arrange with the teacher to make up assignments, tests or quizzes. Normally students have two days following their absence to make up their work. Homework assigned before the absence, and tests scheduled for the first day absent are to be completed the day the student returns.

Students who are absent more than twelve days in one semester will not be eligible for a passing grade in any subject unless special arrangements have been made with his or her teachers, the counselor, and the principal. The twelve days include excused, unexcused, planned absences, and late entries.

At the elementary level, a student who fails to keep up with course work because of frequent absences may not be moved on to the next grade.

#### **School Hours**

Kindergarten: 7:30 a.m. – 11:50 a.m. Monday – Friday

Grades 1 – 12: 7:30 a.m. - 3:00 p.m. Monday – Friday

Grades K – 8 have a midmorning break from 9:55 – 10:10 a.m., 9 – 12 will have home room time during this break.

Lunch for everyone is 11:55 – 12:35.

#### **Unplanned Absences**

Parents should contact the school office or their student's teacher if their child is sick or unable to come to school for any other unexpected reason.

## **Planned Absences**

When parents know that their children will be absent from school for more than a day, they should arrange for their child to get a “Planned Absence” form from the school office. This form must be signed by the principal and handed to all teachers so that they can assign make-up work. The student is responsible for planning ahead and arranging for work that will be missed.

Due to the importance of parental interaction with their children, the school will allow up to five (5) days per year for **boarding** students to spend with their parents or visiting relatives. Parents must contact the principal at least two weeks in advance of any extended planned absence of this nature. These days may not be taken during exam week. Homework is due the day the student returns to school, unless special permission is given by the teacher.

Students who need to leave campus during school hours must check out in the office before they leave. They must have on file a letter from their parents stating they agree to their child’s leaving the campus whenever he or she needs to.

See also the guidelines for the Village Tutorial Program.

## **Excused and Unexcused Absences**

Generally speaking, absences are excused for sickness, family visits (for hostel students), licenses, fingerprinting, and cultural opportunities. Unexcused absences would include days taken for beach trips, shopping, etc., even if accompanied by a parent.

All work that is due and not turned in, and quizzes and tests given the day of the unexcused absence will receive a zero.

Leaving campus without proper authorization, which includes checking out in the office, will be considered unexcused. Going to the clinic without first advising the supervising teacher will be considered unexcused. Cutting classes without prior permission from the teacher will be unexcused.

## **Extended Emergency Absences**

If students are forced to be absent because of emergencies and parents would like school staff to provide them with lessons, tests, and teacher helps during their absence, parents must personally communicate the situation to the school administration and provide assurances that they will monitor their child’s work and honor the commitment of the teacher by abiding by completion deadlines (see Planned Absences above).

## **Temporary Absence due to Tardiness**

Students will receive a community service detention after accumulating three or more (3) unexcused tardies (at the discretion of the teacher) in a semester and will receive a second detention upon accumulating two (2) additional tardies. Students or parents are responsible for arranging transportation home after they serve the detention. If tardiness continues to be a problem, a conference will be held with the student’s parents or guardians and appropriate action, such as lowering the student’s grade or In-School Suspension, will be taken. Students tardy as the result of being delayed by another teacher must secure a written pass from that teacher. Tardiness as a result of unforeseen circumstances, such as a late-arriving taxi, will not be counted.

## **Mandatory Absence**

If a student has symptoms of a communicable disease or condition, he or she must be kept at home. Communicable diseases are classified as those which may be transmitted directly or indirectly from one individual to another. These include:

- conjunctivitis (pink eye) while there is still discharge
- chickenpox (until the vesicles scab over), measles or any other unexplained rash (until determined to be infectious or non-infectious), impetigo, sores that are open and running and unable to be covered
- head lice, scabies (body lice)

- fever for whatever reason (Students should be fever free for 24 hours before returning to school.)
- influenza, or cold with drainage and/or sputum,
- acute vomiting and/or diarrhea

**Absence due to Village Visit (see Village Tutorial Program)**

**Withdrawal**

If a student withdraws prior to the end of a semester, no records will be released until all withdrawal details are properly accomplished. Report cards through the last finished quarter and attendance reports will be prepared and given to the parents. Official transcripts will be sent to the next school upon request. High school students withdrawing early may be putting their course credits in jeopardy.

If a family has to leave suddenly, the parent should immediately report the situation to the respective principal. Please do not make arrangements for materials with individual teachers without the consent of the school administration.

# INSTRUCTIONAL POLICIES

## Instructional Goals

The primary focus of the instructional program is to prepare students for university study in their home countries. We attempt, however, to provide as wide a range of educational opportunities as we are able, and to tailor our programs to meet the needs of all our students. It is the school's goal to fully support parents in their efforts to raise children of good character and high moral standing, able to be leaders in today's world. As a Christian school, we promote Christian values, believing that these values will enhance all academic learning and produce students who are ready and able to excel in whatever field they choose.



## Program Description

Because most of our students come from the U.S., the academic program is based on a U.S. model. We endeavor to internationalize by offering opportunities for students from non-English speaking countries to study their own language within the context of the school curriculum. Teachers for these classes are recruited by students' parents. To assist high school students applying to Universities outside the U.S., the Advanced Placement (AP) Diploma is offered along with the U.S. high school diploma. Parents wanting further internationalization should contact the school director, and be prepared to be responsible for these adaptations.

Because of the level of writing required at the high school level, we will not accept new high school students without an adequate command of written and spoken English.

## The Curriculum

Most subjects in grades K-6 are taught by the regular classroom teacher. Those taught by specialists are marked with an asterisk (\*) below. From grade 7 on up, subjects are departmentalized. All subjects are mandatory in the elementary and middle school. They are:

- Language Arts/English
- Mathematics
- Social Studies
- Science
- Bible
- Bahasa Indonesia\*
- Music\*, when staff is available. (K-5: choral music; 6-8: Band)
- Art\*
- Physical Education\*
- Computer\*
- ESL, when staff is available.

At the high school level, the following courses are generally offered:

- **English:** English 1, English 2, American Literature, British Literature, AP English Literature, and AP English Composition. Four years of English is mandatory for graduation. American Literature and British Literature are usually alternated. As staffing permits, Speech, Drama, and Creative Writing are also offered.

- **Mathematics:** Algebra 1, Algebra 2, Geometry, Pre-Calculus, Calculus, AP Calculus, and Business Math. Pre-Calculus and Calculus are highly advanced classes. Due to the difficulty of these classes, students must meet with the teacher prior to enrolling. Expect to spend additional time on homework.
- **Science:** Physical Science, Biology, Chemistry, Physics, and Human Anatomy and Physiology. Physics may be offered in alternate years. AP Physics, Marine Biology, AP Biology, and Kinesiology are offered as staffing permits. Marine Biology is able to take advantage of the school's proximity to coral reefs to study marine life in its natural element.
- **Social Sciences:** World Geography, World History, U.S. History, Christian Living After HIS (CLASH) formerly called Independent Living, and Practical Anthropology. World Geography and World History are alternated annually. AP European History, AP Art History, Psychology, Economics, Business Studies, and World Citizenship are offered as staffing permits.
- **Foreign Languages:** Bahasa Indonesia, and if staffing is available, Spanish, French, and German.
- **Physical Education:** Includes one semester of health. Two years of PE/health are mandatory for graduation. The school's athletic program includes voluntary after-school volleyball, futsal, and basketball. Credit can be earned for participation in varsity sports. See requirements later in this book.
- **Computer Studies:** Computer Foundations 1 and 2, and other courses as staff are available: Programming, Web Authoring, Video Editing, Yearbook (note: 1 year of Yearbook meets the CF2 requirement and receives one semester of Fine Arts credit). Incoming freshmen must have a minimum typing speed of 24 wpm. If not, they will need to take a non-credit keyboarding course.
- **Fine Arts:** Band, Drama, and Art are offered, as staffing is available. Yearbook counts as half credit.
- **Vocational Studies:** Practical Electricity, Woodworking, and Food Prep.
- **Outdoor Education/Applied Anthropology:** The high school takes two weeks each year for Outdoor Education in the interior of Papua. The emphases of this program are service to the local people, learning about their culture and language, and spiritual renewal. Quarter credit is given for each year in the Social Sciences.
- **Mother Tongue studies:** available for grades K – 12 when staffing is available.

HIS maintains a library of over 30,000 volumes with a computerized catalog. Computers are available in the library for high school research purposes.

### High School Course Prerequisites

In general, courses must be taken in sequence, i.e. English 1 must precede English 2; Biology must precede Marine Biology or AP Biology, etc. Other prerequisites:

Course	Prerequisite
AP Biology	Biology; chemistry preferred
AP Computer Science	Computer Foundations 1 and 2
Physics /AP Physics	Physical Science, Algebra 2
Anatomy & Physiology	Biology
Band	Proficiency

Course	Prerequisite
Chemistry	Algebra 1
Computer Foundations 1	24 w.p.m.
Geometry	Algebra 1
Yearbook	Computer Foundations 1
Pre-Calculus / Calculus	B in Algebra 2/B in PreCalc or teacher recommendation and conference

## Graduation Requirements

Graduation requirements, beginning with the class of 2006, are as follows:

<b>Subject Areas:</b>	<b><u>General</u></b>	<b><u>College Preparatory Program</u></b>
<b>Religious Studies</b>	4.0	4.0
<b>English</b>	4.0	4.0
<b>Mathematics</b>	2.0	(a) 3.0
<b>Science (b)</b>	2.0	3.0
<b>Social Studies (c) (d)</b>	3.0	4.0
<b>Foreign Language (e)</b>	1.0	(f) 2.0
<b>Physical Education (g)(h)</b>	2.0	2.0
<b>Fine Arts (i)</b>	1.0	1.0
<b>Computer (j)</b>	1.0	1.0
<b>Electives</b>	5.0	4.0
<b>Total Credits:</b>	(k) 25.0	(l) 28.0

- (a) Students must complete Algebra II for the College Preparatory level. Algebra 1 taken in middle school will be noted on the high school transcript.
- (b) Biology is required for all students, prior to graduation.
- (c) U.S. students are required to take one (1) credit of US. History.
- (d) The Social Studies requirement includes Outdoor Education/Practical Anthropology. If a student is not at HIS for one year of Outdoor Education/Practical Anthropology, or is excused from attending, or a credit is not offered for some reason in any year, that year will be deducted from the total number of credits required in the Social Studies domain. Each session will be worth .25 credits.
- (e) First year HIS students must take Indonesian I if not completed at the middle school level. Indonesian I taken in middle school will be noted on the high school transcript.
- (f) The two years must be of the same language.
- (g) Health is required in Grade 9 or 10, or prior to graduation.
- (h) One semester of credit is available to students who play in two of three school sports (volleyball, futsal, basketball). This credit would be given on a pass/fail basis and be available only once during a student's high school career. Students must apply at the beginning of the year to the Academic Counselor and have played the previous year to be eligible for this credit (team participation at other schools will be recognized as meeting the requirement). Application must be approved by the Counselor and Director. This credit is not available to seniors needing a PE credit to graduate. PE may not be done as an independent study. As a general rule, PE requirements should be completed prior to the final semester.
- (i) Some universities require one year in the same fine art.
- (j) Mandatory courses include the semester courses Computer Foundations 1 and 2.
- (k) Parents should note that minimum graduation requirements vary from school to school. If your child is planning to transition to another high school to graduate, you should check with that school system to ascertain their graduation requirements. Some require as high as 28 credit hours, not including Bible.
- (l) Each U.S. State's university system has different entrance requirements. Technical Universities often require four units of Math. Please check with the school counselor to ensure that your student is taking all the courses required for the university he/she wishes to attend.

## General University Admission Requirements

The following chart gives parents and students a general idea of the type of high school programs suited to applications to the various levels of U.S. and Canadian Universities. In general, Canadian, Australian, European and Korean Universities would be equivalent to the column for 'Most Competitive.' Some Australian Universities will accept SAT scores in lieu of their own entrance exams. Canada and New Zealand may require students to do a Year 13 before admission to University.

<b>University Admission Categories</b>	<b>Examples</b>	<b>SAT Scores (for 60% of entering freshmen)</b>	<b>Recommended HS Subjects</b>
<b>Most competitive</b> Only 2% - 20% of applicants admitted	U.S.A.: Harvard, Stanford, Yale, MIT, Cal Tech  Canada: Queens	1300 to 1600	4 years English 4 years Math 4 years Lab Science 3-4 years Foreign Language AP/Honors courses
<b>Highly competitive</b> Only 2% - 20% of applicants admitted	U.S.A.: Duke, Wheaton, Vanderbilt  Canada: McGill, McMaster, University of Toronto	1250 to 1350	4 years English 4 years Math 4 years Lab Science 2+ years Foreign Language AP/Honors courses
<b>Very competitive</b> Only 33% of applicants admitted	U.S.A.: Taylor, Westmont, Biola  Canada: Trinity Western, Universities of York, Waterloo, Victoria	1050 to 1200	4 years English 3+ years Math 2+ years Lab Science 2+ years Foreign Language
<b>Competitive</b> 40% -60% of applicants admitted	Moody, Houghton	1050	4 years English 3+ years Math 2+ years Lab Science 2+ years Foreign Language
<b>Less competitive</b> Admits most applicants	John Brown, Seattle Pacific, most state universities	900 or less	4 years English 3+ years Math 2+ years Lab Science 2+ years Foreign Language
<b>Less competitive</b> Admits all applicants with H.S. diploma	Community Colleges	Not required	

Additional recommendations for competitive Majors, all University categories:

<b>Major</b>	<b>Math</b>	<b>Lab Science</b>
Engineering	4 years	4 years
Computer	4 years	3-4 years
Nursing	3 years	3 years
Business	3-4 years	2 years
Architecture	4 years	3 years
Forestry	4 years	3 years
Science	4 years	4 years

## **Academic Recognition Program**

This program has been developed for university preparatory students by the leadership team at Hillcrest International School. The aim of this program is to provide students with a strong academic base, to increase academic motivation, broaden university admission options, and to prepare students for college admission exams. All students completing these programs will receive recognition at commencement ceremonies, a special notation on their transcript, and a special certificate.

Specific universities/majors have additional requirements such as, but not limited to, higher-level courses, strong admission test scores, and a higher performance level in coursework. Qualified students in either program are required to complete AP level courses.

### **Qualifications for Scholar programs:**

- Complete college preparatory graduation requirements
- Complete university subject requirements with grades of C or better; course may be repeated to clear the deficiency (English, mathematics, Lab Science, foreign language, social studies)
- Receive a letter grade in all required courses taken at HIS, grades 9-12
- Earn the required GPA specified by the selected Scholar program
- Demonstrate academic honesty

### **Scholar with Honors**

The *Scholar with Honors* pattern of coursework meets or exceeds minimum subject requirements for most American university admissions in the areas of mathematics and foreign language.

### **Scholar with Distinction**

The *Scholar with Distinction* pattern of coursework exceeds minimum subject requirements for most American university admission in the areas of math, lab science, foreign language, and advance placement. Lab sciences must include a minimum of two years from any of the laboratory courses of biology, chemistry, and physics.

<b>Requirements</b>	<b>Scholar With Honors</b>	<b>Scholar With Distinction</b>
<b>Additional Requirements</b>	2 AP courses	4 AP courses
<b>Grade Point Average</b>	3.7	3.9

## **Academic Probation, Promotion and Retention**

A high school or middle school student who receives a failing grade in one or more subjects, during any reporting quarter, will be placed on academic probation.

Students who are on academic probation will be denied participation in co-curricular activities until academic proficiency is demonstrated with no failing grades for the next full semester. E.g. a student earns an F during the 1<sup>st</sup> or 2<sup>nd</sup> quarter. S/he must have NO failing grades in semester 2, to remove the probation status.

At the elementary and middle school level, the school will endeavor to meet unique learning needs by a program of individualized instruction and remediation as staffing allows. Retention or remediation, will be considered for students who have not attained the academic qualifications for that grade. A decision not to advance a student to the next grade will occur more commonly in the early primary grades. The following factors will be considered in determining the retention of any student in grades K-8:

- Inadequate mastery of basic skills
- Social/emotional/and physical development
- Chronological age
- Excessive absenteeism
- Parental agreement

The school may decide to keep a student with his or her peer group even though he or she has not attained the academic qualifications for that grade. These case-specific decisions will be made by the Director in consultation with the Principal, parents, classroom teacher(s), and special education and ESL teachers. Parents will be contacted about the possibility of retention early in the second semester. Final decisions rest with the School Director.

## **Adding and Dropping Courses**

A high school course may be added or dropped before the end of the second Friday after school begins by 3pm. When adding a course, the student is responsible for all work assigned previous to enrollment. After the drop period, the student is committed to the course and is responsible for the class work and the grade earned. They should meet with the academic counselor to make drop/add arrangements. Courses will be dropped only after a Student Schedule Change Request Form (available in the Counseling Office) is properly submitted. Courses dropped beyond the first two weeks will be noted on the permanent record as “Withdrawal Passing” or “Withdrawal Failing.”

## **Homework**

Students are expected to use their time wisely at school, learning how to develop good study habits. They are encouraged to use their study halls and free time to complete assignments. A reasonable amount of disciplined academic work outside the classroom should be expected. The amount will vary according to the subject and the needs of the student. A good rule-of-thumb for time length for homework is about ten minutes per grade level per day in the elementary and middle schools and twenty to thirty minutes per class



per day in the high school. This time should include any reading assignments, studying for tests, and assigned projects. Some students may need extra time. If your student is spending more time than this, please communicate this with his/her teacher as soon as possible.

In the elementary and middle school, homework will be assigned Monday through Thursday. When students have special projects, some work may need to be completed on the weekends. Middle school students in Algebra 1 will need to follow the high school guidelines outlined above, i.e. 20 to 30 minutes per day with the likelihood of weekend homework.

Each classroom teacher will monitor the time required for completion of homework, and provide regular opportunity for parental feedback. At the middle school, students will be given a homework assignment

sheet/book to help teachers and parents track the time spent on homework. In general, the purpose of the assignment notebooks is to help students build responsibility for completing assignments, to communicate to parents the work assigned, and to help teachers monitor the amount of work given. Each teacher's monitoring procedures will be submitted to the school principal at the beginning of the school year. Teachers will not give new homework assignments on evenings of special events in which their class is participating. Parents with questions about homework should refer these to the classroom teacher first, then the principal.

### **Instructional Time Requirements**

HIS' intent is for school to be in session for an approximate length of 180 days each year. The 180 days include the time spent on the high school's annual Outdoor Education and half days.

### **Marking System**

For Grades 3-12, HIS uses a five letter grading system: A, B, C, D, and F. The meanings of these grades are as follows:

<b><u>Percent</u></b>	<b><u>Letter</u></b>	<b><u>Meaning</u></b>
99-100	A+	
93-98	A	Excellent
90-92	A-	
88-89	B+	
83-87	B	Good
80-82	B-	
78-79	C+	
73-77	C	Satisfactory
70-72	C-	
68-69	D+	
63-67	D	Poor
60-62	D-	
59 or less	F	Failing

In addition, we have a Pass/Fail option for a few designated courses and situations:

70 or higher	P	Pass
69 or lower	F	Fail

### **Comments**

An education is more than course content. Developing proper work habits and attitudes are also important, and comments on the report cards will describe students' progress in these areas.

Teachers are responsible to explain course requirements and grading procedures. Students are responsible to know the basis on which marks are determined and to continually strive to meet the requirements.

Incomplete grades on report cards are only granted for extenuating circumstances. Unless prior arrangements have been made, an incomplete must be removed within four weeks from the end of that grading period or it will be changed to a failing grade.

## **Standardized Testing**

The Stanford Achievement Test and the Otis-Lennon test, which is correlated with the Stanford, is given annually, usually in March or April, to all students in grades K-8. At the high school level, the PSAT is given to all students in October each year. SAT and ACT are offered each year on a voluntary basis. Check with the Counselor for dates.

## **Report Cards and Transcripts**

### **Report Cards**

Formal report cards are issued four times annually at the end of each quarter. To view your child's schedule, progress reports and grades go to [www.mystudentdata.com](http://www.mystudentdata.com). Our school code is 49. Log in using your child's name, birth date, ID number, web password (ID and password are provided on report cards).

### **Transcripts**

The school will collate school records for all graduates and file one cumulative transcript at the Association of Christian Schools International (ACSI) Transcript Depository. Their address is

#### **Association of Christian Schools International (ACSI)**

*Transcript Depository*

*P.O. Box 65130*

*Colorado Springs, CO 80962-5130*

*Phone: (719) 594-4612*

[intlmin@acsi.org](mailto:intlmin@acsi.org)

Students should plan to obtain additional transcripts from ACSI. A small fee (\$5 currently) will apply. The school will keep transcript and report card information on hand for five years.

### **Progress Reports**

For K-8 students informal student progress reports are issued to parents and dorm parents at the halfway point (four-five weeks) of the first quarter of first semester. Thereafter, progress reports will be issued only for children needing some encouragement to do better. The purpose of these reports is to inform students and parents of progress and areas of needed improvement. These marks do not go on the student's permanent record.

For high school students informal student progress reports are issued to parents and dorm parents at the halfway point (four-five weeks) of the first quarter of each semester. Progress reports will be issued in the second quarter of each semester only if there is a problem needing the parents' attention or if the student is new to the school.

### **Cumulative Records for Transferring Students**

School report cards will be collated into one cumulative folder for all K-8 students. The original of this record will be forwarded to the school to which the student transfers permanently. Furloughing students will be provided with a photocopy of their permanent record upon request.

Students who transfer to HIS are responsible for ensuring that records from their former school are mailed or handed directly to HIS.

## **Study Hall (High School)**

Study halls are not obligatory, but under normal circumstances students should expect to have one study hall but not more than two each semester. Students in 9<sup>th</sup> and 10<sup>th</sup> grade will work under the supervision of the study hall teacher or librarian for that period, in the library. They must sign in and ask permission to leave. Attendance will be taken and noted on report cards.

Honors study hall is a privilege reserved for juniors and seniors. Unless proven otherwise, the student is considered to be responsible and able to monitor him or herself. In order to leave campus during school hours, a student must have on file with the principal a letter of permission from his or her parents. Before leaving campus, the student is to indicate on the sign out sheet in the office where he or she will be spending the period. If a student receives an unsatisfactory grade or conduct report, that student forfeits the right to participate in honors study hall and must report to the library.

## **Supplemental Course Guidelines**

### **Correspondence Courses**

Students may make up deficient credits or take courses not offered at HIS through an accredited correspondence school, such as Northstar. The counselor has information on approved schools and will assist in the application process.

Students should not enter into a contract with any correspondence school without consulting with the academic counselor.

Due to our isolated position, every effort should be made to sign up for these courses before the semester begins and to work diligently on the course until it is completed.

Students studying by correspondence will be supervised by a staff member.



### **Independent Study Courses**

Students may take courses not offered at HIS as Independent Study courses. These courses must be supervised by on-site qualified experts, and approved by the academic counselor and principal. The decision to allow a student to take an Independent Study course will take into consideration the student's GPA, study habits, and maturity. A student may generally not do a course which is a regular part, or similar to a regular part, of the HIS curriculum as an Independent Study course unless the student is a mid-semester transfer, nor may a student do an Independent Study on the same subject twice.

Courses are usually limited to students in grade 11 and grade 12. Foreign language courses cannot be taken as independent studies.

No more than one (1) independent study course per semester may be taken without special permission from the Counselor and Director, an A average, and proof that the second course is necessary to complete graduation requirements.

A planning sheet that includes the proposed course outline, objectives, and evaluation criteria can be obtained from the counselor. It is the student's responsibility to obtain the form and to contact the teacher to negotiate the course requirements. The proposed course information must be approved by the counselor and the principal within the first two weeks of the semester in which the course is to be taken. It is advisable to turn in the proposal before the deadline in case modifications must be made.

One semester's credit will require at least 75 hours of work and will be worth 0.5 credits. Usually, these credits are classified as elective credits. **Time spent on the course is documented on time sheets that can be obtained from the counselor.** These sheets are due each week. It is the responsibility of the student to maintain this time record. The course must start at the beginning of the semester and be completed by the end of the semester. In special circumstances, the course can be extended over two semesters. The 75 hours will not be adjusted for time spent on Outdoor Education.

The student must meet with the supervisor at least the equivalent of one class period a week.

The supervisor must submit progress reports at the middle and end of each quarter. Written critiques of the student's achievement will be submitted with the letter grade and become part of the student's permanent record.

### **Work Study Program**

The purpose of the work study program is to teach students work ethics (e.g. being responsible, being on time, finishing tasks) and to provide an opportunity for students to have a hands-on learning experience.

The student is responsible for finding work and a supervisor. Student and supervisor work together to develop and submit a job description to the school for approval. It should include: working hours, desired outcomes and goals, responsibilities of the student, pay (if any), and method of evaluation.

The student receives one-half (1/2) credit per semester for a minimum of eight (8) hours of work per week all semester. (Maximum: One credit per semester.)

The work must be something more than menial or strictly routine labor.

The student is expected to report in and out to the supervisor, to perform the duties required, and to be a good representative of HIS.

Supervisor must be willing and able to spend time training and supervising the student and must submit progress reports at the middle and end of each quarter.

Students must have a minimum GPA of 2.5 and be in grade 11 or grade 12. (NOTE: Exceptions may be granted in exceptional situations.)

### **Teacher Assistant (TA) Program**

The purpose of the Teacher Assistant Program is to introduce students to a different aspect of the teaching/learning process, to provide assistance for the staff, and to meet the needs of students who learn well from peers.

Student and staff member must come to an agreement about the work to be performed, the time commitment involved, and the appropriate credit to be received.

Student and staff member together, will develop a plan within the first two weeks of the semester. The plan will include desired outcomes and goals, responsibilities of the student and staff member, the benefits that both the student and staff member will receive, working hours, and evaluation criteria.

#### **Credit Options**

For clerical work that involves five (5) class periods of work per week, the student will receive ½ credit per semester and a grade of Pass/Fail. This credit is considered an elective credit. The maximum number of credits that can be earned with this option is one credit.

For work that includes learning new skills and being involved in the classroom and/or studying some aspect of the teaching/learning situation, the student has the option of enrolling for the teacher's assistant position as an independent study. The student will receive ½ credit for 75 hours of work per semester. All independent study requirements apply. The student will receive a Pass/Fail grade for this course.

The staff member will train and supervise the student as needed and will submit mid-term progress reports each quarter.

Teacher Assistants must have a minimum GPA of 2.5 and be in grade 11 or grade 12.

### **Grievance Policy**

In the event of the need for conflict resolution between a parent/student and a teacher, you are encouraged to first address the issue with the teacher directly. Should this not produce a reasonable outcome, you are encouraged to bring the issue to the appropriate principal. If there is still no resolution, the issue should then be brought to the director of the school. Please do not circumvent this established chain of command.

# Special Services

## Special Education Services

Because we recognize special education as a valuable addition to our curriculum, emphasis will be placed each year on recruitment of a special education teacher and on programs which enhance teachers' abilities to handle special students in the regular classroom. Normally this teacher will be expected to handle the needs of slow learners and the mildly learning disabled only. Students with more severe needs may be refused admission or referred to an Educational Psychologist for testing. The results of this testing would determine if the school is the best option for the student or whether the student would be better served if placed in another setting.

If it proves impossible to provide a special education teacher at the school, special students already attending the school will be evaluated by the outgoing special education teacher to determine whether the school is still the best option for the student. The final decision will be made by the school administration and parents.

As mentioned above, acceptance of special students is dependent upon our ability to handle their needs in a timely and productive fashion. Each case would be decided by the school administration, in conjunction with the special education teacher and classroom teacher(s), on an individual basis. No formal special education program is provided at the high school level.

## Mother Tongue Studies

HIS is committed to a quality Christian education which embraces cross-cultural sensitivity and respect as a core value. It is our desire that HIS students will be lifetime learners who have a body of general knowledge and academic skills appropriate to their home culture, enabling them to reenter their home country successfully. We feel it is important for our students whose mother tongue is not English to develop their personal identities as citizens of their home country. Proficiency in their mother tongue will facilitate their adjustment to their home country.

While the school is very supportive of mother tongue learning, it recognizes that this program is a parent-run, parent-driven part of the school curriculum. Because the program is not in English, it is the parents who must assure the quality of teaching and materials. The school takes no responsibility for program outcomes, and parents are expected to be responsible for the design and expectations of the curriculum. In addition, while HIS is willing to correspond with recruiting agencies from all the countries represented by our students, in reality staff are usually best recruited by parents.

If staff is available, mother tongue studies will be included in the regular school curriculum, and the outcomes (grades) reported to parents along with other school subjects. A budget will be provided, along with library or classroom space to run the program.

## Teaching English as a Second Language

Hillcrest International School will attempt, but not guarantee, to provide a teacher of English as a Second Language (ESL) for non-English speaking students. Ideally, this teacher would have ESL credentials, and would not only teach but advise the administration and staff on how to best handle ESL students in the classroom.

The ESL program will be an English teaching program, not a homework assistance program. Each student from a non-English speaking country will be tested before acceptance at the school to determine whether the school can meet the student's needs. As a general principle, students requiring intensive ESL instruction will not be accepted after Grade 5.

## **Village Tutorial Program**

Parents of students in grades K-6 who need to spend time in remote areas of Papua may take their children out of school for up to six weeks to accompany them. If parents desire to do this, they must contact the tutorial advisor (name is listed in the back of this handbook) at the beginning of the semester, even if firm dates are not set. The tutorial advisor will then advise the teacher and elementary principal. A possible conflict with special school or classroom activities (e.g. SAT's) should be communicated to all parties as soon as possible.

The school strongly recommends that all students be in school for the start of each new school year, as this is an important time for students to learn classroom routines and connect with their teachers. At least four weeks prior to departure the parents will need to notify the tutorial advisor and sign appropriate documentation. The tutorial advisor in conjunction with the classroom teacher will prepare the lessons for the student(s), and will contact the students (or parents) weekly to update them and help with any lesson problems.

If there is no tutorial advisor listed, please contact the classroom teacher and elementary principal directly.

The school expects that parents will make a strong commitment to teaching the lessons outlined by the teachers, ensuring that classroom standards of neatness, completeness, etc. are fully met, and that students will return to the classroom prepared to take tests and give evidence of skill attainment. Parents will need to be prepared to grade daily work and return all checked materials to the classroom teacher within two days of their return to the classroom. Teachers are encouraged to set meaningful village-related projects for students while they are away, and allow students to give classroom presentations upon their return.

Any changes to these recommended procedures will be handled on a case-by-case basis by the principal, in consultation with the Director.



## **Student Awards (High School)**

### **Academic Awards**

Each year students who excel in various academic areas are recognized as the outstanding student in that particular discipline. A “student of the year” award is also given each year to the individual who is determined to be the most exceptional all around student.



### **Valedictorian and Salutatorian**

Each year at Commencement, the student who has maintained the highest grade point average all four years of high school (eight semesters) is given the title of Valedictorian.

The student who maintains the second highest grade point average for eight semesters is awarded the title of Salutatorian.

### **National Honor Society**

The National Honor Society is an organization that recognizes and fosters academic achievement while developing other characteristics essential to citizens in a democracy.

Students are inducted into the National Honor Society on the basis of character, scholarship, leadership, and service. A faculty committee has the privilege of electing the new members.

### **Letter Awards**

Letter awards can be earned for participation in varsity sports. Awards are presented at an awards assembly or banquet.



# REGULAR SCHOOL EVENTS

## Chapel Services

The elementary and middle school holds a school-wide chapel one Friday each month, and an optional grade section chapel (K-2, 3-5, 6-8) other Friday mornings during chapel time. These are a part of the Bible curriculum for each class. Chapel is held each Friday at the high school. Attendance at chapel services is compulsory. Parents are welcome at the monthly all-school chapels.

## Concerts

The music department presents choral and band concerts each semester to give students the opportunity to perform in public for their parents and friends.

## Open House

Open House will be held at the beginning of the first semester of the school year. This is an opportunity for parents to visit classrooms, talk with teachers to learn procedures and expectations, and consult with the Academic Counselor.

## Eighth Grade Banquet

To honor the eighth graders for their accomplishment, the school year is concluded with a special banquet and promotion ceremony.

## Eighth Grade Overnight

Toward the end of the second semester, the eighth grade home room teacher will sponsor a low-cost overnight activity somewhere in the Jayapura geographical region for the class.

Each of these Eighth Grade events are attended by students at HIS. If a homeschool student desires to be included in the 8th grade Sneak or the 8th grade Banquet, they need to have an application on file at the school for the following year (9th grade). They must contact the 8th grade homeroom teacher to be included, and receive permission from the school director.

## Fun Festival

The Fun Festival is an afternoon of carnival-type activities for the community. It is usually held on a Friday afternoon during the first semester, near the end of October, and is run by the elementary and middle school. Each class sets up one or two carnival booths, and national staff children are invited to attend.

## Beach Weekend

The high school normally holds a weekend retreat at one of the local beaches at the end of the first week of school each year. The goals of the retreat are student bonding and personal spiritual growth. High school staff, special speakers, and all high school students attend the annual beach retreat. HIS students only, for this event.



## **Junior/Senior Banquet**

The Junior-Senior Banquet is sponsored by the junior class to honor seniors. Dress code is determined by the junior class, in keeping with the school standards. The junior class is responsible for the financial arrangements of this occasion. This is an event for HIS students only.

## **Missions Emphasis Week/Day**

Each year, normally in second semester, the elementary and middle school hold a week (or weekend in MS) of meetings or special activities when each class has the opportunity to meet different missionaries as well as to learn about the different kinds of mission work being done around Papua and the world. Activities may include a mission project. At the high school, students usually take one day to emphasize the work of Christian organizations that work around the world. Community involvement is encouraged. HIS staff will be responsible for the planning of these missions activities.

## **Science/Language Arts Fair/ International Day**

The school sponsors, on a three year cycle, a Science Fair, a Language Arts Fair, and International Day. The Science Fair will feature science projects and inventions which the students display and explain to the community. The Language Arts Fair will focus on presenting speeches, essays, poems, and stories. International Day is part of the regular school social studies curriculum, and its purpose is to give students an opportunity to study in an in-depth manner a different culture from another part of the world. Parents are invited to attend and bring (if requested) food from the country their student is studying. Each class will present songs, games, etc. from their country, and display what they have learned.

## **Senior Class Trip**

There are three purposes for the Senior Class Trip. The first is educational. Students will learn about and appreciate other parts of Indonesia, including historical and cultural points of interest. They will learn about participating in a group activity and budgeting their accumulated funds. The second purpose is psychological: to bring closure to their years at Hillcrest International School and living in Indonesia. The third purpose is social: to have fun.

Preparations for the Senior Class Trip will include planning and communicating the following to parents, staff, and administration:

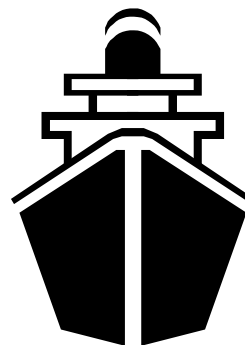
- specific goals for the trip
- detailed itinerary, including contact information
- emergency contingency plans
- financial plan

Parents and students should note that HIS will not be responsible for cost overruns.

The Senior Class Trip must be held in the fourth quarter of the school year and may use up to five school days. If the trip is attached to a long weekend, the number of official school days missed will be reduced to four. This is to enable students to use two weekends but not extend into a second week. It is not intended that these school days be made up and teachers of seniors should plan instruction accordingly. New students who have not participated in the class's fundraising efforts should plan on paying their own way.

It is important to note that funds raised by the Classes will be used for the following purposes:

- To pay for the Junior/Senior Banquet
- To pay for the Senior Class Trip to include cost of travel, lodging, group activities and food.



And may be used in the following way, as the class chooses:

- To pay for a class gift
- To give a class tithe (not limited to 10%)

The purpose of the class fundraising is to provide funds for valuable class activities and to provide an opportunity to use funds responsibly by serving others. Under no circumstances should funds be given to students for personal use. Following the senior trip a complete accounting of all funds used on the senior trip must be submitted to the office.

### **Spiritual Emphasis Week/Weekend**

SEW is a time when the elementary and middle school places special emphasis on spiritual growth. (At the MS level this can be a weekend.) A desired outcome of this is to give each child the opportunity to make faith decisions and respond in practical ways to the teachings of Scripture.

### **Talent Night, Valentine's Banquet**

The high school student council typically sponsors a Talent Night for the community at large. This is traditionally held in the spring, usually in March.

The senior class typically sponsors a Valentine's Banquet for the community at large. Tickets may be purchases from members of the senior class and proceeds go to the senior class for their class trip.



# Special Programs

## Interface

Interface is a program which encourages students to arrange a home country experience during the summer between their 11<sup>th</sup> and 12<sup>th</sup> grade years. It is intended to give them a “head start” in their re-entry transition by giving them experience with some of the challenges that will face them upon return to their home country after completion of high school. Objectives of the program might include finding a job, obtaining a driver’s license, setting up a bank account, managing money, and seeking involvement in a church, visiting colleges, etc.

HIS staff will assist the student with the design and logistics of his or her individual Interface program as needed or desired. Academic credit may be earned for Interface if the program is designed to meet the criteria of Independent Study programs.

## Outdoor Education and Spiritual Emphasis Retreat

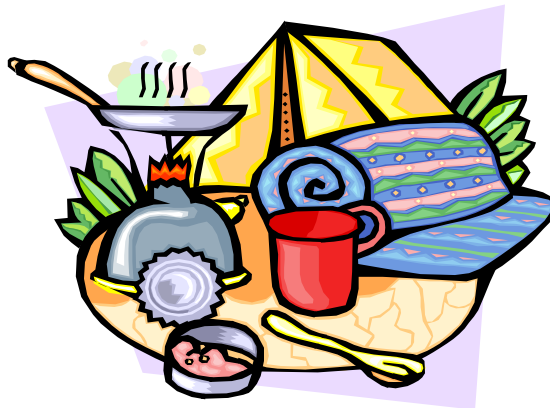
The purposes of Outdoor Education are as follows:

- to educate our students regarding the cultural and geographic distinctives of Papua,
- to create opportunities for them to interact with and serve the indigenous people,
- to increase their knowledge about the world and appreciate its diversity .

The purpose of the Spiritual Emphasis Retreat is:

- to promote the spiritual development of the participants,
- to build cohesiveness within the school community,
- to challenge participants to expand their understanding of God’s role in their lives.
- to challenge participants to expand their understanding of their resources and capabilities.

Although Outdoor Education and the Spiritual Emphasis Retreat have distinctive goals, the isolation and student bonding which takes place provides a natural venue for spiritual enrichment. The school attempts to integrate the two by providing (1) a special speaker for Outdoor Education and holding evening sessions on spiritual topics, and (2) opportunities for practical Christian service to the village people.



# STANDARDS OF CONDUCT

## **General Guidelines**

Simply stated, the rule for student conduct follows Christ's profound teaching: "Treat others as you want them to treat you." A student's conduct involves these areas:

### **Acceptance of responsibility for one's own actions.**

- Prepare for class activities.
- Actively participate.

### **Cooperation with school personnel and fellow students.**

### **Honesty in word and deed, especially in the area of scholarship**

- Cheating in any form on exams, quizzes, tests, or homework will result at least in a zero grade for that particular activity or assignment.

### **Courtesy at all times.**

- Good sportsmanship is a form of courtesy.

### **Respect for the rights and property of others.**

- Do not move or remove furniture or equipment from any room, unless directed to do so by a staff member.
- Do not deface school property.
- Place all trash in trash cans.

### **Sensitivity to the local culture**

- Avoid public displays of affection that are culturally inappropriate.

## **Automobiles and Motorcycles**

Students are not permitted to operate a vehicle on the school property without a valid driver's license. They may not take other students as passengers without written parental permission.

Cars and motorcycles are to be driven slowly on school property. Speed should not exceed 25 KPH around the school buildings and on the school property, including the main road in front of staff housing. Motorized vehicles are not allowed on the sidewalks. Students and adults violating these policies may lose the privilege to drive on campus. If operating a motorcycle, students should wear a helmet at all times.

## **Classroom Privileges**

Students should not be in the classrooms without the teacher's permission and, if the room contains a computer with internet access, without personal adult supervision. Students should not eat or drink in the classrooms unless they have special permission from the classroom teacher. All spills should be cleaned up immediately to avoid encouraging ants and cockroaches.

## **Gambling, Smoking, Drugs, and Alcohol**

Gambling, smoking and the use or possession of drugs or alcohol is strictly forbidden on the HIS campus and at any school sponsored activity. Violations will result in suspension or expulsion. Offenses outside the school jurisdiction will also be viewed seriously.

## **Music/iPod/MP3 Players**

Students may not bring personal music players/iPods/MP3 players into the classrooms without teacher permission. These are HIGH theft items and the school cannot take responsibility if this occurs. Students are encouraged to bring a lock to secure their personal belongings in their locker.

## **Fund Raising Activities and the Student Store**

High School students raise funds for their Senior Trip by selling meals at the Friday night games and by running a small store which sells snacks in the high school complex.

Each high school class, club, or activity group that raises money must have an activity account with the school office. The teacher or treasurer of the group needs to meet with the business manager about this account, and the most effective ways to record transactions and inventories. All money received must be deposited ASAP.

Activities planned for fund raising must have the approval of the Director, who will coordinate the dates with other activities on the school calendar.

Funds of the graduating class must be allocated by the time of the class graduation. If not, monies remaining revert to the Campus Development Fund at the beginning of the school's new fiscal year.

As a general rule, there will be no fundraising in the elementary and middle school.

Parents cannot be charged without a written authorization, therefore charge slips will be utilized by ALL classes during Friday night meals and in the school store.

Classes using school LPG, etc. should expect to pay for it.

## **Dress Code**

An individual's dress, personal appearance and cleanliness should reflect a sense of Christian character, sensitivity to the Indonesian culture, and respect for the school and others. In general, dress and appearance should not detract from the instructional setting.

The following principles are the foundations for the dress code:

- Modesty
- Neatness and cleanliness
- Appropriateness

These items are acceptable:

- Dress shirts or blouses
- Slacks or nice jeans
- Dress shorts and culottes of a modest length - for middle and high school students no more than 2" above the knee

The following items are not acceptable:

- Tank tops (sleeveless knit tops) or bare midriffs
- Flip-flops (local market type, like Swallow). Shoes or nice sandals are to be worn at school.
- Army fatigues in the form of a military uniform (shorts or shirts with varying types of camouflage print are acceptable)
- Clothes that are immodest; offensively tight or ill-fitting; have: tears, holes, frayed edges, or stretches in inappropriate places; or has offensive writing

Gym clothes (i.e. shorts, T-shirts, socks and tennis shoes) are to be worn during PE and sports activities. Students are responsible for keeping their PE clothing clean.

Students should have nice clothes for special events such as concerts.

For school related water activities, girls should wear a modest swim suit that covers the midriff, and when out of the water, put on a suitable cover-up. Bikinis generally do not fit this description.

The student is held responsible for what he or she wears. Items considered inappropriate will be referred to the principal for needed action. Students may be sent home to change, parents may be called to bring appropriate clothing to school, or students will be given a substitute item of clothing to assist in carrying out this personal responsibility.

## Discipline

In general, discipline will aim to train children in making appropriate choices in line with clearly specified expectations. The goal is to direct students to seek God's will in decision making and to learn the importance of obedience. Classroom teachers are expected to maintain good discipline. The general disciplinary procedure will be as follows:

- Warning—verbal communication, teacher to student
- A disciplinary action (e.g. detention)
- Student conference with the principal, or combined with a parental conference/phone call
- Parental conference with teacher and principal
- Suspension: In-School (ISS) or Out of School (OSS)

The Director, upon recommendation of the principal, has the authority to suspend students from attending classes for a period of time specified by the Director.

Conditions for reinstatement will be clearly stated at the time discipline is administered

Make-up work may be allowed, or even expected, but conditions will be stated at the time discipline is administered.

Parents will be informed and given opportunity to be involved in the process.

- Expulsion

In extreme cases, the student will not be allowed to continue at the school. Expulsion is done by the Director in consultation with the Principal.



*Those seniors did  
what!?!*

# Facilities Use Policies

## **General School Policy**

As Hillcrest International School was founded and is supported by the expatriate Christian community, we regard the facilities as a resource to be administered in a way that serves the needs of that community. Three considerations direct decisions regarding facility use:

1. Ensuring that the educational goals of the school are met
2. Maintaining control of the property to ensure that it is used appropriately
3. Recouping expenses incurred by non-school sponsored activities.

## **Priority Use Policy**

**Priority:** All school facilities are reserved for school activities during the school day, Monday through Friday, 7 a.m. – 5 p.m., as well as the evenings or weekends calendared or otherwise specified for school events. Parents are welcome to use the athletic facilities, even during school hours, if use does not conflict with school activities. The school does not provide equipment for non-school activities or assume any liability for non-school activities or for spectators at school activities.

**Users:** Parents, members of sponsoring organizations, and employees of the school and sponsoring organizations. The person scheduling the activity must be present at that activity and will be responsible for correct use of the facilities. *If the supervisor is not present, the activity will be cancelled.*

Parents with school keys should NOT give those keys to their children. Students and other children are not allowed in any of the internet-connected classrooms or the library after hours without adult supervision. With administrative permission, they may use the MPR outside school hours for school-approved purposes. The gym and other sports facilities are open to students and student families on weekends and evenings. Users must provide their own sports equipment. The lockers and showers are reserved for school use only.

**Responsibility of Users:** All facilities must be left in clean condition. Air conditioners and lights need to be turned off and doors locked before leaving. If the MPR is used, users are responsible for cleaning the floors and kitchen. Only school custodians can be employed to help with the cleaning. All trash and wet garbage must be taken outside the building. Do not leave the cleaning for the school staff the next day.

Users are also responsible for the conduct of children involved, and ensure that no one enters sections of the school not being used by the activity. Students are not allowed in the school buildings after dark.

Sports complex activities should be concluded by 9:00 p.m. on Sunday through Thursday, and 10:00 p.m. on Friday and Saturday.

Students and parents who have private parties on the school property should make it clear to their guests' parents that these parties are not school sponsored.

**School Liability:** The school will take all care but will accept no liability for accidents on the school property during privately-sponsored events. If parents leave their children unsupervised on the school property after school is out (3 p.m.) or on weekends, they do so at their own risk.

### **Available Facilities:**

1. Generally speaking, only the auditorium, gymnasiums, and soccer field are available upon request for private activities. The classrooms are available only with agreement from the teacher involved.
2. All spectator events must be cleared in advance with the school director or athletic director, because of security risks involved.

3. The computer labs are generally available only to school staff. Others wishing to use the labs must schedule their time with the computer department manager, and abide by all school regulations.
4. No fund-raisers will be scheduled on Sunday.
5. All exceptions to this policy must be approved by the administration.

### **Scheduling**

All use of school buildings must be scheduled in advance, normally one week, with the School Director. If athletic facilities are being requested for special parent, sponsoring organization, or employee activities, those responsible should contact the Athletic Director (or Director if there is no AD). There is a form available for this purpose in the school office.

### **Cost**

A fee will be charged for private use of the school property under the following circumstances:

1. MPR usage, for up to 4 hours. Rp 800.000. 8 hour use is also available at a rate of Rp 1.500.000.
2. MPR – Kitchen usage, for up to 4 hours. Rp 200.000

Additional fees will be assessed for the following circumstances:

3. No clean up is done, or evidence is left behind following your event (trash, wet trash, un-mopped floors, putrid smell)
4. A/C's, lights, or water are left running for an extended period after your group leaves.

If the MPR data projector is used, please make sure there is an operator to assist you who knows our system. If the sound system is used, a trained operator must be running it for you.

If damage occurs, the school will charge the actual people involved or the community groups whose employees are involved in the damage, for the full replacement or repair costs involved.

### **Equipment**

Certain school equipment may be borrowed or rented at the discretion of the Director or Principal. Permission to borrow or rent any equipment must be received **before** it may be borrowed or rented. A deposit may be required. Audio, audiovisual, or other electronic equipment, including data projectors, are to be used for school functions only and may not be taken off the property. Microphones and other electronic equipment normally used by the band can only be used under the supervision of the band teacher or his appointee.

### **Sports Complex Activities**

The sports complex is reserved for school use during school hours. Special activities will be scheduled by the director, principal, or athletic director.

Clean, dry rubber-soled shoes are required on the wooden floor. Only clean soft rubber balls should be used when playing indoor soccer when balls are kicked against the painted walls. Bicycles are not permitted. All doorways are to be kept clear at all times. Climbing the trusses and decorative blocks is not permitted. No food or water is permitted on the wood floors. All personal equipment must be taken home. Elementary age children are not allowed in the scorers' box. Children are not allowed on the playing area while teams are warming up or playing.

All students must stay in the area of the activity and not enter the school classroom property without the permission of the supervisor. They may not climb into the scorers' stand unless scoring for a game. The school athletic equipment cannot be used without the permission of the Athletic Director, and s/he or the PE teacher/coach must be present when the equipment is used.

Skateboarding is permitted on the tennis courts (when not in use) and the hostel driveway.

The activity supervisor is responsible for the following:

- Clearing the activity with the Athletic Director.
- Opening up the facility. The supervisor is to be at the gym at least ten minutes before the activity is scheduled to begin.
- Turning out the lights (except entrance and bathrooms) and seeing that doors are properly locked and bolted and all equipment returned to its proper place. The supervisor must stay until all students have left, and ensure that the facility is clean and all trash picked up.
- Making sure no water is running in the bathrooms.
- Reporting any damages to the Athletic Director or the School Director immediately. Charges will be assessed for damages.
- The behavior of all present, students or otherwise.
- Reporting any unusual incidents, i.e. injuries, behavioral problems, uninvited persons, to the Athletic Director or School Director.
- Watching for the safety of all present.
- Alerting the guard at the gate that non-school personnel will be coming onto the school grounds, if necessary.

### **School Vehicles**

HIS vehicles may only be driven by school personnel and spouses. All drivers must have a valid Indonesian license. Only school personnel are covered by the insurance policy carried by HIS.

Members of the school community may borrow the truck if they agree to hire one of the school employees with a SIM-B to drive it for them. Arrangements for use of the truck should be made with the Director, not the maintenance supervisor. The tractor and riding lawnmower cannot be borrowed. Vehicle arrangements should preferably be made a week in advance. The rate charged will be \$.20 per kilometer. Appropriate remuneration should be negotiated with the school employee if his work is outside school hours.

Expenses incurred by accidents or loss which are not covered by school insurance will be paid by the user when the vehicle is being used for personal use. Any damage caused by a HIS vehicle to another vehicle, person or property should be photographed and reported immediately to the administration. All accidents involving a third party should be reported immediately to police and school administration.

### **Friday Night Games and Athletic Tournaments**

Although Friday night games and athletic tournaments are school sponsored, the school accepts responsibility only for those students engaged in the athletic event of the evening, or those involved in preparing and serving food under the supervision of their class sponsor. Otherwise, parents are expected to take full responsibility for the behavior of their children. Parents should note the above guidelines for use and supervision of the school facilities.

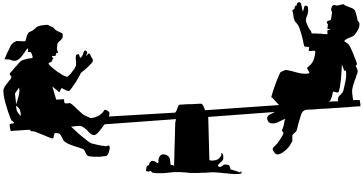
### **General Safety Rules**

- Roller skating or blading is only allowed on the gym floor or the tennis court when no other activities are going on.
- Skate boarding is allowed after school hours only on the tennis courts and the hostel driveway. As no venue is totally safe, the school will not accept responsibility for any accidents.
- Bicycles, motorcycles, and cars are not allowed in the sports complex. They are to be used only on the roads, and parked in the appropriate areas.

- All motorized vehicles must drive slowly and keep on the road. Do not drive on the sidewalk. Caution should be used at all times, as children are present after school hours as well.
- Students should be let out of taxis and cars on the curb side of the road.
- Students should not climb on trees, the gym struts or counter, the water tower, the water dunk tank, or the MPR balustrades, and they should keep well away from transformers.
- Students below 7<sup>th</sup> grade are not allowed in the scorers' box in the gym.

## **Elementary and Middle School Playground Rules**

Children on the playground must always be under the supervision of an adult. Courtesy and respect for one another will be exhibited at all times. Students will play in either the playground or the field. Once a play area has been chosen, students need to stay in that play area.



Bicycles should not be driven in the playground areas or on sidewalks. They should be parked in the designated areas and locked during the day. Students should use the crosswalk to cross the road to the gym area, and be aware of car and motorcycle traffic on the road.

### **On the large play structures**

- No running on or jumping off the play structures
- Down is the only direction permitted on the slide
- One person on the slide at a time
- The path must be clear before using the Flying Fox. Spectators should keep out of the Flying Fox area.

## **Lockers**

Each student is assigned a locker and is responsible for maintaining them. Lockers are not to be defaced (inside or outside) and are to be kept clean. Students will be fined for damaged or defaced lockers.

All HIS textbooks and materials are to be kept inside the students' assigned locker(s) or classroom. Students' textbooks, notebooks, and other belongings may not be left in the public areas, the library or computer lab. Helmets may be placed on top of the lockers and backpacks or duffel bags may be placed neatly under the lockers or, at the elementary level, in classrooms.

The school is not responsible for lost or stolen items. Students are encouraged to lock the lockers at all times and remember their combinations. School security is for perimeter monitoring only, NOT for locker security.

## **Lost and Found**

All personal items, textbooks, or school equipment found on the school campus should be turned in to the office and may be reclaimed during non-class periods. Any items remaining for more than one month will be disposed of in an appropriate manner.

At the end of the school year, all items remaining in the lost and found collection will be given away, sold, recycled, or disposed of. Please make sure you check the lost and found collection if you have items of value missing.

On occasion, items such as cameras, hand phones, music players, etc... will be kept secure and not left in the lost and found basket. Be sure to check with one of the office secretaries for your lost items.

If textbooks are lost or damaged, the following penalties will apply:

<u>Status of book</u>	<u>New Books</u>	<u>Used Books</u>
Not turned in	100% of replacement costs	100% of replacement costs
Trashed	100% of replacement costs	100% of replacement costs
Badly Damaged	100% of replacement costs	75% of replacement costs
Slightly damaged	50% of replacement costs	25% of replacement costs
Normal wear	no charge	no charge

### **Roller-Skating**

If skating in the gym, the following rules apply:

- Steel-wheel skates are not permitted
- While roller skating is in progress, no other equipment may be used on the floor.
- General skating is permitted on the wood floor only.

If skating is held as a group event, sponsored by a parent or a class, all students, including high school students, are expected to stay inside the gym until the program is over or their rides arrive. All participants must abide by the supervisor's instructions. School skates will be available by special arrangement with school personnel. All gym and skating rules must be followed. The person requesting the use of the facility will be responsible in the same manner as the skating supervisor. When the activity is completed, the person requesting use of the gymnasium will also be responsible for shutting off the lights and locking the doors.

# Computer Department Policies

All students will be required to sign a form to signify their acceptance of the HIS Computer Department Policies before they will be allowed to utilize school computing resources. Parents will be required to sign a form allowing their children to have access to internet and email services, to acknowledge their acceptance of the computer department policies, and to set the printing credit limit for each of their children in Grade 6 or above.

## **Required Supervision**

Students are not permitted in an internet-connected room without an adult supervisor *in the same room who has agreed to act as supervisor.*

## **Computer Lab Use**

### **Food and Drink**

Food and drink are not allowed in the lab. If you need to drink extra water during the day, please place the water on the floor next to you.

### **Room Aesthetics**

Push your chair back under the desk to keep the lab looking neat and orderly for the next class. Please return all computer CD's to their cover and the proper place on the shelf. Keep the doors closed. Pick up your trash.

### **Headphones**

Headphones may not be removed from the computer they are attached to. If you need headphones but your machine does not have them, please notify our IT staff right away.

### **Music, Video, Photos, and Other Media**

Wear headphones if you play music in the lab. Others may not appreciate your style of music as much as you do. Do not store personal media on the school computers or network drives. If you leave personal music, videos, or photos on the computers or network drives it will be deleted, and your computer privileges will be temporarily suspended.

## **Computer Use Policies**

### **Passwords**

Do not give your network password to any other person. You are responsible for activity on your user name and profile, even if it was not you. Make sure you log off when you are finished and keep your password information private to prevent abuse of your profile.

Do not attempt to gain access to other people's profiles, the servers or areas of the network to which you do not normally have access. If this occurs, you WILL lose computer/internet privileges.

## Programs

No programs may be installed or run on any of the computers except for programs which have been officially approved by the computer department. This includes games, programs downloaded from the internet, programs brought from home (whether licensed or not), or any other source. Abuse of this will result in loss of computer and internet privileges.

## Printing

Students from Grade 6 onwards will be charged for printing they do from their network account, which is tracked by software, and a running total displayed on their screen. Parents will have the opportunity to set the maximum printing credit limit for their children.

Please print in color only when necessary. Pick up your printed sheets before you leave the lab. One page of color printing will cost \$0.50. This adds up quickly, so please help monitor this with your student.

## Logging Off

Make sure you log off the computer when you are finished using it so that it is ready for the next person. If it is after school hours, please shut the computer down and turn the monitor off.

## Computer Games

The only games which may be played on school computers are those which are officially installed by the school for educational benefit. Outside of this, supervised gaming events may be authorized by the computer department on special occasions and under strict criteria.

## Network space

Network space is provided for storing your email, assignments and all other school-related files which you work on and accumulate while a student at HIS. Do not store large amounts of personal data in your network space or on the Common drive areas. Digital photo collections, music and video are examples of inappropriate material to store at school.

## Internet use including Email

- Personal web use by students, including web browsing, instant messaging and personal email, is only allowed before school starts, during lunch, or after school finishes. Study Hall is NOT included.
- Educational web use by students is permitted at any time of the day. (A definition of "educational web use" can be found below. Facebook, Yahoo, and other social networking sites are NOT included.)
- High-volume bandwidth activities, whether for personal or educational purposes **are not permitted at any time of the day**. (A definition of "high volume bandwidth activities" can be found below).
- The school makes no guarantees whether the internet connection will be working after hours, or whether it will be sufficiently fast for your needs. After hours you have higher competition for the bandwidth with users on other networks as well as on the school network.
- While doing its best to provide a safe environment by preventing inappropriate material from being accessible via the school network, including offensive web sites and email, the school cannot guarantee a 100% effective protection, this is in practice, essentially impossible.
- The school reserves the right to monitor web use to ensure it is being used appropriately.
- Students may not access the following sites: chat rooms, pornographic, occult, gambling, or violent sites.

### **Definition of Educational web use:**

“Educational web use” is defined as doing school business. A few examples include: researching information for a project, looking up college information, learning how to use the internet in class, or reading further information about a topic or issue discussed in class. Generally, it does not include Facebook, Yahoo, My Space, or other social networking site.

### **Definition of high-volume bandwidth activities:**

The following activities are not permitted by students at any time due to the limited bandwidth available on the satellite connection, and the high impact these activities would have on all users sharing the internet:

- streaming video
- streaming audio, including internet radio or listening to sermons or speeches
- online games
- peer-to-peer file sharing programs
- downloading video (movies, movie-clips etc), even short clips from sites such as You Tube
- downloading audio (mp3, iTunes, etc)
- downloading large files including game demos
- synchronizing offline web pages

**Note:** This list is subject to change. If you are unsure about any of these categories, please ask the computer department **beforehand**, to prevent the loss of your computer/internet privileges.

### **Email rules:**

The following rules have been made regarding email use at the school:

- Students should avoid using their school email address for signing up to excessive email lists, particularly those carrying attachments. Some lists send daily emails which can total a significant amount of size. Examples would include a daily SAT review question, daily devotion, etc...
- Students should not use their email address to sign up for promotions or other internet activities which will encourage the receipt of spam email. Spam is the receiving of junk and unsolicited email, which can arrive daily and be very hard to stop. If an email address is starting to receive significant spam, we expect the student to advise us and we will create a new email address for that person. It is then not too hard to advise your address list of your new email address. Spam is a waste of internet bandwidth and we appreciate your efforts to help reduce this nuisance.

## **Personal computers**

A modern computer network needs to have a focus on security and protection from viruses. The computer department has set up a central management system by which all computers across campus check in to a server and receive anti-virus and security updates. Anti-virus settings can be adjusted through a central console, and machines can report their test results. For this to be effective, all computers need to be managed identically under this system. Just like a chain’s weakest link, one computer which allows a virus through to the network is enough to impact them all.

For all these reasons, the rules regarding student’s personal computers at school are as follows:

- No personal computers are to be connected to the school network or to school printers. This includes laptops and desktops, Windows, Linux and Macintosh systems.
- If personal computers are brought to school although not connected to the network or printers, the computer department cannot be available to support these computers, nor will the school be responsible for problems they encounter.

# LIBRARY

## Information and General Reminders

The library is primarily a place for HIS students to study and a quiet atmosphere is expected. Misuse of the library may result in loss of library privileges for a specified period of time. The library offices and video room are off limits to students.

Library hours are 7:30-3:45 Monday - Friday. The community may use the library during school hours but it is requested that pre-schoolers (with their parents at their sides at all times) use the library between 3:00 and 3:45 as it is disruptive to those in study halls. An adult supervisor must be present at all times.

Community members who are not parents of HIS students will need to pay an annual \$25 library membership fee. Interior families have a limit of 40 books per family. The books must be returned within two months, or fines will apply.

No food or beverages are allowed in the library.

A maximum of four library books may be checked out at any one time for students in grade 4 and above. Kindergarten and grade 1 students are allowed one book, grade 2 two books, and grade 3 three books. Checkout time is two weeks. **Books may not be taken to the beach. Damaged or unreturned books will be reordered at the parents' expense, inclusive of book costs and shipping charges.**

Teachers may reserve materials for a specific class. Reserved materials may be checked out only with that teacher's permission. Reference books and current magazines may not be removed from the library.

There are three designated computers in the library for searching the library catalog. Two computers have network/internet access. Therefore, students must have an adult supervisor if they are utilizing the internet.

## Checkout Procedure

During school hours: Bring your book(s) to the check-out desk and give the librarian your name and grade. She will then scan your library book and stamp it with the date due. If no one is at the check-out desk, please look in the front or the center library offices for library personnel. If no one available at that time, use the after hours sign-out sheet.

After hours: Find the clipboard with the After-Hours Sign-Up Sheet. Fill in the date, your name, your grade and the five digit barcode number from the book being checked out. This number is found on the bar code label on the back of your book. Stamp the slip in the book with the date due.

## Magazines

Only past issues of magazines may be checked out. The current issues are in the plastic folder and are to be read in the library only. You may check out older issues of magazines for two weeks. We will place magazines in a thin plastic cover to protect them in backpacks and keep them intact while at home. These are expected to be returned with the magazines. The checkout procedure is the same for magazines and for books.

## Videos/DVDs/VCDs

Videos/DVDs and VCDs designed for the school community may be checked out for two weeks, with a limit of four per family. Only adults and students in grades 8 and up may check these out. Parents should return these and not send them to school with students.

We have videos reserved for classroom use only. These may only be checked out with permission from the teacher for reports or to view because the student was absent the day of the film.

Only G rated movies are approved for showing in classes at HIS or at HIS-sponsored activities without specific parental permission.

### **Care and Handling of Books, Videos, and DVDs**

The following are the top seven reasons for book damage. Please help keep your library in good shape.

***Pencils and water bottles in backpacks*** cause damage to books stored in the backpacks.

***Rain:*** Keep library property out of the rain.

***Younger siblings*** may damage your books, so keep them in a safe place at home. Books and DVDs are not toys.

***Animals*** can eat more than your homework!

***Left on Taxi*** means ***Lost*** on taxi.

***Food and Dirty Hands*** make stains and encourage ants and cockroaches. Wash your hands before you read.

***Books in the gym*** – do not take any library materials to the gym. They are often found later with food or drink damage.

### **Newspapers**

Newspapers may be checked out for three days. Sign the clipboard next to the newspapers.

### **Fines**

The fine for overdue books and magazines is Rp.500 per day. Videos and DVDs are Rp.1000 per day.

Overdue days are counted beginning the day following the due date through the day the book is returned.

Only school days are counted, not weekends or holidays. All library fines must be paid before a student can check out any additional books or receive his/her report card. Students who return damaged books will be fined up to the cost of the book + shipping, depending on the extent of the damage. Library fine notices will be printed on light blue paper, to distinguish them from overdue reminder notices.

### **Vacation Periods**

A maximum of ten library books may be checked out over the Christmas and June/July holidays. The checkout period is automatically extended and books are due back the first day of school. Please pay close attention to this date, as fines will apply.

Library hours during vacation times will be announced or posted to the community.



# Emergency and Clinic Procedures

## Emergency Procedures

The following emergency procedures should be followed by teachers and students:



### **Civil Unrest**

If there is widespread rioting or other types of civil disturbances taking place in Sentani which make it impossible to deliver students safely to their homes, all students will be kept at the school and/or hostel until such time as parents or other parent-designated guardians can come to escort them off the property. The school administration will make every effort to maintain contact with parents to ensure the safety of students. This will be done primarily through mission leaders for the majority of our students.

In the event of a major disturbance on the campus, students and teachers should take cover in their rooms, turning off all lights and locking doors. An alarm has been installed at the school to give warning of such incidents.

### **Fire**

Alarm for a fire or fire drill will be continuous ringing of the elementary school bell, or by an announcement on the intercom.

When the announcement is given:

- Turn off lights, air conditioner, fans, anything electric.
- Leave room quickly, quietly, and single-file.
- Teachers should leave last, taking their class list and closing the door.
- Go to the designated area and line up. No running or talking.
- Teacher should take roll to assure that everyone is accounted for. If there are those unaccounted for, the director should be advised immediately.

When the all-clear signal is given, go back to the classroom quietly and in an orderly fashion. There will be periodic drills, at least one a semester.

### **Earthquakes**

In case of earthquake, the following procedures should be followed:

If inside:

- If tremor is mild, stay inside. Most earthquakes in Sentani are tremors which last for only 15 seconds or so. Keep away from bookshelves, etc. which may topple. If objects are falling, get under a desk.
- If tremor is severe, continues for longer than 15 seconds, and it is possible to safely move, walk directly to the soccer field.

If outside the classrooms:

- Stay outside
- Move to the soccer field.
- Sit down and wait for an adult supervisor to give instructions.

## **Medical Emergencies**

The office will have on file information from parents on students with special physical problems, i.e., allergies, asthma, etc., and will have on hand a supply of medication needed to be administered in case of emergency.

In the event of an emergency:

- Administer first aid
- Notify office staff
- The office staff will notify nurses on call
- In the event no one is in the office, have a responsible person get another available adult.

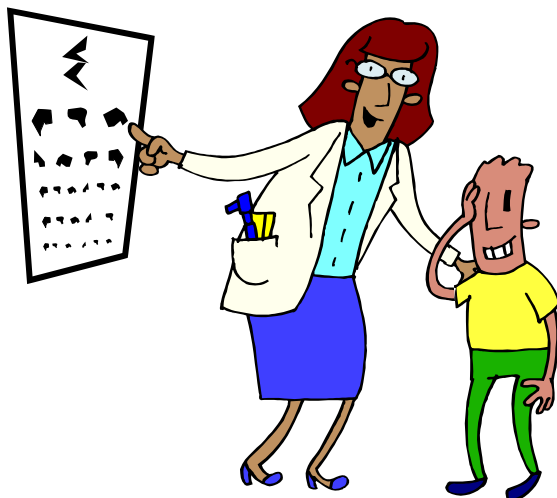
## **Other Emergencies**

In case of emergencies where it seems best to dismiss school, the Director will notify each principal who will then be responsible for notifying parents. Students will remain in the classroom with the teacher until transportation home is appropriately arranged. The principal will notify parents regarding continuation of school.

## **Clinic Procedures**

Clinic services are provided for school children during school hours. The nurse's hours will be scheduled in conjunction with available personnel and posted on the clinic door. If students will miss part of any class they need permission from the teacher before going to meet with the nurse. The medical program will also include simple vision and hearing screening.

*STUDENTS SHOULD NEVER DISPENSE MEDICATIONS.*



# STUDENT ACTIVITIES

## **Student Council**

Student government is an important part of the HIS educational program. Its primary functions are to provide wholesome activities for the student body, promote good citizenship, contribute towards more pleasant conditions around the school campus, and serve as a constructive method of interaction between the student body and the school administration and faculty.

## **High School Student Council Constitution**

### **Preamble**

We, the high school students of Hillcrest International School, in order to promote better understanding of the democratic principles of self government; to promote good citizenship among students; to provide wholesome activities for the student body; to stimulate and develop a positive attitude in the relationships of students, staff, administration and all concerned in the general welfare of the school; to establish pleasant and more convenient conditions on and around the school premises; and believing that...

- It is the Lord's will that we have a Christ-centered education,
- We should be examples of a Christ-filled life to the community,
- Christian fellowship is conducive to Christian growth,

do hereby ordain and establish this Constitution for the high school student council of Hillcrest International School.

### **Article I - Name and Members**

#### **Section 1 - Name**

The name of this organization will be the High School Student Council of Hillcrest International School.

#### **Section 2 - Members**

The members of the organization will be those elected by students at Hillcrest International School in grades nine through twelve.

### **Article II - Colors, Emblem**

#### **Section 1 - Color**

The colors turquoise and black will be designated as the official school colors.

#### **Section 2 - Emblem**

The emblem is the knight.

### **Article III – Ruling Principles**

The Hillcrest International School High School Student Council functions according to this constitution.

#### **Section 1 - Purpose**

The purpose of this organization will be to develop attitudes of, and practices in, good government; promote harmonious relationships throughout the entire school; provide a form of student expression and provide an orderly direction of student recommendations for educational changes.

#### **Section 2 - Duties of the Student Council**

To develop and adopt such by-laws as may be necessary to implement the constitution.

- A. To create, authorize, supervise, and coordinate committees for the specialized activities and services sponsored by Student Council.
- B. To consider, then pass or reject properly petitioned policies and changes recommended by the students and teachers.
- C. To accept or reject amendments to the constitution.

**Section 3 - Quorum**

Three-fourths of all Student Council must be present to vote at a Student Council meeting. The President will only vote to break a tie.

**Section 4 - Procedures**

Parliamentary procedures will be followed.

**Article IV - Student Council Officers****Section 1 - Election**

The officers of the student council will be persons elected by the students of the ninth through twelfth grades at the time of elections.

**Section 2 - Term of office**

Terms of office will be one school year.

**Section 3 - Qualifications of Student Council Officers.**

All officers must be members of the student body at Hillcrest International School at the time of their election and must have attended at least one semester at Hillcrest International School, previous to the elections.

- A. All officers must maintain a scholastic average of 2.5 except the president who must maintain a 3.0.
- B. All officers must be in grades 10-12 during their term of office.
- C. The president of the Student Council must be a junior or senior during the term of office.

**Section 4 - Duties of Student Council Officers.**

- A. The President:
  1. It will be the duty of the president to preside over all Student Council meetings according to approved parliamentary procedures.
  2. It will be the duty of the president to appoint chairman of various committees within the Student Council, subject to the approval of the Student Council.
  3. It will be the duty of the president to enforce decisions made by the Student Council.
- B. The Vice-President:
  1. It will be the duty of the vice-president to perform the duties of the president in the event of the president's temporary absence.
  2. The vice-president will serve as chairman of the Student Council Fund-Raising Committee.
- C. The Secretary/Social Secretary:
  1. It will be the duty of the secretary to record the minutes of all Student Council sponsored activities and all Student Council meetings.
  2. It will be the duty of the secretary to keep files of the records of all committees and their activities.
  3. It will be the duty of the secretary to keep a record of attendance at all Student Council meetings.
  4. It will be the duty of the social secretary to plan and suggest dates for all social events sponsored by the Student Council, coordinated and subject to approval by the Student Council.
- D. The Treasurer:
  1. It will be the duty of the treasurer to manage the finances of this organization, keeping a record of all receipts and expenditures made by this organization, and to be prepared to present a financial report to the Student Council.
  2. It will be the duty of the treasurer to prepare and submit plans for the financial betterment of the Student Council.

**Article V - Class Representatives and Their Duties****Section 1 - Class Representation**

Each class will be represented in Student Council.

**Section 2 - Term of office**

The term of office of the representative will be one school year.

**Section 3 - Duties of Representatives**

It will be the duty of the Student Council representatives to truly represent the opinions of their classes to the Student Council and bring relevant information to the class about matters discussed in Student Council meetings

**Article VI - Removal from Office**

Officers or representatives found liable for removal from their position, for reasons other than academic standing will be removed by a petition of one-third of the members of the body to which he or she is responsible and two-thirds of the Student Council. Any committee member found liable for removal may be removed from the committee by agreement of the advisor and the chairman.

**Article VII - Replacement of Officers****Section 1 - Removed from office.**

Officers removed from office, either voluntarily or involuntarily, will be replaced in the same manner in which they were elected.

**Section 2 - Unable to fulfill office**

With the exception of the President, all Student Council Officers unable to fulfill their office or no longer in attendance at Hillcrest International School will be replaced by nominees of the Student Council. The President will be replaced temporarily by the Vice-president until a new President can be elected in the same way the former President was chosen.

**Article VIII - The Power to Veto****Section 1 - By Principal**

All decisions and actions of the Student Council are subject to veto by the Principal or Director.

**Section 2 - By Student Council**

Any constitutional interpretation may be overruled by a two-thirds vote of the Student Council.

**Article IX - Management of Finances****Section 1 - Account**

The funds of this organization will be maintained in an account in the school accounting system.

**Section 2 - Expenditures**

No expenditures may be made by this organization without the consent of the advisor. The consent of the principal is necessary on major expenditures.

**Article X - Proposals and Ratifications****Section 1 - Proposal**

The amendment of this constitution will be proposed by a two-thirds vote of the Student Council or by petition signed by at least one-fourth of the members of the student body.

**Section 2 - Ratification**

This constitution will be ratified by a two-thirds vote of the student body which will be conducted by secret ballot.

**Article XI - Amendments****Section 1 - Proposal**

An amendment of this Constitution will be proposed by a two-thirds vote of the Student Council or by a petition signed by one-fourth of the members of the student body.

**Section 2 - Ratification**

An amendment to this constitution will be ratified by at least a two-thirds vote of the student body by secret ballot.

**Article XII - By Laws**

This constitution will be implemented through the by-laws. Any change or addition to the by-laws will require a two-thirds vote of the Student Council.

## **Student Council by-laws**

### **Article I - Student Council Officers**

#### **Section 1 - Nominations**

Candidates will obtain a petition from the office and must obtain the signatures of at least 20% of the Student Body.

- A. No candidate may withdraw after they have accepted the nomination.
- B. Nominations must be made before the week prior to elections.

#### **Section 2 - Election**

Elections will be held three weeks after the beginning of the school year.

- A. Elections will be conducted by secret ballot.
- B. A majority of the voters will be necessary for election.
- C. In case no one of the nominees receives a majority vote, a second vote will be taken between those two nominees receiving the highest number of votes.
- D. A special committee of students selected by the advisor will organize and conduct these elections.

#### **Section 3 - Inauguration**

- A. All officers elected will be inaugurated at an assembly.
- B. Prior to election, the candidates will be responsible for learning the duties of their respective offices.

### **Article II - Class Representatives**

One representative from each class will be elected within four weeks of the first semester

### **Article III - Committees**

#### **Section 1 Chairmen**

The chairpersons of all Student Council committees will be appointed by the student body President, subject to the approval of the Student Council.

#### **Section 2 - Term**

The appointment of chairmen and members of all committees will in no case be considered to extend beyond the school year in which they were appointed.

## **Middle and Elementary School Service Corps**

Service Corps is an informal voluntary group of E/MS students who serve the school and their classmates in various roles. Its purpose is to offer a forum for the development of servant leaders after the biblical model of Mark 10:42-44: *Jesus called them together and said, "You know that those who are regarded as rulers of the Gentiles lord it over them, and their high officials exercise authority over them. Not so with you. Instead, whoever wants to become great among you must be your servant, and whoever wants to be first must be slave of all.*

They meet regularly to plan special events and serve. Some of the responsibilities in the past have been: ringing the E/MS bell, planning School Spirit Week and Secret Angel Week, planning and keeping tabs on the E/MS Community Development Project, administering the Hillcrest International Private Post Office (HIPPO), and assisting teachers who request assistance with classroom chores.

## **Clubs and Other Activities**

Club activities, class activities, Christian service outreach, publications, musical groups and sports activities play an important part in the life of HIS students. There is no limitation on the number of organizations to which a student can belong. However, students are urged to consider carefully their time involvement in extracurricular activities.

# Fees

## Principles

The following general principles apply to fee payments:

1. All fees are listed in US dollars.
2. One half of the annual tuition fee and campus development fee is payable at the beginning of each semester.
3. Special arrangements may be made with the school Director to pay monthly.
4. Upon early withdrawal, semester tuition fees and campus development fees will be refunded as follows:
  - If withdrawal occurs within the first nine weeks of the semester, there will be a 50% refund of the semester fees.
  - If the withdrawal occurs during the second nine-week period of the semester, there will be no refund of the semester fees.
5. Upon late registration/entrance, the semester tuition and campus development fees will be as follows:
  - If entrance occurs during the first nine weeks of the semester, the full semester fees will be charged.
  - If entrance occurs during the second nine-week period of the semester, 50% of the fees will be charged.
6. Children not currently enrolled in HIS, such as those being home schooled, may visit and participate in the school program by special arrangement with the appropriate principal. One week's advance notice and the agreement of the classroom teacher(s) are required. There will be a tuition fee when HIS curriculum and staff resources are utilized. The daily fee is \$100, mission discounts will apply.



## Categories

### **Sponsoring Missions**

This category is for students from the missions or groups which founded the school, e.g. ABMS, APCM, C&MA, MAF, NTM, WBT, TEAM, UFM, World Team, and ZGK. Because the funding of school facilities and teacher provision come from these groups, they pay subsidized rates. Other groups may consider becoming a sponsoring mission provided their statement of faith agrees with the school's statement of faith and they contribute significantly to the investment of HIS (contact any board member for additional information). The board must approve sponsoring groups.

### **Non-Sponsoring Evangelical Missions/Organizations**

This category is for students whose parents are in the country under the auspices of mission service organizations. These could be missions or Christian groups other than the sponsoring organizations which work in Indonesia for the welfare and advancement of the local people, specifically focusing on Jesus Christ as the only Savior and Lord, and whose general doctrines are in agreement with the Apostle's Creed. Examples include: YPA, YMP3, YBI, Tariku, De'Pulau, YWAM, Helimission, or the local church such as GIDI or GKI. New organizations wishing to qualify for the Non-sponsoring Evangelical Mission status will need to provide a letter from the organization's headquarters stating the goals, purpose, mission and beliefs of the mission and the family's membership in the organization. If there is no mission or organizational affiliation the burden of proof will lie with the family to provide strong rationale for acceptance into the Non-Sponsoring category.

## **Categories, continued**

### **NGO/Humanitarian Missions/Organizations**

This category is for students whose parents are in the country under the auspices of non-profit service organizations. These could be missions or groups other than sponsoring and non-sponsoring which work in Indonesia for the welfare and advancement of the local people. Examples of this category would include AMA, UNDP, UNICEF, WWF, Clinton Foundation, or Habitat for Humanity.

### **Business and Government**

Students in this category are not subsidized and pay full costs.

## **Fee Amounts**

<b><u>Tuition fees</u></b> <b><u>(per student per year)</u></b>	<b><u>Sponsoring</u></b>	<b><u>Non-Sponsoring</u></b>	<b><u>NGO/ Humaanitarian</u></b>	<b><u>Business/ Government</u></b>
Kindergarten	\$1,475	\$2,225	\$2,800	\$3,700
Elementary School (grades 1-5)	\$2,325	\$3,475	\$4,625	\$5,775
Middle School (grades 6-8)	\$2,325	\$3,475	\$4,625	\$5,775
High School (grades 9-12)	\$3,050	\$4,525	\$6,100	\$7,625

## **Tuition Reductions**

1. Any organization providing full-time instructional, administrative, or maintenance personnel for the school (defined as someone who gets their visa through the school) will be compensated with a tuition reduction. The tuition reduction will be 2% of the tuition per teacher per student. (For example, an organization having two teachers would receive a 4% discount for each student in the same organization.)
2. Any part-time instructional, administrative, or maintenance staff (those that are in the country without a school visa or work permit) will be considered volunteer staff. Organizations will not be compensated with a tuition reduction for volunteer staff.

## **Campus Development Fees**

<b><u>Campus Development Fees</u></b>	<b><u>Sponsoring</u></b>	<b><u>Non-Sponsoring</u></b>	<b><u>NGO/ Humaanitarian</u></b>	<b><u>Business/ Government</u></b>
Kindergarten	\$50.00	\$100.00	\$500	\$1,250
Elementary (grades 1-5)	\$100.00	\$200.00	\$750	\$2,000
Middle School (grades 6-8)	\$200.00	\$350.00	\$1,000	\$3,000
High School (grades 9-12)	\$200.00	\$350.00	\$1,000	\$3,000

Funds raised by groups or individuals towards campus development projects may be applied towards the campus development fees for the students of that group or individual starting from the beginning of the school year in which those funds are received.

## **Hostel fees**

The hostel fees per person per year for the 2011-12 school year are as follows:

Hostel Parents	Actual costs
Sponsoring group	\$2,500
Non-Sponsoring group	\$3,000
NGO/Humanitarian group	\$3,500

Business/Government group

\$4,000

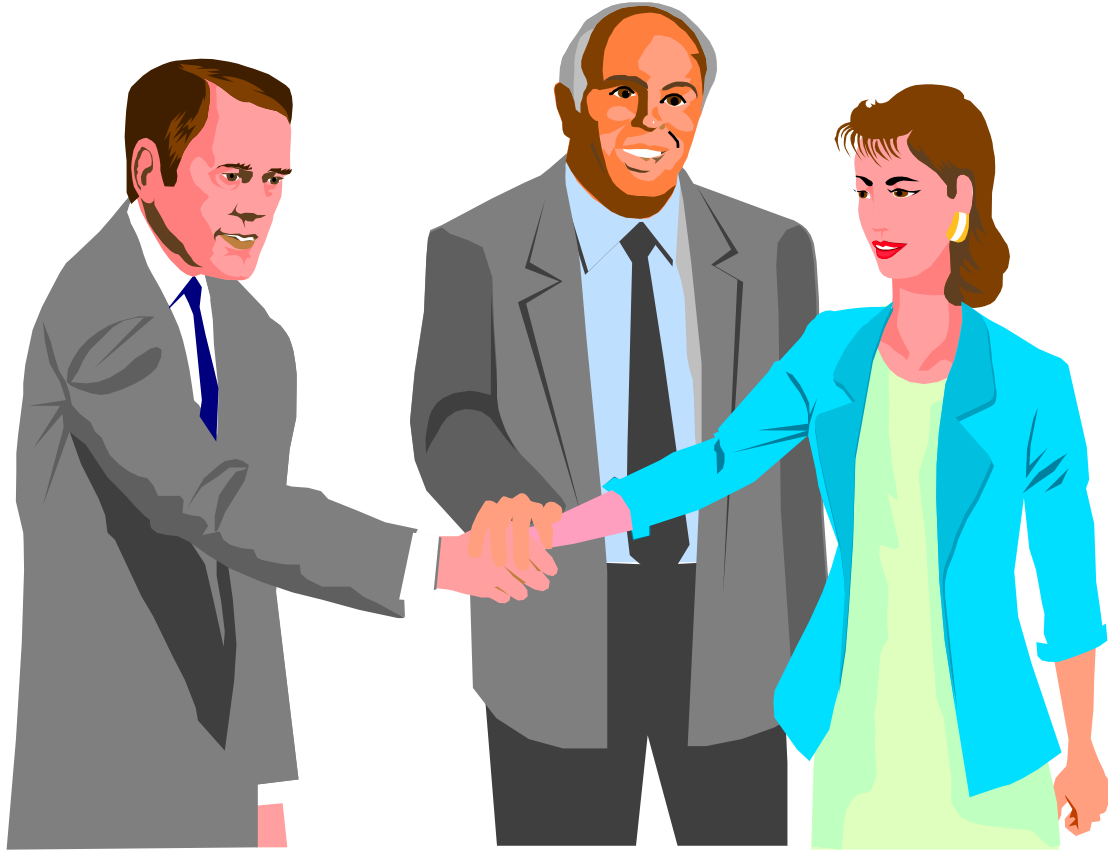
In order to make payment easier, parents may pay in ten equal monthly payments. This is not the cost of one month, but is a tenth of the yearly fee. Therefore the payments for December and January will be the same as other months though the students are only in the hostel half of each of these months. Payment of hostel fees will be due at the beginning of each month. Allowances and special costs not covered by hostel fees will be passed on to the parents.

Hostel space is reserved by placing a \$50 deposit. Of those placing a deposit, until March 1, priority is given to students from sponsoring organizations, then to students from non-sponsoring groups, then to non-profit groups, and finally to business/government students. From March 2 through May 1, a second round will be considered using the same priority, should any spots still be available. After May 1 all organizations will be considered equally on a first come first served basis for open spots. The deposit fee will be refunded when the student leaves the hostel.

If a deposit and application are submitted and later rescinded, the school must be notified by May 1 in order for the deposit to be refunded. After May 1, unless there are extenuating circumstances such as visa problems or no hostel parents, the deposit is forfeited to the campus development fund. The selection of another boarding option is not considered an extenuating circumstance.

### **Delinquent Accounts**

All fees must be paid in full before any records are released. The school will not re-admit a student with unpaid bills.

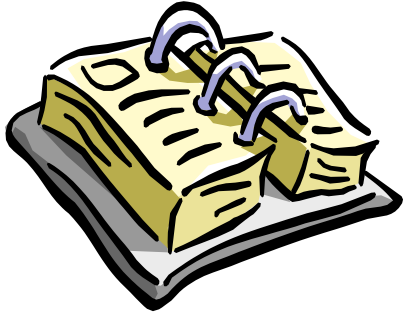


## HIS STAFF

Name	Position
Ambrose, Esther.....	Wamena Satellite School
Ambrose, Kyle .....	Wamena Satellite School
Banamtaun, Jonathan .....	Custodial
Berg, Darren.....	High School Math
Bontrager, Myron.....	Kindergarten/Grade 1
Brady, Scott .....	Grade 5
Claassen, Vangie.....	Middle School Social Studies, Science, Bible
Compton, Jonathan .....	IT/Computer/Network
Conkling, Joyce .....	Middle School Language Arts
Cripe, Tim.....	High School Principal
DeFretes, Rachel .....	Indonesia, High School
Dotulong, Elsje .....	Administrative Secretary
Evans, Cherie.....	Grade 4
Flegal, Carole.....	Grade 2
Flegal, Tim.....	IT/Computer
Harrington, Amber .....	Second Semester - Grade 6
Heuton, Joel and Elaine .....	Second Semester - Hostel Parent
Ibo, Johannis .....	Indonesian
Jacob, Piet.....	Maintenance
Juneau, Paul .....	High School Science
Kawengian, Masje.....	Receptionist
Kawengian, Kiki .....	Maintenance

Kim, Ji Young.....	Korean Mother Tongue
Kogoya, Wiya.....	Grounds
Kolua, Pendigan.....	Custodial
Kriens, Leta.....	Grade 3
Kumajas, Mercy.....	Custodial
Manoach Erick.....	Computer Support
Mandowen, Ronny.....	Maintenance
Mokodompit, Hence.....	Maintenance
Moore, Rose.....	Second Semester - Art, Art History
Mueller, Dan.....	Director/EMS Principal
Nelwan, Meity.....	Photocopy and Billing
Ranck, Nancy.....	Grade 2
Rantung, Bernard.....	Finance Supervisor
Rorimpandey, Felix.....	Maintenance Supervisor
Simmons, Ben.....	High School Social Studies/English
Sjoblom, Cheryl.....	MS/HS Math
Sohilait, Flipus.....	Government Relations Manager
Sokoy, Petrus Dembu.....	Maintenance
Surlia, Ruth.....	Library
Susilo, Lucke Catur.....	Computer Manager
Wenda, Jarius.....	Maintenance
Weya, Tomy.....	Grounds
Whatley, Nathan.....	E/MS Computer
Wiley, Joan.....	High School English
Worang, Syenny.....	Finance/Book keeper
Yikwa, Mina.....	Custodial
Zechiel, Lorin and Heather.....	Hostel Parents

## CALENDAR 2011-2012



First day of school.....	August 10
End of first quarter.....	October 14
End of first semester.....	December 21
Beginning of second semester.....	January 17
End of third quarter.....	March 16
End of second semester.....	May 25

### **ADDRESS INFORMATION**

*P.O. Box 249 • Sentani 99352 • Papua • Indonesia*

#### *Telephone*

Office: 001-62-967-591460  
Office Mgr. Handphone: 0812-481-1699  
FAX: 001-62-967-592637

#### *Email Addresses*

Director: [hisdirector2011@hismk.org](mailto:hisdirector2011@hismk.org)  
High School Principal/ Counselor: [counselor@hismk.org](mailto:counselor@hismk.org)

We, the undersigned, confirm that we have read and understand this handbook.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

All charges at the student store must have pre-authorization from the persons whose account is to be charged.

\_\_\_\_\_ Yes, I give my child(ren) permission to charge my account at the student store.

\_\_\_\_\_ No, my child(ren) will pay cash for their purchases.

NAME: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

I give permission for my junior or senior son/daughter \_\_\_\_\_ to leave campus when he/she is not in class, if necessary.

\_\_\_\_\_ Name:

\_\_\_\_\_ Date



## Computer and Internet usage while at Hillcrest International School

I, \_\_\_\_\_, do here by give permission for:

Student (printed name)	Grade
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

to utilize the school computers, during regular school hours, to complete assignments, projects, homework, or other school assignments. For high school students, this means they will be given an individual user name and password.

My student(s) and I have read the computer department policy in the Student – Parent Handbook and agree to abide by this policy. We further understand that abuse or neglect of this policy will result in loss of computer and internet privileges at HIS.

Signed,

_____	_____
parent name	date

Student Signatures	date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____