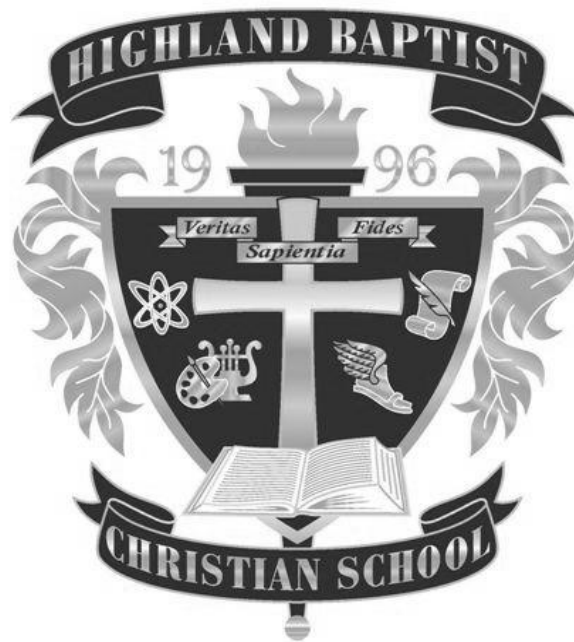


Highland Baptist Christian School

2012-13 Application Packet *for New Student*



Vision Statement

HBCS provides an environment that promotes spiritual growth and academic success. HBCS equips students spiritually, academically, interpersonally, and socially to provide the opportunity for each student to know Christ in a personal, life-changing relationship and to excel in post-secondary environments.

Mission Statement

To glorify our Lord in a Christ-centered, Bible-based educational environment, to present to our students the gospel of Jesus Christ and to provide an academically excellent education.



2012-13 Application Packet

Checklist for New Student

- _____ Application for Admission (completed and signed)
- _____ Admissions Policy
- _____ Parent\School Contract
- _____ Statement of Academic Responsibility/Code of Honorable Conduct (Grades 4th-12th)
- _____ Acceptable Use Policy for Internet
- _____ Use of Picture Consent Form
- _____ Parental Consent for Drug Screening (Grades 7th-12th)/Drug Screening Procedure
- _____ Fee Schedule (*Application Fee due with Application Packet)
- _____ Enroll with FACTS by July 10, 2012. If new student is accepted after July 10th, parent/guardian must register with FACTS within 2 business days!
- _____ Parent Interview PK/K; Parent and Student Interview 1st-12th
- _____ Copies of MANDATORY DOCUMENTS NEEDED WITH APPLICATION:
 - _____ current and previous report cards
 - _____ standardized test scores (Stanford, Iowa, Leap, etc.)
 - _____ disciplinary records
 - _____ birth certificate
 - _____ immunization record
 - _____ social security card
- _____ PK & New K only-classroom observation or Open House visit
(Unless older sibling attended PK or K at HBCS)

Upon receipt of the application packet and fee, a testing date may be scheduled if indicated by educational records.

HBCS Tuition and Fee Schedule 2012-13

Standard

Grade	Application Fee	Tuition Base	Annual Tuition	or	Monthly Tuition	Supply Fee	Fundraiser Fee
PK-8 th	\$200.00 Due at time of application; After March 1, 2012: \$250.00	\$4,188.70	\$3,979.26 <i>Due August 1, 2012</i>	<i>or</i>	\$418.87 <i>Due August 1, 2012</i>	\$75.00 <i>Due August 1, 2012</i> Annually	\$250.00 <i>Due August 1, 2012</i> <i>or</i>
9 th -12 th	\$200.00 Due at time of application; After March 1, 2012: \$250.00	\$4,900.35	\$4,655.33 <i>Due August 1, 2012</i>	<i>or</i>	\$490.04 <i>Due August 1, 2012</i>	\$140.00 <i>Due August 1, 2012</i> Annually	\$25.00 <i>Due August 1, 2012</i>

Highland Baptist Church Member*

Grade	Application Fee	Tuition Base	Annual Tuition	or	Monthly Tuition	Supply Fee	Fundraiser Fee
PK- 8 th	\$200.00 Due at time of application; After March 1, 2012: \$250.00	\$3,985.65	\$3,786.37 <i>Due August 1, 2012</i>	<i>or</i>	\$398.57 <i>Due August 1, 2012</i>	\$75.00 <i>Due August 1, 2012</i> Annually	\$250.00 <i>Due August 1, 2012</i> <i>or</i>
9 th -12 th	\$200.00 Due at time of application; After March 1, 2012: \$250.00	\$4,660.49	\$4,427.47 <i>Due August 1, 2012</i>	<i>or</i>	\$466.05 <i>Due August 1, 2012</i>	\$140.00 <i>Due August 1, 2012</i> Annually	\$25.00 <i>Due August 1, 2012</i>

Application Fee: A \$50 processing fee is charged to current students registering after January 4, 2012. The maximum application fee for one family is \$400.00; \$450.00 after March 1, 2012. After December 31, 2012, application fee for 2012-13 registrants is \$125.00.

Monthly Tuition: Tuition is always due on the 1st of each month. If not paid by the 15th of the month, the student will not be permitted to attend HBCS and may return only after fees have been paid. The student will receive a zero for any assignments or tests missed. All tuition payments made monthly must be made through FACTS at a cost of \$46 annually. For families paying tuition annually, FACTS is *not* used except for processing Before/Aftercare (if used) at a cost of \$20 for the year. Online enrollment with FACTS must occur on or before July 10, 2012. New students must enroll in FACTS within two business days of application.

Late Fee: A \$25 late fee is added on 11th of each month for **ANY** outstanding balance.

Tuition Discounts: ♦ **Second child** - 5% off the youngest child's tuition ♦ **Third child** – 25% off the youngest child's tuition
♦ **Fourth child or more** – 50 % off the youngest child's tuition

Specific HS Course Billing: \$30 Fine Arts Survey ♦ \$11.50 Web Assign

Fundraiser Fee: \$250.00 annually or \$25.00 monthly for 1st and 2nd child ♦ \$200.00 annually or \$20.00 monthly for each additional child

* A *Highland Baptist Church member* is one who has: made a profession of faith, come by statement, or transferred membership from previous church; taken the New Members Class (2 sessions); and has been baptized if not previously baptized in another Baptist church. *HBCS is a non-profit school supported by tuition, fees and gifts.*

Highland Baptist Christian School

2012-13 Application for Admission

How have you heard about Highland?

Billboards Newspaper Radio Television
 Friends Internet Other:

Entering Grade Level: _____

Student's Name: _____
 Last First Middle

Student's Address: _____
 Street Address City Zip Code

 Mailing Address (if different than street) City Zip Code

Date of Birth: _____ SSN: _____ Gender: _____ Race: _____

Student resides with: both parents mother father guardian: _____

Financially responsible: both parents mother father guardian: _____

If parents/guardian divorced/separated, domiciliary parent: mother father guardian: _____

*** School information is mailed only to the domiciliary parent.
 Legal documentation stating domiciliary parent may be requested by HBCS.**

School Attended	Grade(s)	Repeated (Y or N)
_____	_____	_____
_____	_____	_____

Has your child ever been suspended or expelled from any school? Yes _____ No _____

Does the student having a medical diagnosis that may affect learning? (Ex. ADD/ADHD/Dyslexia) _____

Has student ever received any type of special education services? (such as speech therapy, assistance from resource teacher, IEP, behavior plan, counseling, gifted/talented, etc.) _____

PK and new kindergarten students only: Parents must complete a classroom observation or attend Open House before application is submitted.

Date Observed: _____ Attended Open House: Yes _____ No _____

Church Affiliation: _____ Highland Baptist Church Member: _____ Yes* _____ No

*A Highland Baptist Church member is one who has: made a profession of faith, come by statement, or transferred membership from previous church; taken the New Members Class (2 sessions); and has been baptized if not previously baptized in another Baptist church.

Father Stepfather Guardian

Allowed to pick up child Emergency Contact

Name: _____
Last First Middle

Address: _____
City, State Zip

Home Phone: _____ Mobile Phone: _____ Pager: _____

Employer Name: _____ Job Title: _____

Business Phone: _____ Ext. _____ Fax: _____

E-Mail: _____ NO Yes Email address may be used for Monday Memos, Class Roster, etc.

Mother Stepmother Guardian

Allowed to pick up child Emergency Contact

Name: _____
Last First Middle

Address: _____
City, State Zip

Home Phone: _____ Mobile Phone: _____ Pager: _____

Employer Name: _____ Job Title: _____

Business Phone: _____ Ext. _____ Fax: _____

E-Mail: _____ NO Yes Email address may be used Monday Memos, Class Roster, etc.

Emergency Contacts (other than parents)

Contact Name: _____ Relation: _____

Home Phone: _____ Mobile Phone: _____ Business Phone: _____

Contact Name: _____ Relation: _____

Home Phone: _____ Mobile Phone: _____ Business Phone: _____

Contact Name: _____ Relation: _____

Home Phone: _____ Mobile Phone: _____ Business Phone: _____

Pick up Information (In addition to Emergency Contacts, others authorized to pick up your child from school)

Contact Name: _____ Relation: _____

Home Phone: _____ Mobile Phone: _____ Business Phone: _____

Contact Name: _____ Relation: _____

Home Phone: _____ Mobile Phone: _____ Business Phone: _____

Contact Name: _____ Relation: _____

Home Phone: _____ Mobile Phone: _____ Business Phone: _____

Medical Information

Physician: _____ Phone Number: _____

Dentist: _____ Phone Number: _____

Hospital: _____ Phone Number: _____

Does the student suffer from any medical condition or chronic illnesses? yes no

If so, please name: _____

Is the student allergic to insect bites, bee stings or ant bites? yes no Describe: _____

List any other known allergies: _____

Does the student have: *Diabetes?* yes no *Asthma?* yes no *Epilepsy?* yes no
Seasonal Allergies? yes no Describe: _____

Does the student have any condition which may require frequent restroom breaks? yes no

State reason: _____

List any other significant health information regarding your son/daughter: _____

Has the student been diagnosed with a hearing impairment and/or chronic ear infections/tubes? yes no
Describe: _____

Does the student have a visual impairment, wear glasses or contacts?: yes no Describe: _____

Will the student be taking any medication throughout the year? yes no Describe: _____

List medication student is prescribed to take: (for emergency and/or drug testing purposes)

Please check with the office about regulations regarding medication administered by HBCS personnel.

If your child is seriously injured and school personnel are unable to reach an emergency contact, the final decision for action taken will be the judgment of school authorities. The parents /guardians give the authority to school personnel to take such action in treating their son/daughter. This includes transporting an injured or very ill child to the emergency room of a local hospital if so deemed.

Parent/Guardian Signature

Student Alert

Please list the persons who cannot have contact with your son/daughter and/or do not have permission to pick up your son/daughter from school.

Legal documentation must be provided when a parent denies the child's other biological parent from picking up their child(ren).

All faculty, staff, substitute workers and volunteers may have access to this information.

Student: _____

Cannot have contact with: _____

Cannot be picked up by: _____

Relationship to child: _____

This person is described as follows: _____

Provide a picture of person(s) not allowed to have contact with student.

Parent/Guardian Signature

Admission Policy

All applications are for one year at a time and are considered on the basis of grade point averages, results of previously administered standardized testing, and behavioral history. The curriculum of HBCS is designed for average and above average students. Admission testing may or may not be indicated. Testing for students transferring from an alternative educational program or a home school setting is mandatory. The cost of any and all testing shall be the responsibility of the parent. **Entrance testing fee is \$25; testing with an additional writing prompt is \$40.**

The following requirements must be met:

1. Students will not be considered without complete application packet including all requested educational records.
2. Parents must understand that the school will attempt to lead their son/daughter to a personal relationship with and a commitment to Jesus Christ.
3. New applicants are considered using the following criteria as a guideline:
 - At least a 2.0 grade point average in each subject area of a college prep curriculum for previous 2 years.
 - 25% minimum in reading and math on standardized testing for previous 2 years.
 - A record of exemplary behavior and school attendance.
 - A completed application for admission including report cards, official transcripts, standardized test results, health records and other previous educational records as requested.
 - No prior school expulsion.
 - Completion of at least one successful year in a public or private school following student's enrollment or participation in any type of rehabilitation program (i.e. drug, alcohol, mental illness, runaway, etc.)
 - Students who have been dismissed or expelled from HBCS due to disciplinary reasons must wait one year from the date of transfer/expulsion before applying for re-admission. If student has achieved success as demonstrated by exemplary conduct grades, disciplinary reports, teacher, administrator, and/or counselor reports, he may then apply for re-admission during the regular registration period for the following school year, pending an opening in that student's grade level.
 - A student interview with the school administrator.
4. All parents and students must agree to the purpose and goals of the school and abide by all policies in order to be admitted and to remain at HBCS. Parental signature indicates that parents understand and agree that continued enrollment and reenrollment of their child in HBCS is dependent on parental support of the school, its staff, and its policies.
5. Although learning disabilities are the responsibility of the parents, doctor, and child, students with learning problems will not be excluded from our program if they meet entrance requirements and can function successfully in the classroom with SBLC agreed upon assistance. This final decision shall be made by the administration.
6. The administration reserves the right to deny the acceptance of a student if, after testing the student and evaluating his application, it is determined that HBCS cannot service the student according to its curricular offerings and in light of the faculty's expertise.
7. All students will follow the dress code. Parents are ultimately responsible for the dress and conduct of their children. This responsibility must be accepted in order for the student to be admitted and to remain at HBCS.
8. The Handbook Acknowledgement Form must be signed by the student and parent(s) and returned to the school office with one week of the first day of school. Students will not be allowed to attend classes without this form on file after the first week of school.
9. During the school year, HBCS will continue to accept applications and screen prospective students; however, admission into the school will likely occur at Highland's quarterly grading periods. Exceptions will be considered for those families being relocated into the New Iberia area.

As the parent/guardian, I grant HBCS the authority to contact my child's previous school(s) in an effort to confirm and/or clarify educational records including but not limited to report card grades, results of standardized testing, and/or behavioral/disciplinary records. Furthermore, the administrators of HBCS have my permission to speak to an administrator/teacher of said school(s) concerning my child's educational/disciplinary history and receive copies of such information if deemed necessary.

I have read and agree to comply with school policy.

Parent/Guardian Signature: _____

HBCS does not discriminate on the basis of race, color, national or ethnic origin. IRS Revenue Procedure 75-5 requires schools to keep records on the racial composition of its student body, faculty, and administrative staff for each academic year.

PARENT/HBCS CONTRACT

This contract is entered into by and between Highland Baptist Christian School (hereinafter referred to as HBCS) and _____, who are the parents(s) and/or guardian(s) of _____.

It is understood that upon our child's acceptance at HBCS, we are responsible for timely payment of all fees and tuition. Application fees and supply fees are non-refundable.

Monthly tuition payments are due by the 1st of each month; payments become delinquent after the 10th of each month with a late fee of \$25.00 accrued. **If tuition or any other fee is not paid by the 15th of the month by 9 a.m., my child will not be permitted to attend HBCS and may return only after fees are paid. The student will receive a zero for any assignments or tests missed.**

Refund Policy

A full refund of pre-paid annual tuition will be made if a student transfers out before school begins. Half of pre-paid annual tuition will be refunded if a student transfers before the start of the spring semester. No refund for pre-paid annual tuition will be given if a student transfers after the spring semester begins. If a student who pays monthly transfers from HBCS during the school year, the responsible party listed above is obligated to pay the balance of the remaining monthly payments for that semester. *Student records will be held until balance on account is paid in full.* Supply fees as well as application fees are non-refundable for any reason.

NSF Policy

Non-sufficient funds (NSF) checks are charged a \$25.00 fee. Payments of the NSF check and fee are due to the school office within five business days of the NSF notice sent by the school office and must be paid in cash or by money order. If this fee is not paid within five business days, the student will not be permitted to attend HBCS and may return only after fees are paid. The student will receive a zero for any assignments or tests missed. HBCS reserves the right of collection, including forwarding the check to the district attorney's office for collection. In the event that more than two NSF checks are received from the same family in a school year, all subsequent payments must be made in cash or by money order.

Both parties agree that in the event of the necessity to institute legal proceedings to enforce any terms of this contract, the prevailing party shall be entitled to be reimbursed for all reasonable attorney's fees and costs incurred, as well as court costs.

Thus entered into on this _____ day of _____, 20__.

Parent/Guardian Signature

Administrator Signature

Parent/Guardian Signature

Highland Baptist Church Member:	Yes _____ No _____
Tuition will be paid:	Monthly via FACTS _____ Yearly _____
Fundraiser Fee will be paid:	Monthly via FACTS _____ Yearly _____

Financially responsible: ___both parents ___mother ___father	
___guardian ___other (Name: _____)	
Billing will occur as indicated.	

4th-12th Grade Students

Statement of Academic Responsibility for Students

I understand that class and homework assignments are given as a means of instruction and/or review in subject matter. I also understand that there is meaning and value in these assignments and acknowledge that the completion of such is critical to my success as a student.

I, supported by my parents/guardians, agree to accept my academic responsibility as a student by demonstrating consistent class and homework assignment completion.

I understand that if I do not demonstrate academic responsibility in this manner, a meeting will be scheduled with my parents/guardian, my teacher, the administrator, and me to discuss a plan of action. Specific objectives will be set with attainable goals to which all participants in this meeting agree. After a 3 week period has passed, this meeting will reconvene at which time my responsibilities in meeting these goals of assignment completion will again be discussed. If my goals have not been met, I understand that my academic standing and the privilege of continuing as a student at HBCS may be jeopardized.

Code of Honorable Conduct

Let no one look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe. 1 Timothy 4:12

HBCS students agree to abide by the *Code of Honorable Conduct* and the spirit of those expectations; parents agree to support the school on this behalf.

For its validity, the *Code of Honorable Conduct* of HBCS rests on the truth of God's word. To follow this truth is honorable, in that it ultimately brings honor to God, its rightful source.

One of the aims of education at HBCS is personal growth in making wise choices, that is, choices that are pleasing to God. As the student handbook clearly defines disciplinary policies, the *Code* expects students to understand that they are accountable for their behavior, their actions have consequences, and they can learn from their mistakes. Furthermore, it must be emphasized that the school's endeavor is to develop the whole student with an integrated Christian lifestyle. HBCS seeks to avoid situations in which students act one way at church or school, but another way on their own time. HBCS students are expected to honor Christ in all behavior and activities 24/7/365. The *Code* expects students to:

*Demonstrate honor, integrity and honesty

Pray for us, for we are sure that we have a good conscience, desiring to conduct ourselves honorably in all things. Hebrews 13:18

*Support the mission of the school

"Go therefore and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I commanded you: and lo, I am with you always, even to the end of the age."
Matthew 28:19-20

*Promote the safety and well-being of students and others

All things are lawful, but not all things are profitable. All things are lawful, but not all things edify. 1 Corinthians 10:23

*Reflect a Christ-like image and bring credit to HBCS

Any grievous offense committed by a student of HBCS, whether occurring in or out of school can result in disciplinary action up to and including expulsion. This includes but is not limited to entries on/issues revolving around personal websites/blogs (*which by definition can be accessed by anyone via the World Wide Web*), emails, cell/camera phones containing material that is deemed inappropriate to the purpose and mission of HBCS.

For our proud confidence is this, the testimony of our conscience, that in holiness and godly sincerity, not in fleshly wisdom but in the grace of God, we have conducted ourselves in the world, and especially toward you.
2 Corinthians 1:12

I agree to abide by the terms and conditions of the Statement of Academic Responsibility for Students and Code of Honorable Conduct.

Student Signature

Parent/Guardian Signature

Acceptable Use Policy for Internet (Kindergarten – 12th)

The Internet is a global collection of thousands of interconnected computer networks that provides vast, diverse, and unique resources to both students and teachers. The Internet can provide unlimited information, acting as an online, up to the minute, perpetual library. Our purpose in providing this service is to promote educational excellence. It is the policy of Highland Baptist Christian School that all computers are to be used in a responsible, efficient, ethical, and legal manner. The student and guardian(s) understand that this access is designed for educational purposes and that Highland Baptist Christian School has taken available precautions to eliminate controversial materials; however, all parties must realize that it is impossible to restrict access to all controversial materials. By signing below, the parent/guardian will not hold Highland Baptist Christian School responsible for material acquired on the Internet.

Highland Baptist Christian School declares unethical and unacceptable behavior as just cause for taking action, revoking information network access privileges, and/or initiating school disciplinary/legal action for any activity through which an individual:

- Uses the information networks for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as those which violate local, state, and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of any publicly owned and operated communication vehicle.
- Harasses, bullies, threatens, and/or stalks another individual.
- Uses the information networks to violate the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by a copyright.
- Uses HBCS computing resources for commercial or financial gain or fraud.
- Forges electronic mail messages, or uses an account owned by other users.
- Invades the privacy of individual.
- Uses the information networks to gain access to any site that is obscene or sexual in nature. If a site is accidentally accessed, the teacher and/or the administrator must be immediately contacted for documentation purposes.

HBCS HAS THE RIGHT TO DEEM ANY ACTION, INCLUDING THOSE NOT STATED ABOVE, AS UNACCEPTABLE AND MAY TAKE DISCIPLINARY MEASURES!

User Rights

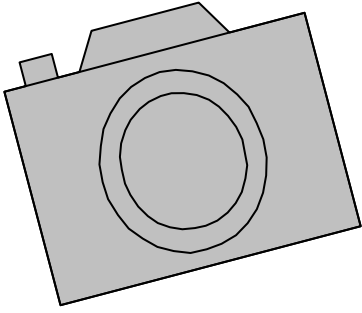
Users of the Internet have certain rights of which all users should be aware.

- The systems administrators may monitor computer files for compliance with this policy.
- Users should have equal access to the Internet, relative to educational goals.
- Users should be safe from unwanted or harassing messages. Any such communication must be immediately brought to the attention of the teacher and/or the administrator, who will seek to remedy the situation.
- Any effort to disrupt Internet services or computer systems by spreading computer viruses, vandalism, unauthorized entry, destruction of computer files, and/or any other use of a criminal nature may be referred to proper authorities for investigation and may result in criminal prosecution under state and federal laws.

I hereby give my permission to issue an account for my child and agree to the terms and conditions as stated on this document.

Student Signature

Parent/Guardian Signature



Highland Baptist Christian School Use of Picture Consent Form

Dear Parent/Guardian,

HBCS uses photographs taken by staff and parents to put on the school website, brochures, newspaper ads and billboards. Please fill out the consent form below.

Student: _____

2012-2013 Grade Level: _____

_____ I give my permission for HBCS to use photos of my son/daughter on the school website, newspaper ads, brochures, and/or billboards.

_____ I **do not** give permission for HBCS to use photos of my son/daughter on the school website, newspaper ads, brochures, and/or billboards.

Student Signature

Parent/Guardian Signature

Parental Consent for Drug Screening **(Middle and High School Students)**

I understand that Highland Baptist Christian School has a policy against the possession, use, sale, or transfer of illegal drugs. I further understand that HBCS has adopted a school drug screening policy as one method of implementing that policy. As the parent and/or guardian, I consent to my child _____ participating in the drug-screening program, to the screening of my child, and the release of the results by the drug-screening laboratory to the school administrator designated by Highland Baptist Christian School.

I indemnify and hold harmless Highland Baptist Christian School, the laboratory, their employees, agents, and representatives from any and all liabilities arising from the authorized release or use of the information derived from or contained in my child's screening results.

Should the initial test results indicate illegal substance use, the student will be suspended for up to 3 days until it is determined by the administrator whether an intervention/rehabilitation program will be allowed as an alternative to expulsion. It is the school's desire that through professional counseling and/or rehabilitation programs, the student may be given grace to return to HBCS. Any student who has tested positive and can provide proof of initiation of treatment may return to school but will still be required to submit to periodic testing at the parent's expense. Upon a second positive result in drug testing, a student will be immediately recommended for expulsion.

I understand that my cooperation in the drug screening procedure, including the signing of this document, is mandatory in order for my child to attend Highland Baptist Christian School. I also understand that I am responsible for all the expenses incurred for my child's drug testing (which will include an additional fee if a hair sample is required).

Student Signature

Parent/Guardian Signature

Drug Screening Procedures

School policy regarding drug screening is also noted in the HBCS Student Handbook.

As part of the expected standards of conduct for its students, HBCS requires that students conduct themselves in a manner that insures that they are drug-free. In keeping with this policy, HBCS has contracted with SECON to assist in carrying out this screening policy.

As stated in the *Student Handbook*, drug testing is completed at the expense of the parent. Your signed acknowledgement of this policy was received in your application for admission to HBCS.

SECON is a fully integrated provider of comprehensive drug testing and specimen collection services for criminal justice, government, and professional service clients. This company maintains its headquarter locations in Lafayette, Louisiana with additional service centers in New Orleans and Houma. From these sites, the company administers a network of services that include more than 475,000 annual collection and/or test specimens for a large variety of public and private clients.

Drug screening is a common procedure in many work and school settings. Screening is random (chosen by lot), and will occur periodically during the school year. HBCS administrative representatives are specially trained to carry out this process through urine sampling. All urine specimens go through a preliminary screening for any contamination that may have occurred while the specimen was being obtained. If contamination did occur, that specimen could not be used for the drug test and would then be labeled “No Test” and is discarded. It would then be necessary for a second urine specimen to be obtained. On occasion, the second specimen may also be contaminated. If this is the case, then a hair sample is taken. Hair samples cannot be contaminated and are 100% accurate, but unfortunately cost more. **The cost difference between a urine specimen and a hair sample will be assessed to the parents of the tested student.**

Details about the screening process are below:

Procedures for Drug Screening (as trained by SECON)

Initial Setup

1. Student names are randomly chosen (literally picked blindly out of an envelope) for screening. Students picked by lot on the screening days will report to the office to participate in the sampling procedure during the school day.
2. Students may also be chosen to be screened, if, in the opinion of the administration, their actions and attitudes show reasonable suspicion that they might be under the influence of a controlled substance.
3. The urine screen will determine if cocaine, marijuana, opiates, methamphetamine, and phencyclidine are present in the sample. These drugs were identified as illegal drugs in the President’s Executive Order 12564 and are the five drugs mandated for screening by the Federal Government in both urine and hair tests.

Screening Procedures

1. The student to be screened will complete the appropriate paper work to establish proper identification.
2. The student will then have the opportunity to list any and all medications taken in the last ninety (90) days OR the parent is contacted to name any such medications.
3. Student will then collect a urine sample and present it to the trained facilitator in a covered receptacle. The temperature of the sample will be verified and then sealed in the presence of the student. Initials of the student and collector will be individually written on the container and it will then be placed in a storage device. The final protection against tampering will be an adhesive tamper-proof strip, which will be used to seal the final packaging. This will be all completed in the presence of the student.

The acquired samples will then be sent directly to the screening center via Airborne Express.

Hair Sampling

1. Hair can be collected from several locations on the head. Body hair can be used as an alternative to cranial hair. Arm, leg, and chest hair (males only) are appropriate to this screening procedure. The trained screening facilitator will remove approximately 309 cm of hair from the student. The sample will then be placed into a designated receptacle with the root end clearly marked. The sample will then be deposited into the first of two receptacles for storage. The

student will identify the storage device with their initials. The final protection against tampering is an adhesive, tamper-proof strip used to seal the final packaging. This will all be completed in the presence of the student.

Notification of Results

SECON will report all negative results within 24 hours of receipt of the screening results to Highland Baptist Christian School via online reporting. A written note will be given in person to the respective student within two days of report review.

All positive results will be announced by SECON using phone contact with the school administration. All initial positive results are confirmed using gas chromatography/mass spectrometry (GC/MS) and will be reported within three school days of the school being notified. Parents will then be personally contacted by school administration and the student will be suspended for up to 3 days until it is determined by the administrator whether an intervention/rehabilitation program will be allowed as an alternative to expulsion. It is the school's desire that through professional counseling and/or rehabilitation programs, the student may be given grace to return to HBCS. Any student who has tested positive and can provide proof of initiation of treatment may return to school but will still be required to submit to periodic testing at the parent's expense. Upon a second positive result in drug testing, a student will be immediately recommended for expulsion. Failure to comply with the stated drug policy of HBCS may result in further disciplinary action and possible dismissal. A zero tolerance policy will be in effect for circumstances involving a lack of cooperation with HBCS or any form of deceit between student and/or parent with the school. A student who refuses to be tested/retested will be dismissed immediately from HBCS. Any student, who deliberately tampers with results, falsifies records, or attempts to make a financial profit from this test procedure will be dismissed from HBCS.

A parent/guardian may choose to have a retest done as well as acquire the services of a Medical Review Officer at his/her own expense, if he/she is not satisfied with the findings of the test.

Parents/Guardians may seek the assistance of HBCS in acquiring a list of available services for substance abuse in the community. The responsibility to utilize these services rests with the student and his/her family.

Any clarification or explanation of this policy may be addressed to the school administration.