



Dear Parents and Students,

This handbook outlines policies and procedures that you will be asked to follow while at Highlands Christian School.

Parents should read the handbook carefully. Parents are encouraged to review the policies with their child. It is important that you keep this handbook to use as a reference throughout the year. We will notify you of any updates made to the handbook.

Gratefully,

Rebekah Bailey  
Principal



### **Contact Information**

Highlands Christian School  
721 Easton Road, Suite 100  
Dallas, TX 75218

Phone: 214.973.9209

Email: [office@highlandschristianschool.com](mailto:office@highlandschristianschool.com)

Website: [www.highlandschristianschool.com](http://www.highlandschristianschool.com)

### **Faculty and Staff**

Principal: Rebekah Bailey

Assistant Principal: Austin Nevitt

Pre-Kindergarten: Shannon Addison

Pre-Kindergarten: Darsi Grunewald

Kindergarten: Michele Patterson

First Grade: Landry Snelling

First Grade: Carol Burum

First Grade: Landry Snelling

Second Grade: Rebecca Griffith

Second Grade: Drue Puckett

Third Grade: D'Ana Dawson

Fourth Grade: Becky Ford

Fourth Grade: Beth Lyons

Fifth Grade: Janet Reibenstein

Sixth Grade: Mary Jane Gilliam

Sixth Grade: Meredith Mosley

Social Studies and Computer: Debby Duncan

Math: Alex Bailey

Art: Jean Fraser

Music: Robin Hinkler

French: Mary Jane Gilliam

Physical Education: Natalie Radcliffe

Recess: Kevin Ballard

Admissions & Office: Meghan Riney



Library & Office: Rachel Eichstadt  
Programs: Liz Comstock  
Advancement: Abby Wills



### **Board of Directors**

President: Jeff Giddens  
Hunter Allen  
Millye Hale  
Adam Herrin  
Clay McBee  
Robin Wantland  
Debbie Welch

### **Parents Club**

#### **Officers:**

President: Rachel Lane  
Vice President: Erin Stone  
Secretary: Hailey Bain  
Treasurer: Maggie Morrow  
Parliamentarian: Beth Emerson  
Communication: Brittany Perry  
Chaplain: Michelle Bill

#### **Chairs:**

Book Fair: Leigh Breunig, Laura Lee Calce  
Carnival: Kate Cox, Courtney Harrison, Erin Stone  
Enrichment Programs: Jennifer Ortiz, Kathryn DeLario  
Field Day: Jessica Loyd, Kim Wolbrink  
Fundraising: Julianne Harper, Alexa Scott  
Grandparents Day: Linde Giddens, Amber McCullars  
July 4<sup>th</sup> Parade: Brittany Perry, Jessica Loyd  
Library: Erica Duncan, Marina Simmons, Kelly Sea, Sue Goodrich  
Lunch: Hailey Bain, Iuliana Istratii  
New Family Liaison: Meredith Sauer, Laurie Higgins  
Social: Beth Emerson, Stephanie Touts  
Teacher Appreciation: Ginny Taylor, Valerie Herrin, Lis McMullen  
Yearbook: April Cook, Brittany Perry, Michelle Bill



### **Important Dates**

August 20: First Day of School

September 2: School Holiday

October 10-15: Fall Break

November 25-29: Thanksgiving Break

December 20-January 6: Christmas Break

January 20: School Holiday

February 17-18: School Holiday

Mar 10-14: Spring Break

April 18-21: School Holiday

May 22: Last Day of School



### **Introduction**

Miss Mae Carden developed the Carden Method in the late 1930's and early 1940's in response to what she felt was a deteriorating academic curriculum and a turning away from the teaching of traditional American values in public schools.

Miss Carden eventually formed the Carden Educational Foundation to promote the Carden Method on a national scale, to support teacher training, and to provide Carden curricular materials to Carden schools. Today, there are approximately 100 Carden schools throughout the United States with recent expansion to other countries around the world.

### **HCS Curriculum and the Carden Method**

In the Carden Method, students are not merely exposed to the basic skills of learning— they are thoroughly taught. The Language Arts program includes the systematic teaching of phonics, reading, spelling, writing, and grammar. Saxon Math provides a depth of understanding with the teaching of arithmetic skills. The remainder of the academic and cultural program is rich and extensive, featuring science, geography, history, French, Latin, art, art appreciation, physical education, music, and character development. The emphasis of our program is the development of the whole child.

Inherent in the Carden Philosophy of Education is character development that focuses on high standards of personal behavior, mutual respect, self-discipline, mental and physical stamina, and self-confidence. The goal of Highlands Christian School is to produce an educated and self-reliant individual. The School holds to Miss Carden's dictum, "Real education develops sound judgment and requires practical application of knowledge in all aspects of learning and in every phase of life."

New Highlands Christian School teachers have received certification in the Carden Method through course work provided



by the Carden Educational Foundation. New teachers receive on-site training and coaching by experienced teachers.

### **Admission to Highlands Christian School**

Highlands Christian School admits students regardless of race, religion, and national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the students at school. It does not discriminate on the basis of race, religion, or national and ethnic origin in admissions, hiring, administration of its educational policies, and other school administered programs. Highlands Christian School is unable to provide the facilities, staff, or resources for a special needs student. For specific services, such as hearing or vision screening, speech therapy, psychological testing, or academic evaluations, the local public elementary or other professionals should be consulted.

All prospective students are assessed to determine appropriate placement. A fee is charged for the evaluation. Parents will be notified of acceptance based on assessment results and related information.

Students entering our four-year-old program must be four years old by September 1. Students qualify for Kindergarten if they are 5 years old by September 1. Students entering later grades should be the corresponding age to the grade level. Placement is ultimately decided by the administration.

### **School Organization**

Highlands Christian School is a 501c3 non-profit organization funded solely through tuition and tax-deductible donations. Contributions made to Highlands Christian School are deductible for income tax purposes to the full extent allowed by law.

The Board of Directors is the governing body of the school and makes decisions determining the general direction and policies of



the school, in support of the mission of the school and informed by the administration.

We provide a complete educational program for children from Pre-K through sixth grade. Pre-K through second grade follow a typical elementary school organization with a homeroom teacher responsible for all subjects, supplemented by specialists in art, music, French, and physical education. Students in grades three, four, five, and six have a homeroom teacher and change classes to meet with specialty teachers in various subjects.



## **General Information**

### **Absence**

There are 164 days in the HCS school year. We expect parents and students to limit absenteeism to illness and emergencies, so that the student may receive the full benefit of the curriculum. The following policies concern absence from school.

#### **Excused Absence**

- Verified medical appointments, with printed excuse from the office of the medical appointment showing the date and time of the appointment.
- Personal illness verified by parental note. (Chronic illness of 4 or more days may require a doctor's verification.) Note: Students are required to be symptom free for 24 hours before returning to school or attending a school function.
- Serious illness or death in the family, or other similar serious events.
- Funerals
- Any other absences will be excused from school only with documentation from a physician.

#### **Absence for Vacation**

At times parents may wish to travel with their children during the school year. Make up work assigned at the teacher's discretion will be ready on the day that the student returns to school. It is understood that vital class time will be missed that cannot be made up. The student's overall grade average, performance and learning may be affected.

#### **Unexcused Absence**



All absences not classified as excused, will be considered unexcused. The parent/guardian will be contacted when the school identifies that an attendance problem exists. The student and/or parent may be required to attend a conference with the teacher to discuss the matter.

### **Make-Up Work**

It is the responsibility of the student to make up work missed due to absences. The student is expected to communicate with the teacher on the first day back to school for missing assignments. Extended absences by the student may result in a grade reduction due to the inability of the student to participate in classroom learning activities and potentially an incomplete on a report card.

### **Reporting Absences**

The school office should be called between 8:00 A.M. and 9:00 A.M. on the first day of absence to notify the school that the student will be absent that day (or may be late to school). The office telephone number is **214.973.9209**. Make up work should be requested at this time.

### **Absence Limits**

Any student who accumulates six (6) or more excused or unexcused absences during one quarter without making arrangements to make up work may be required to conference with the teacher and administration. If necessary, tutorial instruction arrangements may need to be made by parents. In addition, a student receiving a failing grade in a subject area will be required to attend tutoring. ***An "Incomplete" mark may be given to any student who has been absent ten (10) days or more in a quarter.***

### **Academic Assistance**



Occasionally, a teacher and/or parent may feel that a student would benefit from extra assistance. While the classroom teacher is responsible for the child's educational program, extra assistance may be needed to solidify the basics of the Carden Method for new students or for a specific academic need. In such cases, parents may wish to contact a private tutor or request tutoring from the classroom teacher. It is standard HCS policy that teachers be paid \$50.00 per hour for private tutoring. If a teacher tutors a group of students, the fee is adjusted to \$25.00 per child. All payments for tutoring are to be made to the tutor directly. Non-HCS students may not be tutored on school grounds unless the student has been accepted to attend HCS or permission has been granted by the administration.

### **Academic Integrity**

Highlands Christian School expects each student to act with integrity in all areas of their life. Academic integrity is no exception. HCS expects that the grades the student receives will reflect, in the fairest way possible, the academic work accomplished. Cheating of any kind is contrary to the philosophy of HCS and will not be tolerated. Each time a student cheats, every student is hurt because the value of their education and respect for HCS is diminished. Academic dishonesty involves an attempt by a student to show possession of knowledge or skills that he/she does not possess.

**Cheating** is using dishonest, deceptive, or fraudulent means to obtain or attempt to obtain credit for academic work that is not one's own. Cheating includes, but is not limited to:

1. Looking at another student's work and taking those answers as your own
2. Copying another student's homework, in whole or in part
3. Having a parent or another person do your homework or assignment
4. Telling others what is on a test/quiz
5. Obtaining the answer key and using or sharing it



6. Claiming something is your work when it is not
7. Tampering with grades or grade books
8. Using cheat sheets of any kind, including electronic devices.
9. Giving your work to another student to copy
10. Giving or asking for answers on any work

**Plagiarizing** is the taking of ideas, writings, etc., of another and, without properly citing the source, passing it off as one's own. Plagiarism is considered a serious offense whether it occurs in a class assignment, essay, project, or term paper and is subject to the same disciplinary actions as listed below.

Cheating of any kind may result in the following consequences as is appropriate to the age of the student and the severity of the offense:

1. A private discussion with the teacher
2. A grade of zero on the assignment
3. An opportunity to do the assignment correctly
4. Communication with the parent by email, phone, or note home
5. A parent-teacher conference
6. Suspension

#### **Academic Probation**

When academic or behavioral improvement is necessary, a student is placed on probation. A conference is held to discuss the issues. Probation is used as an incentive for student improvement. The length of the probationary period is at the discretion of the classroom teacher and administration.

#### **Appointments-Medical and Dental**

Parents are encouraged to schedule appointments after school hours. Dismissal during class time is disruptive for your child, the teacher, and the entire class. Teacher discretion will be used regarding any make-up work or tests missed during the absence. Parents are advised to notify the classroom teacher in advance of any scheduled appointments. If a student does need to leave



school for any reason during school hours, parents will go to the school office to sign out their child. The office staff will arrange for the child to be brought to the office for pick up.

If a child returns to school before the school day is completed, he or she must sign in before returning to class.

### **Backpacks**

As a faculty we firmly believe in promoting healthy habits for our students. Therefore, please stress to your child the importance of only taking home the books needed for school homework assignments. This will reduce the weight of student backpacks. Also, students are encouraged to travel from class to class only with necessary textbooks. Additional texts should be left in their student desks or classroom storage areas.

### **Birthdays**

Children may bring one cookie per student and festive napkins on their birthday. (No drinks, cupcakes, or favors.) Send cookies in individually-wrapped packages such as Ziploc bags. Room moms will provide their teacher with a list stating the day each child will bring cookies. Please send the teacher a note if the date changes.

Balloons, flowers, edible fruit bouquets, cookie bouquets, or any other deliveries to students are not allowed at any time. Understanding that no child be made to feel left out, parents should caution their child regarding classroom discussion of his or her birthday celebration. **Birthday party invitations may be distributed at school only if:**

- a. All students in the class are invited, or
- b. All of the girls in the class are invited, or
- c. All of the boys in the class are invited.

### **Bullying**

At Highlands Christian School, we believe that all students deserve to be treated with respect, kindness, and dignity. We ask



students to report any mistreatment of others to their teachers or to the proper authorities. Please see consequences of bullying behavior under Conduct.

### **Care Of Materials And Facilities**

Students and their parents are responsible for the proper use and care of school textbooks, materials, equipment, furniture, and facilities. Parents will be notified in cases of lost or damaged items and will be billed for necessary repairs and/or replacement.

*Pursuant to the policy of the Carden Educational Foundation, Carden copyrighted materials are not sent home. If a parent wishes to view Carden texts and workbooks, an appointment may be made with the classroom teacher.*

### **Cellular Phones**

Cell phones are not allowed at Highlands Christian School.

### **Change Of Address/Telephone**

In the event of a change of address, phone number, or e-mail, please notify the school office and the classroom teacher as soon as possible. **This is very important in the event that your child becomes ill or is injured at school.**

### **Child Abuse Requirements**

HCS and its employees will comply with their reporting obligations under Section 261 of the Texas Family Code. If an employee has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person, the employee shall report the basis for that belief to the Texas Department of Family and Protective Services.



### **Classroom Visits**

Arrangements will be made for a prospective student to visit for a part of the day or for a full day, depending on the grade level. **All visitors** must first report directly to the school office. All visitors must sign in and receive a visitor pass. Forgotten items such as lunches must be brought to the school office. **Parents may not deliver items to the classroom at any time.**

### **Class Parties**

Parent volunteers are needed to help with party goods. Volunteers do not actually attend the parties, but send cookies, drinks, and paper goods to school on the day of the party or leave them in the school office clearly marked with the name of your child's home-room teacher. Follow guidelines under Birthdays for sending cookies and for other items that are not permitted. You may sign up to help with party goods at the class sign-up meeting.

### **Communicable Diseases**

Highlands Christian School works cooperatively with state and local health agencies to prevent, control and contain communicable diseases. A communicable disease can be a serious concern for both afflicted person and the school community. Each communicable disease will be judged on its own merits following the policies and procedures established by Highlands Christian School. Parents/guardians must immediately notify the school if they suspect or know that their child has been exposed to or has a communicable disease that may present a health threat to their child or others. Students are required to be symptom free for 24 hours before attending school or any school function.

### **Conduct**



### ***Code of Conduct for Students***

Highlands Christian School prides itself on the conduct of its students. A safe, well-disciplined, neat, and clean atmosphere provides the best learning environment for students to be able to take full advantage of educational opportunities. The purpose of a code of conduct is to promote genuine pupil development, to increase respect for duly constituted authority, to assist the growth of self-discipline, and to provide an environment conducive to learning.

We believe that life-long success depends on a person's ability to assume agency over his/her own behavior. This means that the individual must take the responsibility for making appropriate decisions regarding achievement, interactions, safety, and environment.

General guidelines for behavior include the four "P's": *Prompt, Prepared, Polite, and Productive.*

Miss Carden speaks about "cause and effect" and that this needs to be considered in the decision-making process. Eventually the student should come to understand that the student is not the victim of the actions of another; rather that the student is in charge and accountable for the effects of his/her own behavior. It is expected that the students of Highlands Christian School will adhere to the following **Code of Conduct** every day:

- Be kind to one another
- Work diligently
- Respect the property of others
- Wear the school uniform proudly
- Come to school on time and prepared
- Demonstrate appropriate behavior at all times with self-discipline, courtesy, and consideration for the teacher and classmates



*One of the greatest services a teacher can render any child is the ability to face his conduct fairly.*

*~Mae Carden*

### **Code of Conduct for Parents**

Occasionally a parent may have a concern regarding their own child, another student, a teacher, or an assignment. Any concerns should be addressed first to the child's teacher in private. Many issues can be resolved quickly and most efficiently with a discussion with the primary teacher. If a parent feels the problem warrants further discussion, an appointment may be made with the Principal. If issues continue to remain unresolved, the parent may request a joint meeting with the Principal and members of the Conduct Committee of the Board of Directors. This meeting may be requested through the Principal.

By enrolling their son or daughter in our school, parents agree to abide by the regulations and policies set forth in this Handbook and recognize the school's right to govern student behavior and enforce these regulations. Student conduct and discipline are ultimately the responsibility of the parents. In the interest of the child and the school, parents are expected to support the teacher and school in establishing and maintaining excellent behavior.

Discipline at Highlands Christian School is to be considered an aspect of guidance. It provides a classroom conducive to learning, promotes character training, maintains an atmosphere which upholds moral values, and emphasizes the importance of self-discipline and correct choices. Discipline is one of the fundamental elements that aid the process of maturing and becoming a productive member of society. Developing habits of self-discipline characterizes the move of an individual from external control toward becoming an effective, self-directive adult. Order must be maintained at all times. Students and parents are expected to conduct themselves properly and in a manner outlined in the guidelines presented in the Handbook.



Students and parents on school-sponsored activities are representatives of Highlands Christian School. Their conduct is expected to conform to the regulations set forth by the administration and the sponsor of the event. Parents who chaperone a field trip or attend a school function have the responsibility of modeling the same standards that we expect from the children.

For a better understanding of the Carden approach to learning, all parents are encouraged to read *Let's Bring Them Up Sensibly* by Mae Carden. This 109-page book was published in 1967 and contains a wealth of information on raising healthy, productive, well-mannered, and moral citizens. Parents who read this little gem of a book will come away with a richer knowledge of our teaching foundation.

*Oh, Parents! Please do not deny your children obedience;*

*For if you deny them  
obedience, you deny  
them courtesy; If you  
deny them courtesy, you  
deny them deference;  
If you deny them deference, you deny them reverence;  
And if you deny them reverence, you deny them the ability to  
achieve their full stature, because they will never know  
humility.*

Mae Carden, *Let's Bring  
Them up Sensibly*, p. 62

### ***Expectations for Parents***

Highlands Christian School is committed to providing a safe and orderly school environment where students will receive and the



administration and faculty may deliver quality teaching without disruption or interference. Responsible behavior by students, teachers, parents and other visitors is essential to achieving this goal.

Highlands Christian School has a set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. The school recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. Unless otherwise indicated, these behavioral expectations apply to all students, school personnel, parents and other visitors when on school property or attending a school function.

As my child's most important educator, I understand that I teach my child best by my own example of character, responsibility, and respect. With this in mind I agree to do the following:

- I will have my child in school on time every day and in appropriate dress pursuant to the uniform policy.
- I will not interfere with classroom or afternoon activities with unnecessary visits to the campus, the classrooms, or by lingering in the parking lot.
- I will not conduct parent/teacher conferences, no matter how small or how big I perceive the issue, without an appointment with the teacher or principal. Conferences of any kind may not be conducted unless an appointment has been made in advance.
- I will not promote my own personal business by distributing pamphlets, brochures, flyers, business cards, or invitations on school property, or by using school communications to conduct such business.
- I will lead by example by conducting myself in a professional, respectful and courteous manner.



- I will not smoke, consume alcohol, or use other mind-altering substances while on the school campus or at any school sponsored children's activity.
- I will not tolerate vulgar, sarcastic, or inappropriate language from my child as well as bullying, violent, or aggressive speech or behavior. I will set a good example in my own speech and behavior.
- I will show respect for the teacher and any other adult in authority in front of my child at all times, regardless of what I may think of their actions or say to them in private.
- I will not disrupt classroom procedures by gaining the attention of my child when on campus for volunteer duties. I understand that this undermines the authority of the teacher.
- If I have volunteered for a specific task, I agree to keep the appointment or find a replacement for the duty to which I was assigned.
- When on volunteer duties, I agree to continue with the appointed task as efficiently as possible and not linger or loiter on campus.
- I will not interrupt my child's school day by asking him or her to come to the office for a message.
- I will deliver lunches and other items to the office and not disrupt the classroom.
- I will never lie to the administration or the teachers to protect my child from the consequences of his/her behavior.
- I will stop rumors. I will go through the proper channels when I have a problem.
- I will not gossip about the administration, teachers, parents or students at any time.
- I will not speak disrespectfully about administration, faculty and other parents especially when there is a disagreement.
- I will not undermine school policies, procedures, programs, or other school activities by speaking to



other parents or my child without having acquired pertinent information and discussing my concerns with the administration beforehand.

- I will follow the procedures in the Student/Parent Handbook as soon as I perceive there to be a problem that I feel needs to be rectified.
- I will speak to the teacher or adult in charge before I accept my child's version of an incident. I know the good of all children comes before my child's needs or wants.
- I will follow the school's rules, calendars, deadlines, and expect my child to do the same even when I may disagree.
- I will not allow or solicit any illegal activity while children are in my care on a field trip or any school sponsored activity.
- I will ensure that all nannies, babysitters, grandparents, or other caretakers follow the guidelines set forth in this handbook.

Students learn best when they are free of interference by others and know what is expected of them. Teachers are most effective when they use a consistent approach to student behavior and know that the administration and parents support their handling of students. Therefore, parents and students both need to be aware of these rules and their relationship to the rights of other persons in the school. Should these policies not be followed, the school has the right to dismiss the child from Highlands Christian School.

### ***Inappropriate Conduct***

The following list, while not complete, includes conduct that is not appropriate for any Highlands Christian School student at any time. Consequences may involve communications with parents, probation, suspension, or expulsion depending on severity and the age of the student.



- Failure to come to class prepared and ready to complete assignments
- Failure to complete class or homework assignments on time
- Disruption of school activities
- Disobedience of school authority
- Disruptive behavior, including distraction of students during class, restroom breaks, or in drop-off or pickup times
- Bullying behavior: threatening, name-calling, provoking, taunting, teasing, degrading, fighting, pushing, or disgracing any student, member of staff or visitor to the school.
- Violations to the Dress Code policy
- Tardiness at the beginning of the school day or to a specific class during the day
- Students in the classroom without the presence of the teacher without permission
- Littering on the school grounds
- Play fighting, rough games, or rowdy behavior
- Injury to a student
- Disrespectful language to a staff member, student, or parent
- Spitting on a student or on the school grounds
- Pulling a fire alarm
- Teasing, name calling, making fun of, or lying about other students whether written or verbal
- Defiance of authority
- Contradicting an adult by talking back: "Yes, but" is an argumentative response.
- Attempting to cause or causing damage to school property or private property
- Lying to a staff member
- Cheating
- Forging a parent's signature
- Falsification or misrepresentation of phone calls, notes, forms, or other school related documents



- Passing notes during class
- Stealing or attempting to steal school property or private property
- Receiving stolen property or private property, including student work
- Use or possession of unacceptable language: profanity or obscene language in spoken, written, or symbolic form. This includes placing or retrieving obscene message from a computer, the internet, audio tapes, CDs, cell phone
- Speaking, writing, reading, or passing of derogatory messages about other students or staff members
- "Pantsing" or inappropriate touching of another student or another student's clothing
- Walking on another student's heels when walking in line
- Fighting in a physical manner or use of any violent or dangerous behavior
- Inappropriate demonstration of affection or inappropriate touching of another person while on campus or school sponsored activity
- Causing damage to school property or private property
- Committing an obscene act or vulgarity or possession of pornographic material
- Committing a violent or physically dangerous activity that threatens or causes physical injury to another student, staff member, parent, or visitor
- Possessing, using, being under the influence, furnishing, or selling controlled substances, alcoholic beverages, intoxicants, or tobacco products
- Possessing or selling of firearms, knives, lighters, explosives, fireworks, or other dangerous objects
- Leaving school grounds or missing a class at any time during the school day without written consent and clearance from the school office



- Vandalizing or intentionally damaging Highlands Christian School's campus or the site of a school sponsored activity, including restrooms
- Making a threat of harm to a student or staff member at any time or place, whether oral or written
- Communicating in any manner, method or medium that is interpreted by the administration as constituting a potential threat to the safety of students, staff, or the school community in general at any time or place
- Photographing, videotaping, or recording during class time or a school function without permission of the students, parents, or staff
- Using hate language in any form
- Violating the Internet Policy

When a student fails to meet behavioral expectations, the following standard disciplinary procedures will follow:

- I. Uniform Slips
  - a) Uniform Slips will be given by faculty/staff after careful thought and verbal reminders to student.
  - b) The homeroom teacher will keep a copy of the slip issued and give another to the student for the parent to sign.
  - c) Uniform Slips must be signed and returned the following school day.
  - d) Homeroom teacher will keep a tally of violations on each student.
- II. Warning Slips
  - a) Warning Slips will be given by faculty/staff after careful thought and verbal reminders to student.
  - b) The homeroom teacher will keep a copy of the slip issued and give another to the student for the parent to sign.
  - c) Homeroom teacher will keep a tally of violations on each student.



- d) Three Warning Slips will result in a student/ Assistant Principal conference.
  - e) Any subsequent Warning Slips issued for the same violation will result in In-School Suspension.
    - i. Students will be suspended for a full day.
    - ii. Students will be given all assignments which must be completed before returning to class.
    - iii. Students will be given an unexcused absence on the suspension day.
    - iv. Students will not go on the 6th grade Austin trip. (if applicable)
  - f) Warning Slips will be reflected in the citizenship grade or responsibility section of the report card, but will not be reflected on permanent records.
  - g) Students will begin the second semester with no warning slips.
- III. Major Violation Notice
- a) This notice will be used for flagrant violations involving the following:
    - i. the safety of a student or students
    - ii. the lack of respect for another person's body, belongings, or clothing
    - iii. vandalism of school property
  - b) The consequence of this violation will be determined by Principal.
  - c) The Major Violation Notice will be sent home and must be signed and returned in person by the student's parent the next school day.
- IV. Situations not mentioned here may arise that will require further and discretionary action by the school.

### ***Probation, Suspension, Expulsion***

Highlands Christian School handles discipline matters on a case-by-case basis and may include **probation, suspension, or**



**expulsion.** A student may be placed on academic or disciplinary **probation** for a week, month, semester, or to the end of the school year. It may include loss of school privileges including co-curricular activities or field trips. Failure to show improvement may result in termination of enrollment. **Suspension** can occur without notice and for a time determined by the administration. An “in-house” suspension may be used at the discretion of the administration. If the administration decides to initiate **expulsion** proceedings, the student will be suspended from school pending an expulsion hearing. The following violations will result in the automatic expulsion of a student:

- Possessing a weapon, explosive, explosive device, or illicit material while on Highlands Christian School’s campus or during any school sponsored activity
- Committing a violent or intentionally dangerous act that threatens to cause or actually causes physical injury to another student, staff member, parent, or visitor
- Possessing, knowingly ingesting, selling, furnishing, loaning, giving (or asking an HCS student to do the same) any of the following while on Highlands Christian School’s campus or during any school activity: weapons, explosive devices, alcohol, tobacco or tobacco product, marijuana, hard drugs, illegal drugs, or any other chemical substance or compound that is not legally possessed by the student under the laws of the State of Texas

### ***Additional Guidelines for Conduct***

For school safety and classroom order, please make note of the following:

1. Laser pens and other distracting devices interrupt instructional time and are not allowed.
2. Personal property such as money, toys, tapes, radios, recorders, iPods, iPads, laptops should not be brought to school unless permitted by the teacher for an academic activity.



3. Pets are not allowed on campus at any time.
4. Running is not allowed inside the buildings unless directed by the PE staff.
5. Lighted candles are not allowed at any time.
6. Do not interrupt an adult in conversation except in emergency situations.
7. Do not bring extra school supplies such as staplers, tape, stickers, or sticky notes to school unless specified by your teacher. There is no room for such items.
8. Do not bring magazines or catalogs to "share" during the school day.
9. Do not keep food in your classroom, desk, cubby, or locker overnight. It spoils, smells, and attracts unwanted pests.
10. Do not throw any item in the classroom at any time unless directed by your teacher.
11. Always greet adults that you pass in the hallway with "Good morning" or "Good afternoon," but do not interrupt adults who are in conversation.
12. Greet your teacher every morning.
13. Greet visitors to your classroom as directed by your teacher.
14. Look your teacher or any adult in the eye when speaking.
15. Good sportsmanship is expected at all times, on and off campus.
16. The office restrooms may not be used by students except in emergencies.
17. Food and drink are not allowed in the computer room.
18. The office telephone is not to be used by students except with permission.
19. All drinking fountains, play equipment, and restrooms are to be used with courtesy and safety in mind.
20. Students are not allowed to ride bicycles, skateboards, roller blades, or roller skates on the school grounds at any time.



21. Students are not to stand, jump around, or play on the picnic tables or benches.
22. No one is allowed on either playground unless a teacher or parent is present.
23. The campus facilities are not to be used in the off-hours unless special permission is granted.
24. Incidents of illegal or unacceptable behavior should be reported to a staff member or adult in private. The administration will judge whether the incident warrants further investigation or consequences.
25. The buying, selling, or trading of items is not allowed on campus.

#### **Daily Arrival and Departure Procedures**

For the safety of all concerned, please do not talk on your cell phone or Bluetooth while driving carpool. Children are to be seated in designated seats. Please do not allow children to hang out of open car windows or sunroofs or to sit in open car windows. Once children have been placed in a car, please do not allow them to travel from one car to another while in the driveway. Children are to exit and enter only from passenger side of the vehicle. Driver must not exit vehicle in the carpool lane. If you must get out of your car, please do so in the parking spaces at the end of the driveway.

#### **Morning Drop-Off**

All students must exit from the passenger side of their cars in the right-hand carpool lane to the port-a-cochere. Early childhood students must wait for a 6th grader or adult carpool worker to walk them from their car to the door. Carpool numbers are not needed to drop children off in the morning. Students may enter the building at the following times:



#### 8:00 A.M. - Upper Elementary

Upper elementary students may enter through Door C and proceed directly to the Fellowship Hall for a quiet study time. No food or beverages, other than water bottles, are allowed at this time.

#### 8:15 A.M. - Early Childhood and Lower Elementary

Lower elementary students may not exit their car or enter the buildings until after the 8:15 A.M. bell rings. Students are tardy after 8:30 A.M.

#### **Midday Pick-Up**

Pre-K & Kindergarten half-day pick-up is at 12 P.M. at Door B. The gate will open at 11:50 to queue and will close at 12:10. Carpool numbers must be visible for pick-up, otherwise you must park and go to the administrative entrance with your number and identification to pick up your child.

After 12:10 P.M. park outside the gate on the east side of the building and go to the office with your carpool number and identification. Late fees apply after 12:15 P.M.

#### **Afternoon Pick-Up**

Full-day students are dismissed at 3:00 P.M. The gate will open at 2:45 to queue. Carpool numbers must be visible for pick-up, otherwise you must park and go to the administrative entrance with your number and identification to pick up your child.

After 3:15 P.M. park outside the gate on the east side of the building and go to the office with your carpool number and identification. Late fees apply after 3:25 P.M.

#### **Late Fees**



There will be a \$10.00 charge for each child picked up after carpool has officially ended. An additional \$5.00 charge will be added for each 5 minutes thereafter that the student is still at school. Realizing that emergencies do occur, please notify the office if there is an emergency causing you to be late. Habitual parent tardiness becomes embarrassing to your children and causes a hardship on the teacher who has other obligations after school.

### **Dispute Resolution**

Disputes often arise in schools due to misunderstandings, differences in judgment, opposing interpretations of school policy, or alleged inequalities in the relationship between and among students, parents, teachers, and the administration. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual understanding and confidentiality.

### **To Resolve Disputes**

**Step One:** Disputes shall be presented within ten (10) calendar days of the incident that caused the dispute to the person most directly responsible for that matter involved in the dispute. For example, a parent complaint regarding a teacher's homework policies should be taken directly by the parent to the teacher for resolution.

**Step Two:** Disputes concerning school policy or unresolved disputes concerning school personnel shall be referred within ten (10) calendar days of the incident that caused the dispute or within ten (10) calendar days of the presentation described in Step One above to the principal for her review and decision. The principal shall conclude her decision within ten (10) calendar days of the referral described in this Step.

### **Board of Directors Review**



If the dispute cannot be resolved at Step Two, any party to the dispute, within ten (10) calendar days of the Parent Liaison Committee's decision at Step Three, may petition the Board of Directors in writing for its review of the dispute. The Board of Directors, at its sole discretion, may decide to review or not review the dispute in question. If the Board of Directors chooses to review the dispute, it shall render a final recommendation to the principal in writing within ten (10) calendar days of receiving the written petition.

### **Dress Code**

Uniforms are a requirement for all students and must be worn daily unless otherwise indicated. Parents and students are expected to comply fully and cheerfully with the uniform policy. Uniforms must be worn properly and neatly, in good repair, not torn, ill-fitting, or faded. Each item should be marked with the student's name. Administration reserves the right to determine if a student is dressed and groomed appropriately.

### **Girls Uniform Information**

- Pre-Kindergarten, Kindergarten & First Grade
  - Required Items



- Red piped blouse with embroidered collar (Dennis)
- Plaid jumper (Dennis)
- Black spirit shorts (Team Gearflow)
- Spirit Shirt (Team Gearflow)
- Fleece (Team Gearflow)
- Tote (Team Gearflow)
- Optional
  - Red HCS sweatshirt (Team Gearflow)
- Second through Fourth Grades
  - Required Items
    - White midy blouse (Dennis)
    - Red tie (Dennis)
    - Plaid skirt (Dennis)
    - Black spirit shorts (Team Gearflow)
    - Spirit Shirt (Team Gearflow)
    - Fleece (Team Gearflow)
  - Optional
    - Red HCS sweatshirt (Team Gearflow)
- Fifth & Sixth Grades
  - Required
    - Embroidered short sleeve white oxford (Dennis)
    - Plaid skirt (Dennis)
    - Black spirit shorts (Team Gearflow)
    - Spirit Shirt (Team Gearflow)
    - Fleece (Team Gearflow)
  - Optional
    - Red HCS sweatshirt (Team Gearflow)

#### Clothing

- Students may only wear items purchased through Dennis Uniforms with the exception of black leggings. You may purchase black leggings from the store of your choice.
- Required uniform fleece, black HCS spirit shorts, required spirit shirt and optional HCS uniform sweatshirt may be



purchased through Team Gearflow. Please note lead times and order accordingly.

- Items ordered through Dennis include a warranty for the life of the garment as long as the garment does not change hands.
- We encourage parents to label all uniform items to aid in returning lost items.
- Skirts and jumpers may be hemmed no shorter than 2" above the knee.

#### Shoes

- Pre-Kindergarten and Kindergarten girls may wear solid white athletic shoes or Keds with Velcro closure.
- Grades 1st-6th may wear solid white athletic shoes or Keds.

#### Socks

- Girls must wear plain white crew socks with no brand labels. Low or no-show athletic socks are not permitted.
- Beads, ribbon, lace, or any decorative accents on socks, are not permitted.

#### Cold Weather Attire

- Heavy coats of your choice may be worn outside in cold weather, but not in class.
- Mittens, gloves, and warm hats may be worn outside in cold weather.
- The required uniform fleece and/or the uniform sweatshirt may be worn inside HCS. The uniform fleece is required for all students, the uniform sweatshirt is optional. Only the required uniform fleece or the uniform sweatshirt may be worn inside the HCS campus.
- Girls may wear solid black leggings during colder weather months.



- When wearing leggings, girls should wear black HCS shorts over them for modesty. Leggings may not be worn alone without Softe shorts.

#### Spirit and Free Dress Days

- On designated Spirit Shirt days, children may wear the 2024 Spirit Shirt and black HCS spirit shorts ordered through Team Gearflow. Girls may wear their spirit shirt with black spirit shorts and leggings, if appropriate. Black spirit shorts must be worn over black leggings when leggings are worn. Leggings may not be worn alone.
- Students may also purchase the spirit shirt in the long-sleeve option for cold weather, but this is not required.
- Additional spirit wear items for your family may be purchased from Team Gearflow, but may not be worn during the school day.

#### Hairstyles

- Conservative in style, bangs above the eyebrows, and hair pulled back from the face for learning and play.
- The principal has the final say in discretion and adherence.

#### Accessories

- All Pre-K and Kinder students may purchase the required uniform tote through Team Gearflow to carry necessary items to school. This tote is a required item for Pre-K and Kinder students. Backpacks or other totes are not permitted for Pre-K and Kinder students. Early Childhood students may embroider their name on the back of their tote in HCS school colors.
- Students in First through Sixth grades may carry the backpack of their choice.
- No jewelry is allowed with the exception of small stud earrings.
- Watches that communicate are prohibited.
- Painted nails are not allowed.



- Girls may wear red, black or white hair bows, scrunches or headbands. Only red, black and white hair accessories may be worn.
- Black HCS shorts from Team Gearflow are required under all HCS girls' garments.
- 2-4 grade red tie should be tied in a "square knot." The knot of the red tie should sit over the top button of the middie shirt.

### **Boys Uniform Information**

- Pre-Kindergarten & Kindergarten
  - Required
    - Embroidered performance white polo (Dennis)
    - Pull-on black cotton shorts (Dennis)
    - Pull-on black cotton pants (Dennis)
    - Black jersey shorts (Dennis)
    - Spirit Shirt (Team Gearflow)
    - Fleece (Team Gearflow)
    - Tote (Team Gearflow)
  - Optional
    - Embroidered performance red polo (Dennis)
    - Red HCS sweatshirt (Team Gearflow)
- First through Sixth Grades
  - Required
    - Embroidered performance white polo (Dennis) *Required Thursday uniform shirt*
    - Performance black shorts (Dennis)
    - Performance black pants (Dennis)
    - Black jersey shorts (Team Gearflow)
    - Black leather belt
  - Optional
    - Embroidered performance red polo (Dennis)
    - Red HCS sweatshirt (Team Gearflow)



### Clothing

- Uniforms must be purchased through Dennis Uniform.
- Students may only wear items purchased through Dennis Uniforms.
- Required uniform fleece, spirit shirt and optional HCS uniform sweatshirt may be purchased through Team Gearflow. These specific required uniform items are only available online. Please note lead times and order accordingly.
- Items ordered through Dennis include a warranty for the life of the garment as long as the garment does not change hands.
- We encourage parents to label all uniform items to aid in returning lost items.
- All students should be in required white polos for weekly Assembly.

### Shoes

- Pre-K and Kinder boys must wear black athletic shoes with Velcro closure. The sole and logo of the shoe may be white, but no other elements of the shoe can be white or patterned.
- First through Sixth Grade students must wear black athletic shoes. The sole and logo of the shoe may be white, but no other elements of the shoe can be white or patterned.

### Socks

- Boys must wear plain white crew socks with no brand labels. Low or no-show athletic socks are not permitted.

### Cold Weather Attire

- Heavy coats of your choice may be worn outside in cold weather, but not in the classroom.
- Mittens, gloves, and warm hats may be worn outside in cold weather.



- The required uniform fleece and/or the uniform sweatshirt may be worn inside HCS. The uniform fleece is required for all students, the uniform sweatshirt is optional. Only the required uniform fleece or the uniform sweatshirt may be worn inside the HCS campus.
- Boys are encouraged to wear black uniform pants during colder weather months.

#### Spirit and Free Dress Days

- On designated Spirit days, children may wear the 2024 Spirit Shirt ordered through Team Gearflow. Boys may wear the required spirit shirt with black uniform jersey shorts or black uniform pants ordered through Dennis.
- Occasionally HCS will have theme shirt days and advanced notice and instructions will be communicated.

#### Hairstyles

- Conservative in style, bangs above the eyebrows, and hair above the collar.
- Extreme hairstyles and shaved designs are not permitted.
- Principal's discretion applies.

#### Accessories

- All Pre-K and Kinder students may purchase the required uniform tote through Team Gearflow to carry necessary items to school. This tote is a required item for Pre-K and Kinder students. Backpacks or other totes are not permitted for Pre-K and Kinder students.
- Boys grades 1st-6th will wear a leather belt purchased through Dennis Uniform.
- Students grades 1st-6th may carry the backpack of their choice.
- Watches that communicate are prohibited.
- No other accessories for boys are permitted.

#### **Electronic Devices and Cell Phones**



Elementary students may not have any electronic devices, including cell phones, on campus during the school day. No student may use a cell phone or similar device during the school day, even to send or receive texts or phone calls from a parent. To call home, a student may ask for staff permission to use the office phone. Such calls should be short, rare, and for important matters only.

If a student is found using a device during the school day, the device will be confiscated and given to the Principal, who will set the terms for the student or parent to retrieve the device. The student will then receive a detention and must discuss the violation with the Principal before retrieving the device. In some cases, parents may be required to retrieve it. The School has all access rights to any confiscated device. If a student has used an electronic device to lie, cheat, steal, bully, harass, or otherwise violate our Code of Conduct, that student will face additional forms of discipline relevant to the offense. No audio or video recording is permitted in bathrooms under any circumstances.

For purposes of this policy, “Electronic Device” means any device that is used for audio, video, or text communication or any other type of computer or computer-like instrument that is not owned and issued by the school including:

- (a) a smart phone;
- (b) a smart or electronic watch;
- (c) a tablet; or
- (d) a virtual reality device

**Watches should only tell time.** Watches used for any other purpose than telling time may be taken up by the teacher.

### **Emergency Drills**

In order to practice for emergencies, routine fire drills and other drills are conducted throughout the school year. In the event of



an actual emergency the procedures will be followed in accordance with the guidelines of the state. Parents will be contacted.

### **Field Trips**

Highlands Christian School recognizes the importance of first-hand experience for students by taking a field trip to a site or activity. Teachers plan from two to four field trips per year in conjunction with their curriculum and as appropriate for their grade level. Some field trips will be held on campus, especially in the lower grades. Since all field trips are considered part of the classroom setting, parents attending a field trip do not interfere with the procedures outlined by the classroom teacher.

A permission slip must be submitted before a student can participate in a field trip. Students not providing the required documents will be assigned to another classroom for the duration of his or her classmates' field trip. Students not completing assignments or those who demonstrate poor behavior may be asked to remain at school while the class goes on the field trip. The student will be placed under the supervision of another teacher or administrator for the duration of the trip. It is the sole decision of the teacher and administrator as to whether a student would have the privilege of attending a field trip.

Students who voluntarily do not participate in a field trip will either be sent to another classroom for the duration of the trip or will be counted as absent if they choose to stay home.

Transportation for most field trips is provided by private vehicle. The school relies on parents, or in some cases, grandparents, to provide transportation to and from field trips. Prior to the scheduled field trip or event, drivers must complete the Parent Volunteer Driver Form and provide copies of evidence of current car insurance and driver's license to the HCS office. **This includes drivers who plan to take only their own child to and from a field**



**trip.** Passengers will not be assigned to vehicles unless all items have been cleared by the office.

Most venues for field trips limit the number of adult chaperones. Therefore, the teacher will make the final decision as to the names and numbers of chaperones for each trip and will assign passengers according to the number of available seatbelts indicated. Because of these limits, only approved chaperones will be permitted to attend the field trip. No approved chaperones will be permitted to bring anyone else with them other than the HCS students they are entrusted to transport. Any parent who chooses to transport his/her own child is likewise precluded from bringing any third parties.

All drivers must enforce safety belt and child seat regulations on all school-related trips. Current Texas laws state that a child under 8 years old or less than 4 feet, 9 inches tall must be properly buckled into a car seat or booster seat in the back seat of the vehicle. **Liability requirements necessitate that parents drive directly to and from the field trip site and not make any unscheduled stops.**

All students will wear their HCS uniform on all field trips unless the teacher requests other attire.

**Free Dress**

Free dress days are announced in advance.

**Harassment Policy**

In accordance with Texas State Law and Educational Codes harassment among students will not be tolerated. Highlands Christian School has a zero-tolerance policy for harassment, including sexual harassment. All such incidents must be reported to a teacher, aide, office staff member, or administration.

**Homework**

From the Carden Foundation:



The goal of any homework is to review, practice, and reinforce the skills a student has learned in class. Homework is not the place for new concepts.

Your child will not be expected to learn new concepts from a worksheet. Any homework he or she receives will be for the purpose of practicing or reinforcing concepts already learned in class. You will not need to teach new ideas. If your child has difficulty with a particular bit of homework, tell the teacher. It is his or her responsibility to provide help and support until the new ideas take root and become part of your child's body of knowledge.

The quantity of homework your child receives will vary throughout the year, and according to age and grade level. Support your child's learning by providing a quiet, calm atmosphere for reading and thinking. Give your child opportunities to think through the processes needed to accomplish the homework.

### **Hot Lunch**

HCS offers 'hot lunch' options available for purchase. Lunch menus and ordering instructions will be posted and ordering will be offered online. Please complete your order by noon the day before to ensure that your child has a lunch.

### **Hours**

The Highlands Christian School office is open Monday through Friday from 8:00 A.M. to 3:30 P.M.

### **Immunizations**

We adhere to state regulations regarding immunization records for your child. Immunization records must be provided upon enrollment. Valid proof of immunization must be submitted as your child receives new immunizations or



booster shots. If a family has religious or personal reasons for not completing medical forms or immunizing a child, this information must be documented (by law) on the Waiver of Health Examination for School Entry form. This form must be returned to the school office before the first day of attendance.

### **Internet-Acceptable Use Policy**

Computers are available in the Computer Room to support student learning and to enhance the educational experience. They are provided as tools for class research, completion of assignments and communications. **By signing the contract at the end of this handbook, all parents and students are fulfilling their obligation to read and agree to the Acceptable Use Policy stated below.**

**By signing this booklet I agree to follow rules and regulations set by Highlands Christian School regarding the use of any kind of technology equipment and the work of others. The use of the computers and access to the Internet is a privilege. Any violation of these rules will result in a penalty to be decided by the administration, payment of all damages or replacement cost, or any combination of these consequences.**

- I am ultimately responsible for my actions in accessing the Internet or any other files on the computers.
- If I am aware of inappropriate use and do not report it, I am equally at fault and will be held accountable for violating the rule.
- I will not use any kind of email, blog, or message board unless given permission by a teacher.
- I will take care of equipment and work area in the classrooms and computer lab.
- I will not bring food, beverages, gum, etc., near computer equipment.



- I will not waste materials. I will only print items related to my schoolwork.
- I will not perform any kind of illegal activity: theft, hacking or spreading a virus.
- I will not delete, modify, move or tamper with any files that are not mine.
- I will not place any unlawful or controversial information on a computer.
- I will not participate in or install any type of file sharing software.
- I will not install any software/games on school computers without permission.
- I will not listen to or download any type of music on the Internet without permission.
- I will not search for any material that is inappropriate or offensive.
- I will be polite; I will not be abusive, rude, or use profanity in any messages or email.
- I will not reveal my personal address or phone numbers.
- I will protect my passwords to ensure system security.
- I will report all security problems to the administration.
- All above policies apply to personal laptops for use during school hours.

### **Vandalism**

Vandalism in technology is defined as “any malicious attempt to harm or destroy data or hardware of another user and or other agencies or networks that are connected to the system.” This includes but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action and possible legal referral. The user who has been identified as the person who vandalized the system will be required to reimburse Highlands Christian School for any expenses incurred in correcting the damages to the system. Highlands Christian School declares unethical and unacceptable behavior cause for disciplinary action including revoking network access privileges. In



addition, pursuant to State of Texas law, any unauthorized access, attempted access, or use of any school computing and or network system is a violation of the Texas Penal Code and/or other applicable federal laws and is subject to criminal prosecution.

### **Lost and Found**

All articles of clothing, lunches, water bottles, and other materials must be clearly marked with your child's name and grade. Unmarked articles will be taken to the Lost and Found located in the office. Unclaimed articles will be donated to charity at the end of the school semesters.

### **Lunch and Snack**

Each classroom teacher will explain his or her snack and lunch procedures at the Classroom Orientation meeting. Parents of Pre-K, Kindergarten, and 1st grade students are encouraged to send a nutritious snack that can be finished in the time allowed. Keep in mind that for the small children, the snack should be of the type that is easily opened.

Lunch hours are as follows:

- Pre-K, K: 11:30 AM-12:00 PM
- Lower Elementary: 11:30 -11:50 AM
- Upper Elementary: 11:50 AM -12:10 AM

Lunch may be brought from home or a hot lunch may be purchased. If brought from home, parents need to supply all necessary eating utensils, bowls, plates, and napkins. Water is the only acceptable beverage for lunch at HCS. *Due to the possibility of allergic reactions to certain foods, the sharing of snacks will be allowed at the teacher's discretion only.* Students are not allowed to consume **gum, soda, and coffee on campus at any time.**

If your child forgets his lunch, please drop it off in the office and it will be delivered to him/her. Parents are not permitted to



deliver lunches directly to the lunchroom. There is a limited supply of snack items available in case a lunch is forgotten and a parent cannot be reached. These are not meant to supplement a student's lunch when they do not bring enough food. Please speak with your child and make sure he or she is getting enough to eat.

Each child gets a single, monthly lunch date with their family. Sign-up occurs during Room Mother meetings. If you cannot keep your designated date, first trade with another family. If that is not possible, call the office to see if space is available.

### **Lunchroom Volunteer Guidelines**

Below is a list of guidelines for the parent volunteers working in the lunchroom.

Lunch Volunteer hours are from 11:20 AM to 12:10 PM. Plan to arrive on time and stay until noon. Please dress conservatively. Tight work-out clothing or short skirts are inappropriate.

When you arrive, check in with the lunchroom supervisor. Be aware that some students do have food allergies. Please make sure students are not sharing food. Lunchroom volunteers are here to help students. Please do not make or accept cell phone calls/texts when working with students in the lunchroom. Volunteers will reinforce the lunchroom rules and respect consequences given to students by the lunchroom supervisor.

When lunch is over, the lunchroom supervisor will instruct each table to prepare to dismiss. This includes identifying the student monitors who will take the trash cans around the table. The teacher on recess duty will be available before tables are dismissed. When the table, seats, and floor are clear of trash, the lunchroom supervisor will dismiss the table to go outside. Parent volunteers may then spray and clean the tables.



### **Medications**

Pursuant to state laws governing medications at school, the following policies are in effect:

1. For the safety of all students, no student is allowed to have any medication in his or her possession, including cough drops and breath mints. The only exceptions are Epi- pens, Ana-kits, or asthma inhalers for students older than Kindergarten.
2. All medications must be delivered to the school office by a parent.
3. Medication instructions must be on file in the school office.
4. Prescribed medications must be kept in the original container with the student and doctor's names and dosage instructions clearly written.
5. **Over the counter medication must be in the original container and enclosed in a zip lock bag with the child's name and dosage instructions written by the prescribing physician.**

### **Movies**

Teachers can show movies in the classroom as a method of enhancing comprehension for educational and entertainment purposes. The movies are to be age appropriate, of educational significance, and pertinent to what the children are learning in class.

### **Non-Discrimination Student Policy**

Highlands Christian School admits students of any race, color, religion and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Highlands Christian School. Highlands Christian School does not discriminate on the basis of race, color, national and/or ethnic origin in the administration of its



education policies, admission policies, and athletic or school administered programs.

Likewise, Highlands Christian School does not discriminate against any employee or applicant for the employment on the basis of gender, disability, race, color, and national and/or ethnic origin.

### **Office Deliveries**

The only office deliveries allowed are student lunches and such important items as eyeglasses or asthma medication. The office cannot accept deliveries of student supplies, homework, birthday or class party treats, flowers, balloons, edible bouquets, or any other similar items. Teachers will not accept homework delivered to the office. It is the student's responsibility to arrive at school prepared for the day.

### **Personal Belongings**

**Please place your child's name on all school uniforms, jackets, lunchboxes, water bottles, backpacks, and school supplies. Many of these items make their way to our Lost- and-Found and are difficult to identify.** Students are not allowed to bring personal items to school unless needed for the educational program. The school cannot be responsible for personal items not related to the curriculum that are brought to school. Unless required for a school project, students are not to bring toys, tape recorders, radios, skateboards, game watches, computerized games, mp3 players, cameras, laptops, money, iPads, iPods, or other items that might be considered distracting, dangerous, or costly to replace. Such items will be confiscated by the teacher and may be retrieved by the parent.

### **Pets or Animals at School**

Pets are not allowed on the HCS campus at any time without the permission of the school administrator. If a pet is brought to



school as part of show and tell or a class project, permission must be obtained in advance. Please refrain from bringing pets in vehicles as both animals and small children are unpredictable.

### **Photographing and Recording of Students**

While your child is at school, he/she may be photographed or recorded by members of the school staff, by parents, and by other professional personnel, as part of the annual Christmas and Spring Programs, or for marketing materials. Each year, all students are photographed in school uniform for the annual school yearbook. Students must wear their white uniform shirts for the all-school photo in the fall. Parents will have the option to purchase the individual photos. Additional photos may be taken throughout the year for inclusion in the school yearbook and/or school promotional materials. For those students who wish to purchase a yearbook, orders will be taken during the school year. The yearbook is delivered to the students in the fall of the following year.

### **Physical Education**

Highlands Christian School considers the development of the whole person to be important. For this reason, a physical education program is part of the curriculum. Recess allows for children to have free play, while physical education classes are supervised structured activities, and consist of sports games as well as physical training. Teams are chosen by the teacher, and good sportsmanship is emphasized.

**All students are expected to participate fully in daily P.E. or recess requirements unless the student brings a note from the parent or physician. Physical education excuses for more than three days require written verification from a medical advisor.** Non-participation will result in a lower grade on a report card. Students who are in attendance for the school day but who leave for appointments or any other reason, thereby missing P.E. class three times in a quarter, will have the P.E. grade lowered according to the discretion of the administration.



### **Placement of Students**

The teachers and administration consider class placement of your child a top priority. The education of our children is best accomplished when the teachers and administration, along with parents, work together to establish a quality learning environment. Our teachers spend many hours collaborating and professionally evaluating the academic performance, style of teaching needed, social development, behavior, leadership abilities, and gender balance of each class.

### **Playgrounds**

Our campus is privileged to offer a playground area for our students to use. No one is allowed inside the playground areas at any time unless supervision is provided by Highlands Christian School personnel during regular school hours.

### **Re-enrollment**

Re-enrollment is not automatic. The school reserves the right not to invite a student to re-enroll should any of the aforementioned behaviors go unresolved, in the event of failure to meet financial obligations, or for any other reason the school believes is in the best interest of the student or school.

### **Report Cards (Reporting to Parents)**

Report cards will be sent home the week following the end of each quarter. One Parent/Teacher conference per student will be scheduled on a Tuesday following the end of the first and third quarters. During the year if additional conferences are required, necessary appointments will be scheduled. It is very important that parent/teacher conferences are two-way conferences. Please come prepared to provide information and concerns you may have relating to your child educational program. Only parents or legal guardians may attend parent/teacher conferences with the student's teacher and principal if warranted.

***The following suggestions are offered for your consideration:***



1. Place emphasis on effort, conduct, and home study as reasons for success or lack of success in school subjects.
2. Demonstrate a genuine interest in your child's schoolwork.
3. Avoid comparison of your child's work with that of other students, especially other members of the family.
4. Refrain from asking your child's teacher to give the rank of your child when compared with other students in the class. Class rankings are not part of the philosophy of a Highlands Christian School.
5. Avoid the use of the report card as a basis of reward or punishment.
6. Commend improvements in your child's work and give positive affirmation for tasks well done by your child.
7. Consult your child's teacher whenever you desire more information concerning your child's work in the classroom.
8. Consult the administration as necessary for special referrals.

### **Restroom Policy**

Any disruption to classroom procedures interferes with learning. Therefore, we try to keep all interruptions to a minimum. In order to provide for comfort and safety, students in grades 1 through 6 are encouraged to go for restroom breaks at the following intervals:

- Before school begins
- Before and after recess and PE
- After walking from specials class
- Durings

Should a student need to use the restroom other than the times listed above, he or she will ask the teacher's permission and will be allowed to go with another student. If a student makes this request more than four times in a school day, the parent will be



notified and further action will be determined on a case by case basis.

### **Returned Check Policy**

All checks written to Highlands Christian School will only be run through the bank once. If the check is returned, a \$50.00 fee will be added to your account. You will have five working days to submit cash or a money order to the school for the full amount. If a second written check to Highlands Christian School returned, arrangements for payment will be made through the school office.

### **Room Parents**

A Room Parent's role is to provide the teacher with assistance as needed in the following: classroom parties, field trips, special art projects, providing supplies, and science activities. Parents who are interested in serving as a Room Parent should contact the appropriate teacher through the school office during the first week of school. Listed below are guidelines for Room Parents:

- It is desired to have the Room Parent position filled by the time of each grade's class Orientation. If not filled by this date, the teacher will make a request from the parents in attendance.
- Room Parents might possibly attend a meeting at the beginning of the school year once all Room Parent positions have been filled.
- Room Parents will be under the purview of the classroom teacher. The teacher plans all parties, activities, and field trips. Please note that the Room Parent's assistance may not be required for every party or for every classroom. Generally, the level of assistance decreases with each advancing grade.
- Class lists and contact information given to the Room Parents are to be used for school business only, such as garnering help for Parent Association, school events, or classroom projects. In accordance with privacy laws, the parents' contact information is not to be shared or



distributed to other persons or entities without permission.

- All emails, letters, reminders, or flyers need to be approved by the teacher or administration prior to distribution to parents.

### **School Library**

The school maintains a library for use by all students. Teachers may bring their class to the library on a weekly basis. Books are checked out for two weeks at a time. Encyclopedias are reference books and may not leave the library. Funds for the library are received from donations and through fundraisers. Please check with the administration before donating books.

### **Spirit Wear Days**

To promote a sense of fun and celebration, the first Tuesday of the month is set aside for Spirit Wear.

### **Spiritual Philosophy**

Highlands Christian School is not associated with any religious denomination or organization. In her book, *Let's Bring Them up Sensibly*, Mae Carden states on p. 106, "Parents should present their own religious faith to their children." She believed that a child's faith should be developed early by the parents. Parents who enroll their child in HCS acknowledge that part of our curriculum includes references to God in history, poetry, songs, character development, opening exercises, and classic literature. Our school respects and welcomes all faiths.

### **Student Health Policies and Forms**

Parents or Legal Guardian agree to adhere to the Students Health Policies as set forth and described and hereby incorporated by reference in the Highlands Christian School Student Health Policies. Parent or Legal Guardian also agrees to submit all required Student Health Forms prior to any child attending class.

### **Student Recognition**



Miss Mae Carden encouraged teachers to set high expectations for children, to motivate them to constantly reach higher, but not to over-reward them. In keeping with this philosophy, a brief year-end awards ceremony is held annually to honor noteworthy accomplishments in academics, sports, co-curricular activities, and attendance. Students who do not have more than two absences or four tardies for the entire school year are eligible to receive the Excellent Attendance Award. Some teachers may recognize students for other achievements in the classroom.

### **Student Supplies**

A supply list for each grade will be available for order in the spring. During the year, individual teachers may request children to bring additional supplies or certain items for special projects.

### **Tardiness**

The school day begins at 8:30 a.m. Students who arrive after 8:30 are considered tardy. Punctuality promotes responsible behavior and tardiness is disruptive to all the other students in the class. Therefore, tardiness will be closely monitored, and the parent may be called in for a parent/teacher conference. Should the tardies become habitual, the principal will be notified.

### **Teacher Recommendations**

While working with your child on a day-to-day basis a teacher may notice that assessments might be needed in vision, learning, social, medical, diet or other areas. The teacher or administration may request a conference where these recommendations will be discussed. The parents will be encouraged to seek the advice of trained professionals in the best interest of their child.

### **Telephone**

No student may use the office telephone except for an emergency. Students must receive permission before using the office telephone. Personal messages may not be left for your child. If you are calling to speak with a teacher, your message will



be placed in the teacher's box to minimize disruptions to the classroom.

### **Testing**

All students in grades K-6 will be tested annually. Standardized achievement test scores provide the school with an objective estimate of the student's academic progress in the application of fundamentals in relationship to students in the same grade level nationwide. These test results are but one of many measures of a student's progress and do not always consider the curriculum emphasis at HCS. It is our policy to not dwell on preparing for tests as it takes away valuable learning time. Testing dates are reflected in the school calendar. It is imperative that all students be at school the week of testing. Make-ups may or may not be given, depending on the length of tests that were missed.

### **Activity Fee**

An activity fee is due upon acceptance to HCS and required to secure your child's place in class. Activity fees are used for purchase of Carden copyrighted materials, books, and instructional supplies.

### **Visitors**

All visitors **must** report to the school office when entering the campus. A visitor's pass will be issued, and visitors will sign in and out in order to document the time and date of the visit. Visitors may not go to a classroom unless there is a pre-arranged appointment with the teacher. Forgotten lunches must be delivered to the office. This minimizes disruptions to the classroom.

### **Volunteer Driver Information**

We appreciate our parent volunteers who transport us for field trips, athletic events and other activities. Please contact the school office in order to complete all requirements listed under the *Field Trip* section of this handbook.



### **Withdrawal Policy**

In compliance with Highlands Christian School policy, any family withdrawing from Highlands Christian School must complete a *Withdrawal Form*. This form can be requested from our school office. The obligation to pay the fees for the full academic year is unconditional, and no portion of fees paid or outstanding will be refunded or canceled in event of absence, withdrawal, or dismissal from the school.

### **Acknowledgment Of Receipt Of The Highlands Christian School Student/Parent Handbook**

This is to acknowledge that we have received a copy of the Highlands Christian School Student/Parent handbook and understand that it sets forth the terms and conditions of our child's enrollment as well as the duties, responsibilities, and obligations of us as parents with Highlands Christian School. We all understand and agree to abide by and be bound by the rules, policies and standards set forth in the Student/Parent handbook.

Signature

Print Name

Student Name(s)

Date:

