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## Faculty & Staff 2023-2024

**Principal**

**Treasurer**

**Administrative Assistant / Before Care**

**PreK & Kindergarten / Forest School**

**PreK & Kindergarten / Forest School / Choir / Art**

**First & Second / Forest School / Bells**

**Third & Fourth**

**Fifth & Sixth**

**Seventh & Eighth**

**After Care**

**Band (5<sup>th</sup>-8<sup>th</sup>)**

**Child Psychologist / Tutoring**

**Custodial / Maintenance**

**Food Service**

**Grounds**

**Gymnastics**

**Home & School Leader**

**Librarian**

**Pastor (Senior)**

**Pastor (Associate)**

**Piano**

**Melissa Shoemaker**

**Linda Preston**

**Amanda Carlson**

**Melissa Shoemaker**

**Shannon Armantrout**

**Gabrielle Groft**

**Jaime Serrano**

**Heather Drusky**

**Brent Ruckle**

**Shirley Crutcher**

**Haroldo Alvarez**

**Logan Johnson**

**Curtis Fast**

**Patti Glisson**

**Jared Litchfield**

**Chantel Litchfield/Bekki Wade**

**Tammy Morris**

**Nichole Ayers**

**Benjie Maxson**

**Steve Severance**

**Albert Dittes**

### INTRODUCING HIGHLAND ELEMENTARY

#### WELCOME

We invite you to become a part of Highland Elementary School, which is one of more than 8,800 schools, colleges and universities, operated by the Seventh-day Adventist Church, and as such are part of the largest church-operated, Protestant school system in the world.

It is a joy to have you as a part of our school family. We look forward to seeing you and working with you during the school year. In order to avoid problems and misunderstandings, we encourage you to familiarize yourself with all the guidelines and regulations of our school, which are contained in this handbook. If you have any questions concerning our school policies, please reach out to the office administration.

### Why choose Highland Elementary?

- Aftercare, gymnastics, piano and instrumental lessons
- All learning styles honored
- Art, band, choir, and physical education
- Certified teachers
- Christian environment
- Country setting
- Dual credit opportunities for high school through Highland Academy
- Forest School
- Kids in Discipleship
- Low student to teacher ratio
- Students dress modestly and healthy living is encouraged
- Center for Student Learning Success/Tutoring Program

### HISTORY

The roots of Highland Elementary School go back to the founding of Madison College in 1904. One of the early students there, Braden Mulford, moved to Fountain Head and started the school as a “unit” of Madison in 1907. He chartered it in 1914 to teach “the rudiments of education, the science of agriculture, trades, and the Word of God”. The elementary school was then part of what became known as Fountain Head Rural Industrial School for local young people. It operated on a self-supporting basis, with the staff being members of the Seventh-day Adventist Church but not denominationally employed.

The Kentucky-Tennessee Conference of Seventh-day Adventists took over management of the school in 1945, changing the name of the secondary level section to Highland Academy. The elementary school and academy then came under separate management. The elementary school has since grown from having one or two full-time teachers to its present staff of six teachers, to include a part time art teacher, and a full time administrative assistant. It is accredited by the State of Tennessee as well as the Accrediting Association of Seventh-day Adventist Schools.

<b>MISSION</b>
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The mission of Highland Elementary is to provide opportunities for students to **accept** Jesus Christ as their Savior, to allow the Holy Spirit to **transform** their lives, and to fulfill the gospel commission to **serve**.

<b>PHILOSOPHY</b>
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Our philosophy of education is to meet the needs of the whole child through a balance of Christian character development and quality academics. Highland Elementary School presents a program of God-centered instruction that is results oriented and provided in an environment that nurtures. This program is aligned with national and denominational standards and accomplished through the team effort of the school, home, and church.

## ESSENTIALS OF FAITH

We believe the Bible, Old and New Testaments, are the written Word of God. They are given by divine inspiration and are the supreme, authoritative, and infallible revelation of His will. (*II Timothy 3:16; Hebrews 4:12; II Peter 1:20,21*).

We believe there is one God: Father, Son, and Holy Spirit, a unity of three coeternal Persons (*John 17:1; Acts 5:3,4*).

We believe in Salvation only through Jesus Christ (*Acts 4:10-12; Ephesians 2:8,9*).

We believe that the wages of sin is death, but God, who alone is immortal, will grant eternal life to His redeemed (*Romans 6:23; John 5:28,29; I Thessalonians 4:15,16*).

We believe that through the Spirit we are born again and sanctified; the Spirit renews our minds, writes God's law of love in our hearts, and we are given the power to live a holy life (*John 3:1-7; II Corinthians 5:17*).

We believe in the imminent, literal, visible return of Jesus (*Acts 1:11; Matthew 24:29-34; John 14:1-3*).

We believe in immortality only through Christ, given at His return (*Job 19:25-27; I Timothy 6:15,16; I Corinthians 15:51,52*).

We believe in the Ten Commandments as God's infallible rule for living, and as the standard for the judgment (*Exodus 20:3-17; James 2:10-12*).

We believe that the Creator, after the six literal days of Creation, rested on the seventh day and instituted the seventh day as the Sabbath for all people as a memorial of Creation (*Genesis 2:2,3; Exodus 20:8-11; Isaiah 58:13; Mark 2:28*).

We believe God bestows upon all members of His church in every age spiritual gifts that each member is to employ in loving ministry for the common good of the church and of humanity (*Ephesians 4:8-11; Revelation 12:17; 19:10*).

We believe that baptism by immersion in water is a symbol of our union with Christ, the forgiveness of our sins, and our reception of the Holy Spirit (*Mark. 1:9,10; Romans 6:3-5; I Corinthians 11:23-26; John 13:3-7*).

We believe the Lord's Supper is a participation in the emblems of the body and blood of Jesus as an expression of faith in Him, our Lord and Savior (*Matthew 26:17-30; John 6:48-63; 13:1-17*).

We believe in the proclamation of God's last day message of love and judgment (*Revelation 14:6-12*).

We believe in glorifying the Creator through healthful living (*I Corinthians 10:31*).

We believe that Marriage was divinely established in Eden and affirmed by Jesus to be a lifelong union between a man and a woman (*Genesis 2:18-25; Ephesians 5:21-33; 6:1-4*).

We believe in the support of the Gospel ministry through our tithes and offerings (*Malachi 3:18; Psalm 50:5*).

## GOAL AND OBJECTIVES

Our goal is to provide a Christ-centered quality academic program that prepares every child for the challenges of this world and the promises of the next.

### GENERAL OBJECTIVES

1. To lead our students to a knowledge of God.
2. To assist in the formation of a Christian character by placing great emphasis on the spiritual values of life.
3. To develop habits of honesty, discernment, and personal excellence.
4. To provide an educational and spiritual environment that encourages academic excellence.
5. To assist students in developing a desirable personality.
6. To help students understand and practice the principles of healthful living and to recognize that physical fitness is helpful for achievement.
7. To encourage and promote the development of responsibility in each student.
8. To help each child develop to his/her full potential in academic, spiritual, and social areas.
9. To provide an educational environment that recognizes the importance of each individual child.
10. To involve students in the joy of service.

## CAMPUS DEFINITION

Highland Academy, Signature Health Portland, and the Highland Seventh-day Adventist Church are an extension of the Highland Elementary School campus.

## SECURITY

Your child's safety is very important. To help ensure your child's safety we lock the front doors from 8:05 a.m. to 2:55 p.m. If you plan to visit the school, please ring the bell and the office will let you in. **All** visitors should sign in at the office and receive a visitor pass. If a child is picked up before dismissal, he or she will need to be signed out at the office. Students will only be released to parents that have custodial rights and to individuals listed on a child's Permission to Pick-Up Sheet that has been completed and signed by the custodial parent. Students will not be released to anyone whose behavior may place the children at immediate risk.

During operating hours, parents shall be permitted access to their children. Parents must sign in at the front office. Non-custodial parents shall not have access to students.

## REQUIREMENTS FOR VOLUNTEERING

Highland Elementary encourages and appreciates volunteers. In order to protect the welfare of our students, we adhere to the policy of the Kentucky-Tennessee Conference training and screening process. This process is required of all teachers, staff, and volunteers. If you plan to volunteer for the school, including driving for field trips, you must complete the training sessions and background check at: [www.ncsrisk.org/adventist](http://www.ncsrisk.org/adventist). All chaperones driving private vehicles are required to carry adequate insurance coverage (\$100,000/\$300,000 liability coverage).

## EMERGENCY PROCEDURES

1. Severe Weather – In the event of inclement weather, Highland Elementary may need to close in order to keep students and staff safe. At such times, parents will need to refer to the local news stations (2, 4, 5 and 17) for closing information. These channels will list the school's name along with any other schools that are closed. **If Highland Elementary is not listed as closed, we will be open.** These stations will also post the information on their websites. This information will be posted as early as possible. Parent will also be notified via an email and a parent alert text message. If public systems in your area are closed while Highland Elementary chooses to remain open, attendance will be at parents' discretion. You, as a parent, may choose to keep your child home. This will be considered an excused absence.
2. Fire, tornado, and lock down drills – Fire drills, tornado drills and lock down drills are conducted at our school regularly. Teachers will review procedures of these emergency drills with students in their class.

## ADMISSIONS POLICY

### NON-DISCRIMINATION STATEMENT

Highland Elementary admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Furthermore, this institution does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, athletic, or extra-curricular programs.

### ELIGIBILITY

It is our purpose to admit students who desire to develop a Christian character and support the philosophy and policies established by this school. Because Highland Elementary School is operated by Highland Adventist Church, our primary responsibility is to members of that church. However, young people from other churches are accepted and welcomed when space is available.

A child entering Pre-K shall be no less than four years of age on or before August 15 (birth certificate will be required for verification).

A child entering Kindergarten shall be no less than five years of age on or before August 15 (birth certificate will be required for verification).

A child entering first grade shall be no less than six years of age on or before August 15. Birth certificate and verification of kindergarten completion will be required. However, we support parents that wait until age seven to begin their child in first grade.

Highland Elementary will make reasonable accommodations for persons with disabilities. Parents should notify the administration about their students related needs.

Due to budgetary restraints, Highland Elementary doesn't provide resource services for special needs students or students for whom English is a second language. Highland Elementary has not been established for the purpose of offering special education, and we are therefore generally unable to accept students who have serious physical, scholastic, or behavioral problems. Consequently, the following screening procedures will be utilized in determining the eligibility of all new students.

1. All new students entering grades 1-8 will be evaluated for proper placement.
2. New students entering grades 1-8 must have a recommendation from the school that the child previously attended.
3. A copy of the child's grades and/or progress report from the previous year must be submitted to the school.
4. Students entering grades 4-8 will also be required to submit a copy of the most recent achievement test result.
5. New students will be on probation for their first semester and may be dismissed if we cannot meet their academic or behavioral needs.

## **APPLICATION PROCEDURES - ONLINE**

1. Attend an educational success consultation with the principal.
2. Submit a completed application online, which can be obtained from the school website, prior to or on registration day.
3. Submit a completed record request form. Past accounts at previous schools must be settled in order to transfer records. Failure to receive past records may require dismissal from school until records are received.
4. Attend an entrance evaluation with the principal.
5. All financial obligations for entry, as described in the Financial Section of this handbook, must be met in order for a student to be considered as enrolled. A full refund will be provided for all applications that have not been accepted.

A child cannot be considered accepted until the following criteria is met:

1. Complete online enrollment
2. Submit an up-to-date immunization record
3. Submit a physical examination form validated by your child's physician
4. Submit a copy of your child's birth certificate and social security card

## **NEW FAMILY ORIENTATION**

All new families enrolled in the school will be required to attend the annual new family orientation night. This program is designed to help you have a successful experience at Highland Elementary School.

## **PRE-KINDERGARTEN PROGRAM**

Highland Elementary School is pleased to offer 2, 3 & 5-day options for pre-kindergarten. The 2-day program is on Tuesday and Thursday. The 3-day program is on Monday, Wednesday and Friday or Tuesday, Thursday and Friday. Acceptance of students in the 2 & 3-day pre-kindergarten will be subject to staffing and available space.

There are some events that may happen on days other than the ones a 2 and 3-day Pre-K student has registered for. The 2 and 3-day Pre-K students may participate in the Grandparents Day program, Education Sabbaths, classroom Thanksgiving celebration. For field trips they may attend if it is on the day they should be at school. If a field trip falls on a day they are not signed up for at least one parent/legal guardian and or grandparent must attend the field trip. Students may not participate on special "color" days or other special classroom days if it does not fall on the regular day they attend school. Students enrolled in the 2 or 3-day pre-kindergarten program will not be eligible for the multiple child tuition rates.

## FOREST SCHOOL

Forest School is immersion in nature, ranging from 1-4 hours per week, to encourage exploratory and imaginative play, and affordable risk taking to enable your child to build the soft, un-testable skills that support the academic skills learned later on in life. The movement of Forest Kindergarten started in Europe.

Highland Elementary offers this program in an effort to foster a love for nature, preserve our kids' childhood, keep our early childhood education developmentally appropriate and work on building self-esteem, cooperation, imagination, perseverance, kinesthetic competence and so much more.

PreK/K students will have forest school every Tuesday and Thursday. First and Second Grade students will have forest school every Friday. With the exceptions being if the weather is below 32 degrees or above 95 degrees, and not when thunder and lightning are present. Parents will be required to pay the fee to purchase a rain suit from the school to be used during our time in the forest. Parents will also need to provide a pair of rain boots. The rain suits and rain boots will stay at the school at all times.

All students will need a full change of clothing to change into after our time in the forest.

The rules for our Forest School Days are:

1. Be kind to nature.
2. Be kind to all friends (hands are for helping, not hurting).
3. No throwing rocks or sticks.
4. Stay within all boundaries – if you can't see me, I can't see you.
5. Wear appropriate clothing. (more information will be provided)
6. Come quickly when called.
7. "Leaves of 3, let them be! Hairy vine, not a friend of mine!" (poison ivy identification)
8. Don't touch turtles or snakes.

## FINANCIAL INFORMATION

### TUITION/FACTS

Highland Seventh-day Adventist Elementary School is an extension of Highland Seventh-day Adventist Church's ministry to its children and youth. Because of this partnership, members of the Highland Church make a financial contribution to the operation of Highland Elementary through their free-will offering toward church subsidies to the school. Families that maintain an *active membership* at Highland Seventh-day Adventist Church will receive the Highland Member Scholarship.

Tuition fees are updated annually. Your child's tuition may be affected by discounts and scholarships. Current tuition details will be given during the new student Educational Consultation and/or at open enrollment. Please contact the school office for further information.

#### Tuition Expectations:

1. Tuition is due every month and is expected to be paid on time and kept current. For your convenience, the annual tuition charge is divided into twelve installments and billed July through June. The monthly installment plan is designed to help parents spread the cost of tuition over twelve months and does not signify the cost of education per month. No refunds will be made for a partial month upon a student's withdrawal.
2. When enrolling through FACTS – school families will choose payment frequency, (one payment or 12 monthly payments) then choose from the following payment options: credit card, automatic withdrawal, or invoice, followed by selecting due date of 5<sup>th</sup> or 20<sup>th</sup> of the month. Paying by electronic check saves us in merchant fees which in turn, helps to keep tuition lower. We ask that you use this method of payment if at all possible.
3. There is a \$30 fee for each returned check. Permission to attend class, sit for examinations, participate in graduation exercises and receive student transcripts/report cards are contingent on all financial obligations to the school being met in a timely manner. **8<sup>th</sup> grade accounts must be paid in full before graduation. (See Graduation Guidelines)**
4. When registering for subsequent school years, accounts must be paid in full or applications cannot be processed. The Finance Committee or its designee must approve any exceptions to this policy.

Online education disclaimer: It is our goal to remain safely in the classroom, however, due to Covid-19, or any other foreseeable reason, if online teaching is required, tuition will remain consistent for the balance of the school term.

## STUDENT ASSISTANCE

Financial Aid (Worthy Student) – limited financial aid is available based on need. Application should be made through FACTS <https://online.factsmgt.com/aid>

## ATTENDANCE POLICY

We desire to develop the habits of punctuality and responsibility in all of our students. Therefore, we encourage consistent daily attendance. Good attendance is critical to students' success in school.

Students in kindergarten through 8<sup>th</sup> grade are expected to be on time and regularly in attendance. Medical appointments, sickness, and/or death in the family are considered legitimate excuses for absences. If your child is absent, please notify the school office or your child's teacher as soon as possible.

Students with less than a 90% attendance rate (meaning a child may not have more than 18 unexcused absences for 180 days of school) may be reported to Sumner County Truancy and/or referred to the Admissions Committee for status review. **We are required by Tennessee State law to notify the state when a child has 5 unexcused, un-notified absences.**

The admissions committee will review the child's status on an individual basis. Please note:

1. If a child exceeds 9 days of absence during the first semester, the parents may be required to reapply for admission to the school for the second semester and pay a \$50 re-registration fee.
2. If a child reaches a total of 15 days of absence at any point, the family may be required to meet with the Admissions Committee to determine if continued enrollment is mutually desired. Any child reaching 18 days of absence during a school year will be referred to the school board and conference to determine enrollment status.
3. The principal may require a doctor's statement for the personal illness of a student that extends beyond three (3) consecutive school days or when a student is repeatedly absent for less than three (3) consecutive days.
4. Physician verification will be required to justify absences [due to illness] after the accumulation of ten (10) days of absence during a year. Notes must be date specific and will be required for subsequent absences beyond ten (10) days.

Parents should make arrangements with teachers for all unexcused absences. Any planned absences must be requested at least two weeks in advance of the absence in order to give the teacher sufficient time to plan an educational program for your child. If sufficient notice is not given, the student may not be given work before the absence. A form is available in the office to be filled out by the parent and approved by the administration.

Students with a fever higher than 100.0 orally should remain home from school or school-sponsored events. Students must be fever free without the aid of medication (i.e. Tylenol, Advil) for 24 hours before returning to school.

## TARDY POLICY

Punctuality is important. Tardiness is a bad habit that not only lowers grades, but will also cause work problems in adult life. Students should develop the life-skill of arriving at school and being seated at their desks, ready for school to begin, by 8 a.m. Late arrivals are disrespectful and interrupt worship or other class activities, thus wasting valuable time.

As such, the following procedure will be followed. After:

1. Three (3) unexcused tardies – The parent/guardian will be contacted. A letter will be sent home requiring its return the following day with a parent signature.
2. Three (3) more unexcused tardies (6+)
  - a. A note will be sent home requiring its return the following day with a parent's signature.
  - b. The parent/guardian will be contacted by the office personnel.

3. Three (3) additional unexcused tardies (9+)
  - a. A note will be sent home requiring its return the following day with a parent's signature.
  - b. The parent/guardian will be contacted by the office personnel.
    - c. It will be necessary for the student to pay a \$25 re-registration fee, due within the week, in order for the student to continue class attendance.
4. This process will reset each quarter. Each subsequent fine will increase by \$25. Situations resulting in chronic unexcused tardies will be reviewed by the board.

**Students removed from class before 2:50 p.m. without a valid excuse, will be considered as an unexcused absence for the afternoon.**

## **ARRIVAL PROCEDURES / BEFORE CARE**

Our school begins at 8:00 a.m. daily. Faculty worship is held from 7:30 a.m. until 7:45 a.m. daily. Students should not arrive before 7:00 a.m. Students arriving at school before 7:45 a.m. should enter the Family Life Center and be checked in for Before Care. Students arriving early will proceed to their classrooms only when dismissed by the Before Care director. There is a charge of \$1.00 per day for students arriving before 7:31 a.m.

## **DISMISSAL PROCEDURES**

School dismisses at 3:00 p.m. Monday through Thursday and at 2:00 p.m. on Fridays. No student will be permitted to walk from school until 15 minutes past the hour. Children will not be permitted to walk from school without written permission or a phone call to the school. Any student not picked up by 3:15 p.m. Monday through Thursday, will be placed in the After School Program and charges billed to the account. All students should be picked up by 2:15 p.m. on Friday. Parents who are habitually late picking up student(s) after 2:15 on Fridays will be charged \$1.00 per minute per student to the account.

## **DISMISSAL PROCEDURES – LINE FOR PICKING UP**

To help ensure the safety of students' drivers should follow the posted speed limits. Parents planning to remain in their vehicle during pick up should form one single file line. We would ask that drivers **not pass** other vehicles. Please use caution when driving between the main school building and the Family Life Center. For those planning on walking into the building please park your vehicle in the parking lot.

## **AFTER CARE**

After school care is provided Monday through Thursday from **3:15 p.m. until 6:00 p.m.** Charges are based on the amount of time spent in the program. For a fee schedule, please check with the office. If a child is not picked up by 6:00 p.m. there will be a \$1.00 per minute per student charge to the account. No After Care is provided on Friday.

Students attending After Care after having participated in an after school activity will be sent to After Care and charged for services rendered which begins as the first hour After Care rate.

## **EARLY DISMISSAL**

Any parents coming during class time to pick up students for dental/doctor appointments, or other excused absences, **must stop by the office** and sign child out. If a student must leave early a note stating the reason is to be brought from the parent/doctor/dentist and turned in to the office to be considered as an excused absence. All other early dismissals will be considered as an unexcused absence. See page eight under Tardy.

## **VACATIONS**

It is recommended that vacations be limited to five days a school year. Vacations, other than those listed in our calendar, need to receive two weeks' prior approval from the administration. A form is available in the office. This form should be completed



and returned to the principal. This will allow ample time for arrangements to be made for missed work. **If the form is not turned in or the form is turned in late, the teacher may not have time to give a student his/her work until after returning from the vacation.** Failure to receive this approval may result in failing grades for the time missed.

## WITHDRAWAL

Parents choosing to withdraw their child from school will need to fill out a Kentucky-Tennessee Conference withdrawal form. Parents are encouraged to attend an exit interview with the principal or complete a survey that will be sent via e-mail.

# PROGRAM OF STUDIES AND EVALUATION

## CURRICULUM

The curriculum at Highland Elementary School is designed to promote growth in academic, spiritual, physical, and social areas. We try to adapt the curriculum to fit each child's needs, to provide him or her with the best education possible. We make an effort to recognize and encourage a child's natural curiosity and to keep the fun in learning while providing a sound and challenging educational experience.

## CURRICULUM OFFERINGS

Highland Elementary School follows the curriculum guidelines set down by the Southern Union Conference of Seventh-day Adventists. As such, we are accredited through the North American Division of Seventh-day Adventist and offer standards-based education in Bible, language arts, math, science, and social studies.

As a church supported school, the most important part of our curriculum is the Bible program. This is designed to help students develop a living, growing, and personal relationship with Jesus Christ. We make strong efforts to integrate faith and learning in our entire curriculum.

Our students in 5<sup>th</sup>-8<sup>th</sup> grade are required to take band or bell choir. This allows students the opportunity to develop their musical talent on an instrument. Students in 6<sup>th</sup>-8<sup>th</sup> grade are required to participate in the KY-TN Music Festival as a part of band class.

Students wishing to take paid private music lessons from an instrument not offered at Highland Elementary may opt out of band or chimes. An application form provided by the school will need to be filled out. The student should log 120 minutes a week of private instruction and practice. The private music lesson should be at minimum 30 minutes a week. The practice log sheets should be signed by a parent on a weekly basis. The child's instructor will need to fill out an evaluation quarterly. The student will also need to perform in a school program. Students not participating in band will need to do study hall when band is in session. Students may leave school early one day a week for private music lessons, however it is encouraged that lessons be held after school if at all possible.

## EVALUATION

The school year is divided into four quarters (or grading periods). Two quarters make up one semester; therefore, there are two semesters in the school year. Progress reports will be issued at the end of each quarter. Grades will be reported in one of two ways:

Kindergarten – 2<sup>nd</sup>

I – Independent  
P – Progressing  
NT – Needs Time

OR

3<sup>rd</sup> – 8<sup>th</sup>

A – Superior 100-90  
B – Above Average 89-80  
C – Average 79-70  
D – Below Average 69-60  
F – Failure below 60

It is the responsibility of each teacher to provide parents with an ongoing report of the student's progress. Parent/Teacher Conferences are held after the first and second quarters. However, parents are welcome to discuss a child's progress with a teacher at any time. The final report card is mailed home when the student bill is paid in full.

The school, also in cooperation with the Kentucky-Tennessee Conference Department of Education, provides parents with MAP (Measure of Academic Progress) testing results. These tests are administered to student's grade K through 8. The results of these tests are monitored by the staff and conference office of education to ensure academic quality in each classroom.

## **GRADUATION & CLASS TRIP GUIDELINES**

8<sup>th</sup> grade class trip is a privilege. Consequently, any 8th grade student who has been on behavioral probation or who has been suspended or placed on academic probation during the course of the year may not be allowed to participate in the 8<sup>th</sup> grade class trip.

Student(s) who are unable to attend the class trip for any reason will forfeit the funds raised for said trip.

Graduation: Students need to maintain acceptable behavioral and academic standards. Dress code for graduation is business dress, i.e., dress shirt, tie and dress slacks for boys and appropriate dresses or slacks for ladies. (No sleeveless, spaghetti straps, split shoulder sleeves or low necklines. Skirt on dress length must be to the knees.) Eighth grade accounts must be paid in full before graduation.

## **PRINCIPAL'S LIST/HONOR ROLL**

To qualify for Principal's List, the students must have A's in all subjects. Honor Roll students must have A's and/or B's in all subjects. Principal's List and Honor Roll awards will be awarded each quarter.

## **ACADEMIC RETENTION/ACCELERATION**

Families requesting academic retention or acceleration must follow the KY-TN Conference iCare Plan. This plan includes meetings, assessments, documentation, possible classroom modifications and accommodations, and administration of Light's scale.

<b>DRESS CODE</b>
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As part of the education to be received at Highland Elementary, a correct understanding and practical application of Biblical principles in the choice of clothing and appearance is intended to de-emphasize the love of self-display and preoccupation with conformity to changing fads. While the choice of clothing and personal appearance is ultimately an individual matter, good sense and good taste require that certain standards be taken into consideration.

The Bible gives us seven broad principles to serve as guidelines for the Christian in his or her overall appearance. They are:

1. Attractiveness
2. Modesty
3. Cleanliness
4. Simplicity
5. Neatness
6. Healthfulness
7. Christian Values

Furthermore, it has been determined that often behavior and learning can be affected by the way a person dresses. Our purpose in establishing a dress code for Highland Elementary is an attempt to emphasize the standards set forth in the Bible with respect to one's appearance. However, it must be realized that this dress code is not intended to represent a perfect standard for all Christians.

## STANDARD

It is the requirement of our school that all attire worn at Highland Elementary and its related functions be neat, clean, modest, and attractive.

## DRESS

1. Shorts may be worn when weather permits. The shorts must be walking length (when kneeling the bottom hem is 4” from the floor). No tight fitting shorts or cut-off shorts allowed.
2. Footwear: Shoes that require laces must have them tied properly. Students are not permitted to go barefoot or to wear flip-flops in the school. It should be kept in mind that students are expected to be active during P.E. and recess and should wear appropriate shoes.
3. Jewelry: All rings, earrings, ornamental bracelets, friendship bracelets, and ornamental necklaces may not be worn. Medical alert bracelets are permitted.
4. Shirts, Blouses, T-Shirts:
  - a. Shirts, blouses, t-shirts may not be sleeveless. They must also be long enough to cover the stomach/back when lifting the arms or bending over. Shirts and blouses should have collars or a neck line that stays near the neck.
  - b. They may not contain inappropriate slogans, advertising, or media/pop culture (including accessories such as lunch boxes and back packs) as defined by administration.
  - c. Teachers may require their students to tuck in their shirts.
5. Skirts, Dresses & Leggings:
  - a. All skirts and dresses must meet a minimum length of the top of the knee when standing. For younger girls we require that they wear shorts under dresses. Leggings or stretch pants do not change the requirements of dress length.
  - b. Leggings may be worn by girls in grades Pre-K – 4<sup>th</sup> with long tunic-style shirts that cover the bottom.
6. Pants: All slacks, pants, and jeans worn must be neat, clean, and should not reflect any tears or excessive wear. They must be modestly fitted. No tight pants, oversized pants, hip fitting pants or “sagging” pants. Patches on pants may only be on the knees. All pants must be properly worn.
7. Hair: Extreme or bizarre styles in hair (punks, spiked, rat tails, pony tail on boys, or painted hair, etc.) are not permitted at the school. Hair length and appearance must reflect neatness. No facial hair on boys. **Bangs may not be long enough to cover a student’s eye.**
8. General Appearance:
  - a. Sunglasses and hats may not be worn in the building.
  - b. Nail polish must be flesh tones, natural, or French tip.
  - c. Make-up may be worn only in grades 5-8 as long as it is not excessive and blends in with natural flesh tones.

### DRESS CODE CONSEQUENCES

First Offense: Written note or email sent home to parent.

Second Offense: Phone call home to parent.

Third Offense: Parent/Student/Administrator conference

### DISCIPLINE POLICIES AND PROCEDURES

As students learn the value of life by the Spirit, they will request the aid of the Holy Spirit to overcome the sinful impulses of human nature. Teachers and parents should interact with students as together they seek to identify these traits and cooperate with the Holy Spirit to conquer them. In any group, it is always necessary to have rules to provide for the rights, health, safety, and general welfare of all. In the case of a school, rules not only protect all involved, but they allow the school to do its job of preparing young people for life. By having regulations that are well thought out and consistently and prayerfully enforced with Christian love, the school is able to teach the students about consequences and help them to develop self-discipline for future life. The discipline committee reserves the right to introduce changes as deemed necessary.

## LEVEL ONE REGULATIONS

Level one regulations describe infractions generally handled by the classroom teacher.

### LEVEL ONE:

1. Littering: Intentional dropping or throwing of items and not picking them up.
2. Boisterous behavior: Overly loud and obnoxious behavior (including loud talking or yelling in the hall and lunchroom). Bodily contact with another person in a jesting manner.
3. Running: Anything other than normal walking in the building except during recess in the gym.
4. Chewing gum: Chewing gum or providing gum to others.
5. Eating: Food is to be eaten only at the appropriate time in assigned places.
6. Dress: Violation of dress code.
7. Language: Unacceptable slang expressions.
8. Unauthorized materials: Items such as toys, electronic devices, unapproved reading material, trading cards are not to be brought to school unless approved by the classroom teacher. The school is not responsible for lost or stolen items.
9. Teasing/Annoying.
10. Attitude: Displaying a negative attitude in any situation. Rolling eyes, tone of voice, talking behind teacher's back and making fun of others.
11. Name calling.
12. Disrespect of school or personal property.
13. Excessive talking in classroom.
14. Note passing.
15. Writing on oneself.

## LEVEL ONE RESPONSES

Responses may include, but are not limited to the following:

1. The teacher may choose to speak to the student, give a written assignment, and/or contact a parent.
2. Repeated violations of Level One Offenses are handled with Level Two Responses.

## LEVEL TWO REGULATIONS

Level two regulations are intermediate rules that require a written record of the offense. The offending student is then sent to the office for a conference with the principal. Each time a student breaks a level two regulation, the parents are contacted and a discipline report form is sent home and placed in the discipline file for future reference.

### LEVEL TWO:

1. Fighting: Hitting, shoving, punching, kicking, slapping, grabbing, spitting, or throwing items with intent to hurt.
2. Small vandalism: Acts that deface; acts that create inconvenience, but no permanent damage.
3. Inappropriate language or gesture: Swearing or using inappropriate language, remarks against or about others including racial slurs.
4. Forging signatures: Improper use of another person's name
5. Disrespect: Treating adults or other students in ways that show a lack of respect for them as persons.
6. Lying: Being untruthful by word or by action.
7. Disrupting class: Words, actions, or non-compliance with requests made by teachers that cause the learning environment to become unsatisfactory.

8. Cheating: Using sources of information for doing school work or taking tests that are not approved by the teacher. (Getting or giving answers during quizzes and/or tests, copying another student's homework, bringing notes or answers to class for use during tests.)
9. Skipping class: Absence from an assigned activity without permission.
10. Bullying others: Any attempt to violate another student's rights. Bullying/Harassment includes communications such as gestures, jokes, comments, innuendoes, notes, display of pictures or symbols, communicated in any form, including orally, in writing, or electronically via the internet, cell phones, text messaging, or in any other way that ostracizes and disrespects all persons.
11. Aiding and abetting: Urging another student to do something that is against school regulations or against the law, covering up for a student who has done something that is not right and in violation of the school rules. Supporting bad behavior.
12. Irresponsible use of school or private property.
13. Unauthorized materials: Items not conducive to classroom learning or environment are not permitted. (Matches, lighters, pocket knives, water guns, fireworks, or inappropriate reading material)
14. Failure to cooperate: Refusal to cooperate with a request made by a person of authority.
15. Leaving campus without permission.
16. Failure to complete a disciplinary assignment: Failure to fulfill any assignment or agreement that has been made because of misbehavior.
17. Threats: Any indication on the part of a student to do harm to any other person on the campus.

## **LEVEL TWO RESPONSES**

After the student's conference with the principal, the rule violation will be dealt with in one of several ways:

1. Parents Notified
2. Lunch/Recess Detention (may include work assignment)
3. Fine levied (to cover the cost of property damage)
4. Restrictions/Loss of privileges
5. In-School Suspension 1-3 days
6. Out-of-School Suspension of 1-3 days (Interview with the principal/discipline committee)

## **LEVEL THREE REGULATIONS**

Level three regulations describe rules that the school feels are very serious. Infractions of these regulations require students to be sent to the office. Each time a student breaks a level three regulation, the parents are contacted and a discipline report form is sent home and placed in the discipline file for future reference.

### **LEVEL THREE:**

1. Repeat violation of Level Two Offenses
2. Theft: Removing or using property belonging to the school, a teacher, or another student.
3. Controlled substances: Actual possession, use transfer, or sale of drugs, alcohol, cigarettes, or drug-related substances.
4. Physical or Verbal assault: Violent body contact in a serious and/or dangerous manner. Words stated or written that harm or have the potential to harm someone emotionally.
5. Vandalism: Deliberate destruction that has a permanently damaging effect upon the school or private property.
6. Outlawed materials: Weapons, pornographic materials, etc.
7. Insubordination or abusive language or gestures: A belligerent or abusive act, statement, or gesture that is directed at any employee of the school, which involves more than a simple refusal to do something. It is an aggressive, insulting, profane, or disruptive abuse.
8. Socially inappropriate behavior: Physical exposure, relieving yourself in public.

9. Sexual Immorality in any form: (behavior, language, possessions, innuendos, gestures) – sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature, which is offensive. It can be words spoken or written, or physical behavior. It includes offensive pictures, graffiti, jokes, and stares.
10. Technology Misuse: using any technological device to post inappropriate or derogatory content towards the school or any individual, either written or visual, on or off campus.

### **LEVEL THREE RESPONSES**

After an investigation of circumstances, the discipline committee will deal with the problem in one of the following ways:

1. Meeting of the student and parents with the Principal and/or Discipline Committee and/or Discipline Board
2. The student will serve a one or more-day suspension
3. The student will be placed on behavioral probation
4. The student will be referred to a professional guidance person
5. The student will be recommended to the School Board for dismissal

### **BEHAVIORAL PROBATION**

If a student receives two (2) **Level Two** or one (1) **Level Three** written notices as outlined above, the discipline committee will be informed. If a student is placed on behavioral probation a meeting will be scheduled with the student and his/her parents. The Probationary period is one month with no field trips, extra-curricular activities, or gymnastics. If a student breaks probation they will be placed on zero tolerance. If a student on zero tolerance commits any level two or level three offense, they will be asked to withdraw.

### **FOLLOWING A SUSPENSION, A STUDENT WILL:**

1. Have a re-entry interview with parent/principal/teacher.
2. Write out a re-entry worksheet (my side of the story, what my plan is).

The school administration (in the presence of an adult witness) maintains the right to inspect a student's locker, desk, purse, backpack, or other personal items brought to school at any time without permission or prior notice. A student's personal computer, tablet, phone, or other technology may also be searched when there is a reasonable suspicion that the devices contain information relevant to a violation of school rules, school policy, or the law.

The school search policy is effective for all students in attendance. This policy is designed to balance the privacy of the individual student while allowing school officials to maintain a safe environment for all students. The school will use reasonable efforts to make the search minimally invasive and targeted. Law enforcement may be contacted where appropriate before, during, or after a search. When appropriate, the school may report violations of the law to appropriate authorities.

The School Board and staff of Highland Elementary understand that every item cannot be covered when composing a discipline policy. It is left to the discretion of the Discipline Board, the principal, and the teachers to help determine the level of offenses not specifically covered by this program.

### **DAMAGE TO SCHOOL PROPERTY**

If school property is damaged, the actual cost of repair will be charged to the student account. If property is damaged deliberately, it will be considered vandalism and dealt with accordingly.

<b>INSURANCE REGULATIONS</b>
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### **SKATEBOARDS/SKATES/BICYCLES/SCOOTERS**

Due to insurance regulations, students are not permitted to bring skateboards or skates to school nor ride them on or near school ground, unless for a notified organized activity. Any student riding a bike to & from while on school property must be wearing a helmet.

## **CLOSED CAMPUS**

Highland Elementary is a closed campus which means that students may not leave campus without permission during school hours. This includes riding with minors or non-school personnel during school hours without authorization from the elementary to the church or the academy. A student may not leave campus until the school day has ended.

## **INSURANCE**

Highland Elementary in cooperation with the Kentucky-Tennessee Conference of Seventh-day Adventists offers all its students a secondary insurance coverage. If a parent does not have a primary insurance carrier, the school insurance company will make payments according to its benefit limits policies. A copy of this policy will be made available to parents at the time of registration.

<h2><b>HEALTH AND NUTRITION</b></h2>
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## **PHYSICAL EXAMINATIONS**

A doctor's medical examination will be required for all kindergarten and first grade students. **It will also be required of all students transferring to Highland Elementary from a non-Seventh-day Adventist school or a Seventh-day Adventist school outside the Kentucky-Tennessee Conference.** These examinations must be submitted to the school by the end of August.

## **IMMUNIZATION**

A state form giving proof of compliance with immunization requirements must be submitted by the beginning of school in August for all students entering Kindergarten or the First Grade. All other transferring students will be required to provide appropriate immunization records by completing a request for the transfer of cumulative school records from the school they previously attended. Acceptance may be contingent upon the necessary forms being turned in to the office in a timely manner.

## **PHYSICAL EDUCATION**

A written excuse for sitting out or missing physical education is required.

## **FIRST AID**

When a student is ill or has been injured, the school office will determine if minor treatment needs to be administered or if a parent should be contacted. The school maintains a first aid medical cabinet.

## **LICE**

Children diagnosed with scabies or head lice shall have proof of treatment. Students may be readmitted to school if they have a note from their primary care provider stating they are cleared to return to school.

## **STUDENTS WHO BECOMES ILL AT SCHOOL**

When a student becomes ill at school, the parent will be requested to come and pick up the child. Arrangements to pick up an ill child should take place within one hour of notification. Until that child has been picked up, the school will provide a place for the child to rest. A child who is ill should remain at home for the good of the child and the good of his/her classmates. Any child running a fever must remain home until fever free for 24 hours. Students with a fever higher than 100.0 orally should remain home from school or school sponsored events. Students must be fever free without the aid of medication (i.e. Tylenol, Advil) for 24 hours before returning to school.

## **EMERGENCY TREATMENT/PRESCRIPTION MEDICATION/OVER THE COUNTER MEDICATION/NATURAL REMEDY MEDICATIONS/VITAMINS**

The health of each student is an important factor in the learning process. Cooperation among the health department, the private medical sector, the home and the school is essential. In general, the administration of medication to students while in school is to be avoided.

All students are to avoid all forms of tobacco, alcoholic beverages, and illegal drugs. Any student taking a prescription drug must notify his/her teacher.

In the event the administering of medication to a student during school hours is necessary, the following guidelines are to be followed:

1. All medications must be stored in a secure, locked, clean container or cabinet accessible only to the responsible authorized school personnel.
2. All medications must be brought to the principal or staff person responsible for administering them in the original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the time for each dose.
3. Any student who must have medication administered during school hours as a condition of being able to attend school without endangering his/her health or who is taking medication for a period of time exceeding 20 school days, shall file with the principal of the school a medication authorization, signed by the parents or legal guardians of the student, and in the form prescribed and made available by the KY-TN Conference K-12 Board of Education.
4. Non-prescription medications such as aspirin, cough medications, over-the-counter allergy medications, cough drops, natural path, vitamins, etc., may NOT be administered to students by school staff. Only a licensed practitioner or school nurse may dispense non-prescription medications. Students may self-administer non-prescription medicines provided they bring only one or two days' dosage rather than a whole bottle. However, the medication should be given to the school authority by the parent until the child needs it. The parent shall complete an "Over-the-Counter Medication Permission" form.
5. All forms are provided in school office and HES Website.
6. These policies and procedures will be followed for all school related activities including overnight trips.

## **SERVICES AND PROGRAMS**

### **SCHOOL BOARD MEETINGS**

School board meetings are held on a monthly basis. If any parent has an item he/she wishes to present to the school board, this item must be presented to the principal at least one week prior to that meeting. The school board meets the third Tuesday of each month unless changed by notice.

### **SPIRITUAL GUIDANCE**

Besides the daily study of the Bible and morning worships in our classrooms, the school also offers the following programs in the interest of guiding your child's spiritual growth:

1. Kids in Discipleship – A discipleship program that encourages each student to become a better disciple through time alone with God and purposed Bible study.
2. Weeks of Prayer – Highland Elementary invites special speakers for a week of devotional messages. These weeks are in keeping with our primary objective as a school, to lead every student to accept Jesus Christ as his/her personal Savior.
3. Missionary Projects – Participation in local missionary projects such as food baskets, Christmas projects, and individual class projects give our students the opportunity to become involved in active services for Christ.
4. Spiritual Counseling – In an effort to guide every student to understand and resolve difficult issues in life, Highland Elementary offers a wide resource of counseling through its faculty and staff, and the ministers of Highland Seventh-day Adventist Church. Individual counseling and Bible study classes leading to baptism will be available to any student who so desires.
5. Weekly Assemblies – Each week all students and teachers come together for worship. Weekly assemblies are led by students.



## **FIELD TRIPS**

Field trips are planned outings taken by classes as a learning enrichment activity. Parents will be given notice of all field trips at least 4 days prior to the event. A small fee may be required for a field trip. In order to protect the welfare of our students we adhere to the policy of the Kentucky-Tennessee Conference training and screening process. All chaperones driving private vehicles are required to carry adequate insurance coverage (\$100,000/\$300,000 liability coverage).

## **AFTER SCHOOL PROGRAMS**

We offer Gymnastics as an extracurricular after school activity. Fees are applied and non-refundable should your child withdraw from a program early. Students not picked up by the end of the program will be sent to After School Care and charged for services rendered and begins as the first hour After Care rate.

## **LUNCH PROGRAM**

1. All lunches served by the school will be vegetarian.
2. We provide a lunch menu on a daily basis. Milk, juice, and bottled water are also available. Hot lunch orders need to be placed on-line using FACTS Family Portal. All lunch orders should be submitted by Sunday evening.
3. When students forget to order hot lunch or forget to bring a sack lunch they will be provided with a peanut butter and jelly sandwich, provided they do not have a nut allergy. Families will be charged for the food items.
4. Due to the limited amount of time in the lunch room and the number of microwaves, we ask that students not bring any meals that need to be microwaved for more than 2 minutes.
5. Students who choose to bring their own lunches are requested to write their names on all lunch sacks and label all lunch boxes. All lunches are to be kept in the classrooms until the class dismisses for lunch. No food is to be eaten in any other part of the school outside the multi-purpose room unless authorized by the school office.
6. Students are **not** to bring any drinks containing caffeine, such as coffee, tea, cola beverages and any drink that lists caffeine as an ingredient. **No carbonated beverages (soda) are permitted** in school unless a special occasion has been pre-approved by the homeroom teacher or the school office.
7. Prior to bringing any food into the school (e.g., food for class parties, fund raisers, etc.), all must consult with and bring to the office a detailed ingredient list of all food to be served.
8. Due to some students with food allergies, students must not share their food at any point during the day.

## **ALLERGIES**

Parents are expected to disclose any food or other allergies to the school upon enrollment of their children.

## **BIRTHDAY CELEBRATION POLICY**

Families may send to school non-food items to pass out for student birthdays. We request that families do not bring food items due to students with allergies and certain food intolerances. Parents are welcome to come and have lunch with their child on their birthday.

Families are always welcome to have a birthday party at your home or rent the school gym for celebrations. If you are going to send out invitations at the school, please be sure to have an invitation for every child in the classroom.

## **THE LIBRARY**

The library may be used by students only at a time in which a librarian or a staff member is in charge of supervision. Each student may check out one or two books at a time in grades first through eighth. If a student fails to return a book, that student may not check out any additional books until the original book is returned or paid for. At the end of each quarter books need to be returned or replaced.

## **LOCKERS**

Students in grades 3 – 8 are given lockers in their classrooms. Grades 3-8 will have the option of getting a lock from the office for a non-refundable rental fee of \$3.00 per year. Personal locks are not permitted.

## **THE HOME AND SCHOOL**

The Home and School Association is the Seventh-day Adventist Parent-Teacher Association responsible for planning programs that foster student growth and development. It also provides the basis for an education which unites the endeavors of the home and the school for the cause of Christian education. Its primary objectives are:

1. To bring the home and the school into harmony with the principles of Christian education in spirit, content, and methods.
2. To work toward the end of enrolling every Seventh-day Adventist child in church school.
3. To assist in providing special funding for projects and programs necessary to enable the school to meet its highest standards.

Active support of the organization enhances its effort to create a favorable liaison between the home and school for the benefit of your child.

## **PARENT-TEACHER RELATIONSHIPS**

### **VISITATION**

Parents are always welcome at Highland Elementary. Please keep in mind that teachers are busy helping all students learn at high levels, therefore, we ask for minimal distractions and interruptions. It is requested that all visitors receive prior authorization from administration before proceeding to a classroom. For the security of the students, all visitors to the school are required to sign in at the school office.

Pre-school children should visit school only with adult supervision.

### **PARENT-TEACHER CONFERENCES**

Twice a year the school holds a series of parent-teacher conferences designed to address the overall academic progress and development of each student. MAPS Testing results may be discussed with the parent with respect to the child's strengths, weaknesses, and recommendations for continued progress.

These conferences are scheduled events designed to provide an interim basis for open communication between parent and teacher. Students may be permitted to enter into such a conference. Although the school holds two formal parent-teacher conferences per year, a meeting may be requested at any time in the school year by either the parent or the teacher.

### **SUGGESTIONS TO HELP YOUR CHILD SUCCEED IN SCHOOL**

The success of our school depends in a large measure upon the fullest cooperation between parents and teacher. This cooperation ranges from supporting the school's rules and policies to withholding judgment of a teacher's reported actions until the facts can be determined. Misunderstandings can easily arise if parents and teachers do not communicate well. If a situation

arises which you do not understand, or you feel is unfair, please talk to the appropriate person and determine the facts. By doing this perhaps we can avoid the unhappy consequences which misunderstandings seem to bring.

Another area in which parents can help is by showing an active interest in what your child does at school. Find out what he/she did at recess, how his/her grades are. Ask how his/her friends are doing. Attend the school's programs, whenever possible, even if your child is not participating. This is a real encouragement to the teachers and shows your child that the entire school's program is important.

Here are some more helpful guidelines to consider in making home life positive and constructive for success in school:

1. Encourage your child to be enthusiastic about his/her school work.
2. Be sure your child schedules sufficient time for home study.
3. Provide your child with a suitable quiet place to study and help him/her to establish a regular study pattern or schedule. Pencils, pen, paper, books, dictionary, ruler, etc. should be at hand
4. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
5. Work with the school in carrying out recommendations made in the best interest of the child, including discipline.
6. Talk with your child about school activities: Show an active interest in his/her report card and progress.
7. Have family agreements that are enforced regarding the use of the telephone, television, and electronic games.
8. Please see that your child eats a wholesome, well-balanced breakfast. The morning activities require more energy than any other period of the day.
9. We encourage parents to minimize television viewing during after school hours and to occupy this time with a balanced program of wholesome reading, recreation, diligent study, and family worship with sharing time.
10. We encourage all students to get eight to ten hours of sleep each night.

## **PROBLEM SOLVING PROCEDURES**

Concerns and problems arise in any relationship. When problems or concerns occur, there is an established policy for addressing such problems/concerns.

Step One: Talk to the classroom teacher to clarify any misunderstandings. If after this initial contact the concern remains, request a **Concern Form** from the office or on line and set an appointment with the teacher to further discuss the concern. Before the meeting, complete the parent portion of Part One on the form. The purpose of the form is to develop a written plan of action to answer the concerns.

Step Two: If either party, parent or teacher, fails to follow through on their plan, contact the principal to arrange a meeting to meet with the teacher and the parent. At this meeting the principal is to serve as a mediator and assist in modifying the action plan to solve the problem. It will be the principal's responsibility to complete Part Two of the Concern Form and monitor its progress. A copy of Parts One and Two will be discussed with a conference representative.

Step Three: If either party believes that the problem has not been resolved, a meeting will be called and led by the school board chairman. All parties involved will be given a chance to voice their concerns. The school board chair will determine the action to be taken unless it has to do with teacher job performance, at which time the conference would be asked to enter the discussion. We request that parents follow this outlined policy to avoid making issues greater than needed.

<b>ELECTRONICS</b>
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## **PERSONAL SOCIAL NETWORKING**

Students are discouraged from participating in personal social networking. Students who engage in personal social networking outside of the school will be held liable for profanity, obscenities, bullying, derogatory statements, harassment, or statements indicating intent to harm, damage, or deface school property, or such incidents are directed towards another student of Highland Elementary, a parent of Highland Elementary, a faculty or staff member of Highland Elementary, any member of the school board of Highland Elementary, or the pastoral staff of Highland Church. When notification of such violation is brought to the attention of the School Board or the principal of Highland Elementary, immediate disciplinary action will be taken. Disciplinary action strives to be corrective in nature, but may, by consent of the school board, lead to expulsion.

## **COMPUTER NETWORK POLICY**

The Highland Elementary computer network is designed to be an integral component of teaching and learning at Highland Elementary School. Students are responsible for good behavior on the school computer network. The network is provided for student to conduct research and to communicate with others in relation to school work. As such, students must agree to follow the guidelines:

1. The primary purpose of the network is to support those engaged in academic work, therefore students may not use the school's computers for any other reason.
2. Students are to adhere to all laws concerning the use and distributions of copyrighted software and materials.
3. Students are to use appropriate and respectful language at all times.
4. Students are responsible for their accounts at all times and not to share user names and passwords.
5. All rules governing plagiarism apply to information found by the computer: copying and pasting is plagiarism.
6. Student may only access electronic mail at the permission of the teacher or administration.
7. Students are to handle all network equipment carefully or they will be held responsible to replace it.
8. Highland Elementary makes no warranties of any kind whether expressed or implied for the information gained through the Internet.

## **CELL PHONE POLICY**

No students in grades Pre-Kindergarten through fourth grade may bring a cell phone to class. Special allowances are being made for students in grades fifth through eighth grades to bring cell phones to school. However, these phones must be turned off, and turned into the teacher at the beginning of the school day. Phones will be returned at the end of the school day. Students attending After Care will need to surrender their phones to the After Care director. Highland Elementary reserves the right to inspect the files of any electronic devices used in violation of the handbook. The school will not be held liable for broken, stolen, or lost cell phones.

## **LAPTOP/ELECTRONIC DEVICES POLICY**

Personal laptops or other electronic devices are to be used at the discretion of the administration and only in grades 5 through 8. Students are permitted to bring laptops only when given permission by the administration. Highland Elementary reserves the right to inspect the files of any electronic devices used in violation of the handbook. The school will not be held liable for broken, stolen, or lost laptops or other electronic devices. Electronic devices should not be used at, before and/or after care. Students who use electronic devices at before or after will have them confiscated. Electronic devices that are confiscated maybe picked up in the school office by a parent or guardian.

## **SMART WATCHES**

Smart watches are not to be brought to the classrooms. If brought to school, they must be checked in with the teacher each day.

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