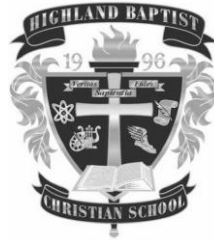


HIGHLAND BAPTIST CHRISTIAN SCHOOL

# Student Handbook

Elementary

2011-12



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.

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.

*Approved by*  
Louisiana Department of Education

*Maintains Membership with*  
Association of Christian Schools International

Louisiana Association of Independent Schools  
Southern Baptist Association of Christian Schools

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## **F.A.I.T.H.**

A simple way to understand God's plan of salvation

**Forgiveness.** In Him we have redemption through His blood and the forgiveness of sins. Eph. 1:7a

**Available.** His forgiveness is available to all. John 3:16

**Impossible.** It is impossible for sin to enter heaven. God is a loving God, but he is just, for judgment is without mercy. James 2:13

**Man is sinful.** For all have sinned and fall short of the glory of God.  
Romans 3:23

**Turn.** Turn means to repent, to turn from sin and self. But unless you repent, you will all likewise perish. Luke 13:3 Where should one turn? Turn to Christ. Christ died, He was buried, and He rose again on the third day according to the scriptures. 1 Cor. 15:3-4 If you confess with your mouth the Lord Jesus and believe in your heart that God has raised Him from the dead, you will be saved. Romans 10:9

**Heaven.** Heaven is eternal life that is promised to you by Christ. I have come that they may have life and that they may have it more abundantly. John 10:10 And if I go and prepare a place for you, I will come again and receive you to Myself, that where I am, there you may be also. John 14:3

After accepting Christ as your Lord and Savior, FAITH takes on a new meaning, (F)orsaking (A)ll (I) (T)rust (H)im.

## **History**

Founded by members of Highland Baptist Church, Highland Baptist Christian School was incorporated in July 1996, under the provisions of Louisiana's nonprofit corporation law.

It is the commitment of HBCS to prayerfully support the families of our students. . .for eternity begins in the home.

Enrollment of students in HBCS is a privilege, not a right. It is incumbent upon parents to understand that continued enrollment and reenrollment of their children is dependent on their support of the school, its staff, and its policies.

## **Notice of Nondiscriminatory Admissions Policy**

Highland Baptist Christian School's non-discriminatory policy is defined as one which admits students of any race or gender to all the rights, privileges, programs and activities generally accorded or made available to students at this school, and further meaning, specifically not exclusively, a policy of making no discrimination on the basis of race, religion, or gender in the administration of education policies, application for admission, financial aid programs, and extracurricular programs.

## **Administration and Staff**

*Obey your leaders, and submit to them; for they keep watch over your souls, as those who will give an account. Heb. 13:1 7a*

Administrator	Janie C. Lamothe
Assistant Administrator	Carol W. Mestayer
Athletic Director	Artie Liuzza
Financial Secretary	Lynette Gary
Administrative Assistant /Registrar	Angie Pellegrin
Administrative Assistant/Receptionist	Michelle Davidson
Administrative Assistant/Attendance	Lisa Inzerella
Technology Coordinator	Tabitha Maillet

## School Hours

PK-Kindergarten 8:15 a.m. -3:00 p.m.  
1<sup>st</sup>-6<sup>th</sup> grade 8:15a.m. -3:15p.m.

Nine Week Grading Periods		Report Card Days
First	August 12, 2011- October 14, 2011	October 21, 2011
Second	October 17, 2011- January 6, 2012	January 13, 2012
Third	January 9, 2012 - March 16, 2012	March 23, 2012
Fourth	March 19, 2012-May 25, 2012	May 25, 2012

The first full day of class for students in grades 1- 6 is **Monday, August 15, 2011.**  
The first full day of class for **PK and kindergarten students** is **Tuesday, August 16, 2011.**

## Student Holidays

<b>Monday, September 5</b>	Labor Day
<b>Friday, September 23</b>	Sugarcane Festival
<b>Friday, October 21</b>	<b>Parent-Teacher Conferences</b>
<b>Monday, November 21–Friday, November 25</b>	Thanksgiving Holidays
<b>Wednesday, December 21 – Tuesday, January 3</b>	Christmas Holidays
<b>Monday, January 16</b>	Martin Luther King, Jr. Holiday
<b>Monday, February 20 – Friday, February 24</b>	Spring Break
<b>Friday, March 23</b>	<b>Parent-Teacher Conferences</b>
<b>Monday, April 2 – Monday, April 9</b>	Easter Holidays

HBCS will close the 2011-12 school year on Friday, May 25, 2012.  
HBCS offices will remain open through June 8, 2012 from 8:00 a.m. - 3:00 p.m.

## Last Day of School

*PK & K:* May 17, 2012  
*Grades 1-6:* May 25, 2012

## Early Dismissal

*Tuesday, December 20, 2011 (noon)*

## Standardized Testing

April 23-27, 2012 TerraNova3 Achievement Test 1<sup>st</sup> - 6<sup>th</sup>

## **Statement of Beliefs**

Archimedes, the famous Greek mathematician and physicist, said that if he were given three things he could move the earth off its axis. "Give me a standing place out yonder in space, a fulcrum, and a lever long enough and strong enough and I will move the world!" *A place to stand* is what we need if we are going to be a moving force in the world.

Highland Baptist Christian School was established to be a moving force in New Iberia and ultimately the world. Peter Marshall, for many years the U.S. Senate Chaplain, once prayed, "God help us to stand for something lest we fall for anything." The following purpose statement expresses what Highland stands for and what we believe.

### **1. We believe in the Lordship of Jesus Christ.**

We believe that Jesus Christ is the eternal Son of God and both the Savior and Lord of all who believe and trust in Him. (Acts 2:36)

The facts of Christ's life are simple. He was foretold by the prophets (Isaiah 7:14), born of a virgin (Matthew 1:18-23), and lived a life of complete obedience to God (Hebrews 4:15). He preached with authority (Matthew 8:28-29), performed miracles (Acts 2:22), died to pay for our sins (1 Peter 3:18), was raised from the dead (1 Corinthians 15:4), and appeared to people after His resurrection (1 Corinthians 15:5-9). He ascended to heaven to be the mediator (peacemaker) between God and us (1 Timothy 2:5-6). One day He will return to the earth to judge it (Romans 14:10-12). Until then He dwells in the hearts of all believers as the living and ever-present Lord. His death on the cross was the payment (atonement) for our sins and the means by which we are forgiven and brought into a right relationship with God (saved) (Romans 3:25-26).

By virtue of His life, death, and resurrection, He is the master or ruler of life (Philippians 2:5-11). To Christ is due complete obedience. To be a Christian is not just to accept a philosophy of life, or to seek to live up to a code of ethics, or observe certain ceremonies. To be a Christian is to have a personal relationship with the Lord of life. He deserves and demands our complete commitment.

Jesus is both Savior and Lord (Acts 2:36). This we believe!

### **2. We believe in the free gift of salvation.**

We believe that salvation is the free gift of God which we receive through faith in Jesus Christ. This salvation cannot be earned. Biblical salvation means the redemption, or recovery, of the whole person from the power and consequences of sin, resulting in a right relationship with God. Biblical salvation is past, present, and future. We are saved from the penalty of sin when we trust Jesus Christ by faith. This is called conversion or justification. From the moment of that decision, we are being saved from the power of sin, a process which continues until we die. This is called sanctification. When we die, we enter the presence of God in heaven and are then saved from the presence of sin, because in heaven, there is no sin. This is called glorification.

We are saved by faith in Jesus who died as the substitute for our sins (Hebrews 9:12). We are not saved by being good (moral, honest, kind), nor by being religious (by being baptized, going to church, giving money). These things are but the evidence of salvation, not the means of salvation. We are saved by God's grace (unearned favor) through faith (total trust) and not by our own good works (Ephesians 2:8-9).

There is just one way to Jesus and that is through faith. Saving faith is being sure of what we hope for and certain of what we do not see (Hebrews 11:1). There are not many roads to Christ. It is through faith alone that we come to Christ. Without faith it is impossible to please God (Hebrews 11:6).

However, there are many ways to faith. We can come to faith in any Christian church or in no church. The important thing is not the church attended but the faith possessed. We recognize as fellow Christians all people who follow Christ, regardless of their denominational preference.

The simple conditions of salvation revealed in the New Testament are as follows: (1) conviction of sin (John 16:8); (2) repentance from sin - a change of attitude that leads to a change in action (Acts 3:19), (3) faith in Jesus Christ, and (4) confession of that faith (Romans 10:9-10).

Salvation is the free gift of God to all who devote themselves to Jesus Christ as Lord and Savior. This we believe!

### **3. We believe in the authority of the Scriptures.**

We believe that the Scriptures, both the Old and the New Testaments, are the inspired Word of God and are the only authority for our faith and lifestyle. The Bible is the "I Am" book. Everything we know about God and the Lord Jesus Christ is written in the Bible. It is also an inerrant book, meaning without error. Everything in the Bible, whether doctrine, history, science, geography, geology, or any other discipline or knowledge, is totally true. Inerrancy is a test of God's character, for God cannot lie (Hebrews 6:18).

The Bible is also an infallible book. It will never deceive us or give us false counsel. It is totally trustworthy (Matthew 4:3-4). Lastly, the Bible is an inspired book. Every word of Scripture is from the mouth of God (2 Timothy 3:16). Inspiration is the mysterious process by which God worked through the authors of Scripture to produce inerrant and infallible writings (2 Peter 1:21).

God, who at various times and in various ways spoke in times past to the prophets, has in these last days spoken to us by His Son, whom He has appointed heir of all things, through whom also He made the worlds. (Hebrews 1:1-2).

The Bible is the inspired, authoritative, eternal, sufficient, and reliable word of God. This we believe!

### **4. We believe in the fellowship of the church.**

We believe that the church is a local fellowship of Christians who in mutual love for one another gather together for the common purpose of worship, service, and encouragement. The church is divine in its origin. It was organized by Christ Himself (Matthew 16:18) and belongs to God (1 Timothy 3:15). Christ is the head and leader of the church (Ephesians 5:23).

The church is spiritual in its mission. It is composed of individual Christians who are devoted followers of Jesus, committed to the Great Commandment (Matthew 22:37-40) and the Great Commission (Matthew 28:19-20). The church is the pillar and support of the truth (1 Timothy 3:15). The church is like a family in nature. It is not a building or an organization but a family of God's people. It is composed of those who have entered God's family through a salvation experience. We believe that baptism is a symbolic expression of our faith in the crucified, buried, and risen Christ (Romans 6:1-4). We believe that baptism is for believers only. We believe baptism is to be by immersion, following the pattern of Jesus (Matthew 3:13-17).

The church is the Body of Christ, comprised and composed of believers who, in love for one another, meet for the common purpose of worship, service, and encouragement. This we believe!

### **5. We believe in the security of the believer.**

Becoming a Christian does not mean that a person becomes perfect. Being a devoted follower of Christ does not keep a person from temptation or sin. Christians do sin. However, authentic Christians will not knowingly or purposely continue to live in sin. They will confess and repent of their disobedience to God. All true believers endure to the end. Christians do not hold onto God - God holds onto them (John 10:17-29, Jude 24-25). Since we don't earn our salvation by being good, we don't lose it by being bad. Our salvation depends on God's love, power, and forgiveness from start to finish. He keeps us secure.

The Christian life is a life of faith, endurance, and assurance. This we believe!

This, of course, is not all we believe or stand for. We believe other great truths in common with various Christian denominations. Some of these are (1) the existence of God, (2) the deity of Christ, (3) the Trinity, (4) the fall of humanity, (5) the immortality of the soul, (6) the resurrection of the dead, (7) personal accountability to our Creator, & (8) the Judgment of all who reject Christ.

When Martin Luther, the father of the Reformation, was accused of heresy and it was demanded that he recant, Luther took the position that he could not recant what he believed on the basis of the Scriptures and "evident reason." Then he said, "Here I stand,

I cannot do otherwise. God help me. Amen." Here we stand. We can do no other. Come stand with us and together we shall move the world for God.

## Chapel

**“Worship the Lord in the beauty of holiness.” Psalm 29:2 (KJV)**

Each Wednesday is Chapel, an assembly held in the worship center lead by the pastors and music minister of Highland Baptist Church. Parents are welcome to attend; the office may be contacted for chapel schedule.

## Fund Raising Activities

**“How good and pleasant it is when brothers live together in unity!” Psalm 133:1**

All fund raising activities must be approved by the administrator. Organizations, groups, or individuals will not participate in and/or accept benefits derived from any fund raising activity solicited in the name of Highland Baptist Christian School that has not received prior approval of the administrator.

## Parent Support

HBCS is blessed to have tremendous parent support. Our parent volunteers help carry out the yearly activities of the school. Committees are formed for various activities of the school year. The chairpersons of these committees shall adhere to 3 guidelines:

- 1) All written information shall be given to the administrator for approval prior to distribution.
- 2) Coordinate the usage of any facility on campus with the administrator.
- 3) Pre-approve through the administrator any expenses for which reimbursement will be requested.

## HBCS Policy for School-sponsored Clubs and Athletics

1. All athletic programs and school clubs must be approved by the administrator.
2. All programs and clubs must fulfill some part of the mission statement of Highland Baptist Christian School.
3. No athletic program or practice or club meeting/event shall conflict with any regularly scheduled Wednesday church activity, with none to occur on Sundays. For clarification concerning these restrictions, the school office may be contacted. In certain situations and on rare occasions such as out of state travel, exceptions may be made to this policy after approval by the associate pastor and/or pastor of Highland Baptist Church.
4. All facility usage must be approved through the school administration that will coordinate this with the church office.
5. All power point presentations or music must be approved by the faculty sponsor of that event.

## Social Activities

HBCS or its affiliated organizations do not sponsor or promote social dances on or off campus. The school assumes no liability for privately held social activities for members of its student body. Announcements, ticket sales, or school newsletters will not be used to advertise private functions/activities.

Personal “party” invitations may not be given out at school unless the entire class (or all boys/girls) is invited.

## Health Records

**“I will bring health and healing to it; I will heal my people...” Jeremiah 33:6**

According to the Louisiana Department of Health and Hospitals, each student must have his immunization record on file in the school office. These records are to be updated by the beginning of each school term.

If a student has a fever or any other symptoms of illness, he should NOT be sent to school. Students must be fever-free for 24 hours prior to returning to school.

Upon having the following diseases, a student should have the consent from either a physician or the Iberia Parish Health Department to return to school:

Measles	Pinworms
Mumps	Scabies
Pneumonia	Ringworms

Whooping Cough      Chicken Pox  
Impetigo              Lice (hair must be nit-free)  
Fifth's Disease  
Staph infection or other contagious disease

Pink Eye (If viral: this *cannot* be treated by eye drops; student cannot return to school until virus has run its course which could be as much as 7 days. If bacterial: this *can* be treated by prescription antibiotic eye drops; student can return to school once treatment has begun and physician clears the student to return)

## Student Allergies

Some of our students may have specific food allergies, including peanut allergies. Documentation from a medical professional regarding the specific allergen must be provided to the school. Parents of children with specific food allergies must understand that there are risks involved in attending a traditional school setting with a lunchroom, etc. It must also be understood that HBCS does not assume a duty to protect any student from all exposure to a particular food allergen. HBCS does not guarantee or warrant that any student, when in the school environment, will not be exposed to a food allergen. Additionally, HBCS cannot serve as an insurer against all exposure to peanuts or other food allergens.

## Lockers/Book Sacks

1. All material not in use by students shall be neatly arranged in lockers which are assigned to 5<sup>th</sup> & 6<sup>th</sup> grade students. Unannounced inspections of lockers and book sacks can and will be made at the discretion of the administration for health and/or safety concerns. This search will occur in the presence of the student involved unless extenuating circumstances dictate otherwise.
2. Books, clothing and learning tools should not be left on the floor at any time. Any item found around the **locker area** will be sent to the "Lost and Found".
3. No articles should be left on top of or under the lockers.
4. No sharing of lockers or switching of lockers is permitted without the knowledge and approval of the administration.
5. The school will not assume the responsibility for lost or damaged personal property.
6. Students are not permitted to use their lockers during class periods. **If a student does use his/her locker during class periods, a consequence will be issued.**

## Grading Policy

**"Wisdom is supreme; therefore get wisdom. Though it cost all you have, get understanding."** *Proverbs 4:7*

1. **K** – 6<sup>th</sup>: Grades are entered on RenWeb for report cards according to the following scale:

A=94-100    B=87-93    C=77-86    D=70-76    F=0-69

PK issues skill area descriptors (O=Outstanding;  
S=Satisfactory;            N=Needs Improvement;  
U=Unsatisfactory)

## Retention

**"I would not obey my teachers or listen to my instructors."** *Proverbs 5:13*

The retention policy of HBCS states that a student may repeat only one grade level at HBCS. If a student has repeated a grade and fails again (other than PK), he will be required to transfer out.

### PK

- A student shall repeat PK if he has not successfully completed course work or if his overall developmental level is below his chronological age.

### Kindergarten

- A student fails if he has not satisfactorily completed the reading/phonics and/or math curriculum.
- The maturity and overall developmental level is taken into consideration to determine if a child is promoted or retained.

### **For PK/Kindergarten:**

- A meeting will be scheduled with parents, teacher, and administrator if a child is to be retained. If the parents are insistent upon sending the child to the next grade level, it will be for a six weeks trial period. After this period of time the previous grade's teacher, current teacher, and administrator will make the decision to keep the child in that grade level or send him back to his previous year's placement in PK/Kindergarten.

### **Grades 1-6**

- A student is retained if he fails **two major subjects**:
  - Grades 1-2: **Reading, Phonics, English, Mathematics**
  - Grades 3-6: **Reading, English, Mathematics,**  
**Or**
- A student is retained if he fails one major and **two minor subjects**:  
**Social studies/history and science.**
- There will be no "conditions".

The administrator and teacher(s) concerned review all retentions.

## **Report Cards**

**"My witness is in heaven and my record is on high." Job 16:19**

Report cards are available quarterly on RenWeb. If the final report card of a student is not posted due to excessive absences or due to a delinquent account, the parent may meet with the teacher to review the final grade information.

## **Honor Roll/ Principal's List**

**"Study to show yourself approved unto God, a workman that needs not to be ashamed, rightly dividing the word of truth." 2 Timothy 2:15**

1. After each nine week grading period, the school will publish the honor roll and principal's list in *The Daily Iberian* according to the following criteria:

Honor Roll = no grades below B- (including conduct); O or S in areas in which those letters are assigned, good attendance

Principal's List = no grades below A- (including conduct); O or S in areas in which those letters are assigned, good attendance

A K student's quarter grade in penmanship does **not** count toward earning Principal's List or Honor Roll as long as the student has achieved all A's or A's and B's in all other academic areas, including conduct.

## **Field Trips**

**"Let your light so shine before men, that they may see your good works, and glorify your Father which is in heaven."**

*Matthew 5:16 (KJV)*

Every class at HBCS enjoys the privilege of field trips. A student 1<sup>st</sup> grades and older is allowed to participate in a field trip only if he has an A or B cumulative average in conduct to date of the field trip. It is at the discretion of PK and K teachers whether to allow students with behavioral concerns to participate in a field trip. In some cases, a student may be permitted to attend a field trip on the condition that his parent attends as well. In the event that a student is not allowed to participate in a field trip, he will not be excused from school. The student will be provided with an assignment to be completed while he remains with another class and/or teacher.

In order to assure that such trips will be of benefit to the students, all teachers planning trips for their classes follow specific policies. All trips shall be properly chaperoned with at least one chaperone per eight students. There is a limit of 1 chaperone per 5 students for school-wide field trips. **No refunds are given unless a field trip is cancelled.**

## **Discipline Policy**

**"The fear of the Lord is the beginning of knowledge; fools despise wisdom and instruction." Proverbs 1:7**

In the training of our students to be self-disciplined in accordance with Christ-like standards, the faculty and staff of HBCS refer to the biblical teachings of wise and foolish behavior. It is crucial that the home and school work together and be in agreement with expectation for and reinforcement of Christ-like behavior.

"First time obedience" is a phrase you will hear quite often at HBCS. Our students are expected to obey those in authority and to

do so “the first time” asked. *Now we ask you, brothers, to respect those who work hard among you, who are over you in the Lord and who admonish you. Hold them in the highest regard in love because of their work, live in peace with each other. 1 Thessalonians 5:12 - 13*

**Corporal punishment** will not be used at Highland Baptist Christian School. After meeting with an administrator and teacher concerning a student’s misbehavior, parents may choose to administer this form of discipline at their discretion.

“Rough housing” is not allowed on the playground or otherwise.

If a student is injured on the playground, he shall report the incident immediately to the duty teacher.

**HBCS** has a no tolerance policy involving bullying, threats or perceived threats of violence by students. Parents should understand that the school’s first responsibility is the protection of all of its students. The school takes this responsibility very seriously. Even if made in a joking manner, statements threatening other students, school personnel, or school property are unacceptable and will be dealt with accordingly in a timely manner. If a student brings a weapon to school, or to a school function, or has a weapon on his/her person, the school will immediately expel the student. Parents are advised that the school will contact local police or appropriate authorities for any act of violence or perceived threat thereof.

**The PK and K Discipline Procedure** involves verbal and tangible warnings and is detailed in a parent letter sent out at the beginning of each school year. Rules are made clear to the students as are the consequences of disobedience. Students are trained to seek the benefits that obedience brings.

**The Lower Elementary (Grades 1-4) Discipline Procedure** for general infractions involves four steps after the initial period of giving a verbal warning is removed. Training as to class and school rules is provided at the start of each school year. Verbal reminders are provided during this period with no points deducted for such warnings. Once the classroom teacher determines that the student understands class/school rules and procedures as well as the consequences for non-compliance, then verbal warnings are no longer given. The four step discipline procedure is then utilized as follows with points deducted from 100. This system runs weekly for lower elementary; i.e., each student starts off with 100 points every Monday. In a given week, points are deducted daily as follows:

<b>Steps:</b>	<b>Consequence</b>
1. tangible warning (ex.: name on board)	3 points
2. demerit	5 points (1 check by name)
3. demerit + note to parent	8 points (2 checks by name)
4. demerit + referral to administrator	8 points (3 checks by name)

Some infractions may warrant (an) automatic demerit(s). Each demerit takes 8 points off the student’s weekly conduct grade. As noted in the Grading Policies section, conduct grades follow the same chart for conversion from numerical grades. For lower elementary students, nine weekly conduct grades are averaged to reflect the conduct grade for each grading period.

**The Upper Elementary (Grades 5-6) Discipline Procedure** runs on a quarterly basis with points deducted from 100. The students begin each quarter with 100 points in conduct. An extensive list of infractions and explanation of deductions is provided to all students at orientation. Certain infractions may warrant an automatic loss of points. If a detention is issued, 5 points will be deducted from the quarterly conduct grade. If a student makes a noticeable improvement in behavior, points may be earned back at the teacher’s discretion during the quarter.

**General infractions (PK-6):**

- disobedience
- talking in class without permission
- out of seat without permission
- disturbing others in classroom/hall/playground
- arguing or showing disrespect to peers
- disrespect to an adult
- habitual violation of the dress code
- repeated work habit offenses; i.e., lack of needed supplies, inattentiveness, not following directions, etc.

**Detention will be assigned for the following reasons:**

- non-payment of detention fee on assigned detention day
- 6 uniform infractions in a grading period (grades 2-6)
- minor vandalism
- lying
- cheating
- stealing (grades 2-4)
- profanity
- leaving class or assigned area without permission
- failure to report or immediately absent oneself from the area in which misbehavior is on going
- 1<sup>st</sup> cell phone infraction

It should be noted that the consequence of detention for 1<sup>st</sup> graders and fall semester 2<sup>nd</sup> graders shall be assigned sparingly and with great caution for this age student. The nature of the infraction, its repetition in occurrence, and the developmental maturity of the student shall be taken into consideration in assigning a detention as well as in assigning any other disciplinary consequences. If a student is assigned to detention, the student's weekly (if lower elementary) or quarterly (if upper elementary) conduct grade will be lowered by one letter grade. No homework is to be done during detention. If a student misses detention, he/she is assigned detention for the following two weeks. Any misbehavior in detention will result in an automatic one day suspension. Each student will be charged **\$10.00** per detention assigned; the detention fee must be paid that day to the detention teacher.

**Suspension will be assigned for the following reasons:**

- willful disobedience
- severe disrespect
- unacceptable behavior in detention
- physical violence toward another student
- stealing (grades 5-6)
- 2<sup>nd</sup> cell phone infraction (in school suspension)
- 3<sup>rd</sup> cell phone infraction (out of school suspension)

Upon suspension, the infraction is entered in RenWeb by the teacher; with the behavior documentation emailed to the parent. An administrator will contact the parent by phone. During suspension, the student is required to turn in any work missed. For an out of school suspension, a student will not be allowed to take tests or quizzes missed while suspended and each "missed" grade will be recorded as a zero. For in school suspensions, assignments/tests are graded. If suspended, the weekly conduct grade of a lower elementary student will be lowered by two letter grades; the quarterly conduct grade of an upper elementary student will be lowered by two letter grades.

### **Expulsion shall occur under the following circumstances:**

- possession of firearms, tobacco, or illegal drugs on campus or school sponsored trips; 3 suspensions in one school year
- use or possession of firearms, knives, or other implements which can be used as weapons
- extreme physical violence
- falsifying documents *may* be worthy of expulsion

A student expelled from HBCS must wait one year from the date of transfer/expulsion before applying for re-admission. If said student has achieved success by demonstrating exemplary conduct that is reflected in conduct grades, disciplinary reports, teacher/administrator/counselor reports, he may then apply for re-admission during the regular registration period for the following school year. An applicant will be considered if the pupil cap in a class has not been reached.

The school generally follows its discipline procedures contained herein. However, there are circumstances in which the school administration and/or board may determine, in their sole discretion, that it is appropriate not to follow progressive discipline steps.

In cases in which a student has engaged in egregious, immoral, or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately.

It should be made clear that any pupil, by his own failure to comply with school rules and regulations may lose his right to be educated at Highland Baptist Christian School. Every student shall comply with all rules and regulations of student behavior. The following standards are used as guidelines. The faculty and school administrator have the authority to use and make adjustments to these guidelines as deemed fair and appropriate. Disciplinary options include but are not limited to demerits, time out at school/home, detention, suspension and expulsion.

A student may be dismissed from HBCS if his parent(s)/guardian(s) demonstrate an uncooperative attitude with the school and/or disagreement with the philosophy/mission statement of the school culminating in the inability of the school to meet the student's needs.

## **Dress Code**

**“Abstain from all appearance of Evil.”** *1 Thessalonians 5:22*

HBCS believes in biblical standards of discreetness and modesty in dress. Outward appearance is a reflection of our heart and mind. The way our students are dressed should honor the Lord and have a good reflection on our school as well. Uniform standards are good in that they help to instill training that molds academic, moral, and ethical behavior.

- Uniforms must be clean and in good repair (no holes/tears).
- Students should be dressed correctly in uniform each school day unless the school or class announces a uniform-optional day for a special occasion. Students not in uniform will receive a uniform infraction. Upon the accumulation of 3 uniform infractions per grading period, a demerit will be assigned.
- Upon 6 uniform infractions in a grading period, a detention is issued.
- Additional demerits may be assigned for habitual violation of the dress code.
- Upon entering the school buildings, shirts must be tucked in.
- Outside jackets (other than school-approved jackets allowed in class) shall be removed during classroom morning routines.
- If a student chooses **not** to participate in a “spirit dress day”, the school uniform must be worn.
- Official uniforms may be purchased in New Iberia at Gulotta’s, Lipari’s, and Iberia Sewing Center as well as in Lafayette at Young Fashions and School Time.

An administrator has the authority to carry out any adjustments deemed necessary for dress code compliance.

**Girls:** Hair should be neat and clean and out of eyes. Non-traditional color and/or hair styles are not permitted. Hair beading or decorative hair braiding is prohibited. Hair accessories must match the school uniform (solid/plaid). Hats, caps, or bandannas are not to be worn at school unless on a specified hat day. “Beanies” or knit caps are allowed outside for cold weather. Only one pair of non-dangling earrings may be worn at a time on the lower ear lobe. Only one school appropriate necklace/bracelet may be worn. No exposed tattoos or body piercing is allowed. Girls may only wear fingernail polish that is neutral, clear, or shades of pink or red. Any T-shirt worn under the uniform must be solid white; no writing or description of any kind may be visible through the uniform shirt/blouse. Long-sleeved undershirts or turtlenecks worn under a uniform shirt must be white in color. Pants may be worn on chapel days when the wind chill is below 40°. Any shorts/skirts worn must be no shorter than 5 inches above floor when kneeling.

**Elementary Girls Bear Wear**

	PK	K	1	2	3	4	5	6
<b>Chapel Day Uniform</b>								
Jumpers (no shorter than 5" above knee when kneeling)-plaid	x	x	x	x	x			
Blouse- white w/navy piping	x	x	x	x	x			
Skorts (no shorter than 5" above knee when kneeling)-plaid						o	o	o
Skirts (no shorter than 5" above knee when kneeling)-plaid						x	x	x
Oxford shirt- white w/ HBCS monogrammed logo						x	x	x
Shorts, bloomers, or tights must be worn under chapel jumper/skirts	x	x	x	x	x	x	x	x
<b>Regular Day Uniform</b>								
Shorts or skorts or skirts - plaid; (no shorter than 5' above knee when kneeling)	x	x	x	x	x	x	x	x
Pants/Capris-navy blue without belt loops (no denim or cargo)	o	o						
Pants/Capris-navy blue with belt loops (no denim or cargo)	o	o	x	x	x	x	x	x
Belt- navy or brown -(no 'fashion belts'; no grommets, etc.; mandatory with pants for grades 1-6)	o	o	x	x	x	x	x	x
Shirts-knit- hunter green <b>or gold</b> w/ HBCS monogrammed logo	x	x	x	x	x	x	x	x
<b>PE Uniform</b>							X	X
<b>Outerwear (if worn in class)</b>								
Official Highland jacket/sweater/hoodie/sweatshirt purchased at uniform store or HBCS Spirit Shop or HBCS athletic outerwear	o	o	o	o	o	o	o	o
<b>Footwear</b>								
Socks (required w/ tennis shoes only)- must match uniform; "no-shows" acceptable	x	x	x	x	x	x	x	x
Shoes- non-scuff tennis shoes in standard color; <b>2-tone OK</b> ; no neon colors or prints such as plaid/camo w/ solid color (no neon) shoestrings or non-scuff traditional dress shoes in leather or suede such as loafers, oxfords, or top-siders; solid-color flats OK *NO backless shoes, sandals, boots/ankle-covered shoes	x	x	x	x	x	x	x	x
Tights- must match uniform	o	o	o	o	o	o	o	o
<b>HBCS T-Shirt Day</b>								
HBCS t-shirt with jeans (no holes)/sweatpants/shorts; any shoes/sandals/jacket	o	o	o	o	o	o	o	o

**X = required**

**O= optional**

**Boys:** Hair should be neat, clean, kept off the collar and mid-ear. Bangs must not fall below the eyebrows. Non-traditional hair color and/or hair styles such as tails, undercuts, bowl cuts, grooves, etc. are not permitted. No earrings allowed. Only one school appropriate chain is allowed. Hats, caps, or bandannas are **not to be worn** at school unless on a specified hat day. “Beanies” or knit caps are allowed outside for cold weather. No exposed tattoos or body piercing is allowed. Any T-shirt worn under the uniform must be solid white; no writing or description of any kind may be visible through the uniform shirt. Long-sleeve undershirts or turtlenecks worn under a uniform shirt must be white in color.

**Elementary Boys Bear Wear**

	PK	K	1	2	3	4	5	6
<b>Chapel Day Requirements</b>								
Oxford shirt- white w/ HBCS monogrammed logo	x	x	x	x	x	x	x	x
<b>Uniform Items</b>								
Shorts/Pants- navy blue without belt loops (no denim or cargo)	o	o						
Shorts/Pants- navy blue with belt loops	o	o	x	x	x	x	x	x
Belt- navy blue or brown; grades 1-6 mandatory	o	o	x	x	x	x	x	x
Shirts- knit- hunter green <b>or gold</b> w/ HBCS monogrammed logo	x	x	x	x	x	x	x	x
<b>Outerwear (if worn in class on regular uniform day)</b>								
Official Highland jacket/sweater/hoodie/sweatshirt purchased at uniform store or HBCS Spirit Shop or HBCS athletic outerwear	o	o	o	o	o	o	o	o
<b>Footwear</b>								
Socks (required w/ tennis shoes only)- must match uniform; “no- shows” acceptable	x	x	x	x	x	x	x	x
Shoes- non-scuff tennis shoes in standard color; <b>2-tone OK</b> ; (no neon or prints such as plaid, camo, etc.) w/ solid color (no neon) shoestrings; or non-scuff traditional dress shoes in leather or suede such as loafers, oxfords, or top-siders *NO backless shoes, sandals, boots/ankle-covering shoes	x	x	x	x	x	x	x	x
<b>HBCS T-Shirt Day</b>								
HBCS t-shirt with jeans (no holes)/sweatpants/shorts; any shoes/sandals/jacket	o	o	o	o	o	o	o	o

**X = required**

**O = optional**

**Crisis Management Plan  
Including Drills and Emergency Codes**

A crisis is a sudden and extraordinary misfortune, causing a threat of destruction of life or property. There are numerous events which might constitute a crisis for a school. There are natural disasters, such as hurricane, flood, tornado, or lightning; there are man-made disasters, such as civil riot or bomb threat; and there are other situations which may be either natural or man-made, such as a fire or an explosion.

**Fire Drill**

A fire drill shall be held at least once each month. Exit routes are posted in each classroom. All personnel must evacuate. Students must exit in single file staying close to the wall on the side assigned unless otherwise instructed. Teachers are to see that all students have safely left the building and shall check roll after students have taken their positions outside. The administrator shall be notified immediately if any student is not with his class.

**Emergency drills utilizing codes** are reviewed on a routine basis to prepare the students, faculty and staff of HBCS for crisis situations. Teachers take class rosters when exiting a building due to an emergency.

Codes are used to communicate an emergency. The administrator or designee will announce over the intercom using the following codes as applicable:

### **Code Red: (Evacuation Drill)**

“Code Red” is used to initiate immediate evacuation of all students and faculty/staff due to situations such as a bomb threat, gas leak, etc. Evacuation occurs to an area of no less than 300 feet from nearest building.

### **Code Yellow: (Tornado Drill)**

“Code Yellow” is used to notify students and faculty/staff of a tornado or other dangerous weather condition that requires immediate cover. Teachers direct students to designated areas (hallways or administrative office). Each student will sit facing the wall with his knees to his chest, head between knees, and arms wrapped over his head. Students and staff will remain silent and wait for further instructions from the office staff.

Announcements will be made on local TV and radio stations when school is dismissed or cancelled due to inclement weather or otherwise.

### **Code Green:**

“Code Green” is used as notice of an intruder on campus. This initiates lock down. All students return to and remain in their classrooms. Teachers lock classroom doors. Teachers by exterior building doors check to verify doors are locked. Teachers direct students to assume the best protected position. Teachers and students remain in classrooms until receiving the all clear notice.

Codes are posted in each classroom and reviewed frequently.

## **School Spirit**

“Create in me a pure heart, O God, and renew a steadfast spirit within me.” *Psalm 51:10*

School spirit is exemplified in the following manner:

Courtesy- shown toward adults, school employees, and fellow students. Good manners (such as

“yes ma’am, yes sir, please, thank you”) are expected. “*Be devoted to one another in*

*brotherly love. Honor one another above yourselves.*” *Romans 12:10*

Sportsmanship- shown by winning and losing gracefully. “*...Honor shall uphold the humble in spirit.*” *Proverbs 29:23*

Cooperation-shown by loyalty in everything our school endeavors to accomplish and has accomplished. “*Commit to the Lord whatever you do, and your plans will succeed.*” *Proverbs 16:3*

## **Extracurricular Activities**

HBCS participates in various school sports leagues. All students in upper elementary are encouraged to be a part of these team sports. \*Student-athletes may wear their team uniform shirts/jackets **with all other components of the regular school uniform** (uniform shorts/pants with belt and appropriate school shoes) to school on game day or on Friday if game is scheduled for Saturday.

\*student-athletes are expected to complete class work/homework assignments regardless of practice/game schedules (any exception would be at the teacher’s discretion)

If a student is absent from school due to illness on a game day, he will not be allowed to play in that evening’s game. The coach must be notified by the student or parent prior to the scheduled game missed.

If a team has practice after school at Highland Park, students must be escorted by a coach or a parent to the off campus field. No student is allowed to walk to an off campus field unattended.

Students in clubs and organizations such as Beta Club, 4-H, etc. may wear their “club shirts” with all other components of the regular school uniform (uniform shorts/pants with belt and appropriate school shoes) on meeting days. Boy Scouts and Girl Scouts, whose uniform is a complete uniform with top and bottom, may wear this entire uniform on meeting days.

### **Rules for Athletic and Other School Events**

1. All spectators and participants are to be within the confines of the area where the event takes place.
2. No alcoholic beverages, tobacco products or illegal substances are permitted on HBCS premises.
3. No one will be allowed to stay in his car in the parking lot.
4. Loitering will not be allowed anywhere on the premises.
5. HBCS reserves the right to refuse admittance to anyone who appears to be under the influence of alcohol, drugs, or any other mood-altering substances.
6. Proper attire is required.
7. Boisterous, obscene, loud, or argumentative language and/or action will not be tolerated, and the person or persons responsible for such may be asked to leave the premises.
8. Anyone involved in a fight will be immediately removed from the premises.
9. Outside coolers and/ or containers of any type are not permitted.

## Telephone

**“My tongue will speak of your righteousness and of your praises all day long.” Psalm 35:28**

The office phone is for school business and may be used only in case of emergency with the permission of the school administration. No long distance calls may be made. Students may use no other phone on campus unless with the specific permission of a teacher.

## Accidents

**“When I said, “My foot is slipping, your love, O Lord, supported me.” Psalm 94:18**

All accidents occurring in a school building, on the school grounds, or at any activity sponsored by the school must be reported immediately to the person in charge and to the school office. The Accident Report form will be maintained in the office after completed by the teacher on duty immediately following the accident.

## Student Valuables

**“Lay up for yourselves treasures in heaven... for where your treasure is, there will your heart be also.” Matthew 16:20-21**

Students are not allowed to bring large amounts of money to school. Electronic devices such as Game boys, CD players, iPods, etc. are strictly prohibited. Personal DVDs or CDs are not allowed at school unless specifically requested by a teacher. Students, not the school, are responsible for their personal property. Cellular phones **must** be kept in students' book sacks. **Phones must be turned off upon the student's arrival on campus through dismissal. NO EXCEPTIONS.** Students may **not** make/receive calls or text message during the school day; as stated earlier cell phones must be turned off. The student will serve a detention for the first cell phone usage infraction and the student's cell phone will be sent to the office for the parent to retrieve. The student will be suspended in school for a second cell phone usage infraction. Again, the student's cell phone will be sent to the office for the parent to retrieve. Upon the 3<sup>rd</sup> cell phone usage infraction, the student will serve a one day out of school suspension and will lose all cell phone privileges for the remainder of the school year

## Attendance

**“The path of the righteous is like the first gleam of dawn, shining ever brighter till the full light of day.” Proverbs 4:18**

To earn the “Perfect Attendance” award at the end of the school year, a student must be in attendance each school day with **no tardies and no early checkouts.**

Tardy: 8:15-8:45

Check in *before* 11:40: 1/2 day absence

Check in *after* 11:40: whole day absence

Check out *before* 11:40: whole day absence

Check out *after* 11:40: 1/2 day absence

Early check-out: 1:45-3:15

### Re-entry:

If time gone from campus is:                    1/2 hr or less = early checkout  
Greater than 1 /2 hrs = 1/2 day absence

If a student is absent from school, **the parent must contact the office by 9:00 a.m. If calling before school hours, a message may be left on the answering machine. This is very important for the accountability of our students.** Following parent request prior to 9:00 a.m., books may be picked up from the school office **after 2:00 p.m.** Homework assignments are posted on RenWeb. For unexplained or excessive absences, a conference may be called. **Parental signature is required for all tardies, late check-ins, and early check-outs.**

All reasons for tardies & early checkouts as excused or non-excused will be handled at the discretion of the office staff.

Students who arrive at school after 8:15 must report to the office to be checked in by his parent. An admit slip will be given to allow the student to class.

Allowances for early checkouts are made on field trip days or holiday party days without counting against the student.

**In order to be eligible to receive grades, students must be present a minimum of 160 days per school year, as required by the Louisiana Department of Education. Both excused and unexcused absences count as days absent from school. In other words, regardless of whether an absence is excused, it still counts as an absence.**

*At the end of each school year, the HBCS School Advisory Committee (SAC) determines grade level credit in cases where minimum school attendance requirements are not met. If a student does NOT meet the 160 day attendance requirement, the SAC reviews the details of that student's attendance record and makes the determination of grade level credit. Exception to the attendance policy can be made only in the event of extended personal illness, verified by a physician, and/or at the discretion of the administration/SAC.*

Excused absences (which still count as absences) are as follows:

- Illness verified in writing by a physician **by the end of the week that the student returns.**
- Death in the immediate family
- Court Order

A student whose parent is a member of the U.S. Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting shall be granted excused absences, not to exceed five school days per school year, for the child to visit with his parent prior to the parent's deployment or during the parent's leave. Upon returning to school, the student shall be permitted to complete all class assignments, including all tests missed while absent.

In extremely rare instances, the assistance of the personnel at the district attorney's office may be sought in cases of suspected neglect at it pertains to school attendance.

#### Tardy Policy

**Louisiana Law requires parents/guardians of school age children to assure that students arrive at school on time.**

**HBCS allows four unexcused tardies. For elementary students, every four unexcused tardies will equal a one day unexcused absence. Once a student has received a day's absence for tardies, the parents/guardians are required to attend a conference with school administration to discuss consequences that include but are not limited to a student not receiving credit for the school year.**

**If improvement in timely arrival at school is not evident, assistance from the District Attorney's office may be sought.**

#### Attendance Protocol:

**Louisiana Law requires parents/guardians of school age children to assure the attendance of their children at school.**

**HBCS will notify parent/guardian by email when his/her child has accumulated 4, 7, and 13 absences. In addition, at 7 absences, the parent/guardian will be notified by phone. At 13 absences, the parent/guardian will be required to attend a conference with school administration to discuss the absences.**

**If school attendance continues to be an issue, assistance from the District Attorney's office may be sought.**

## **Make-up Work**

Make-up work for missed tests/quizzes is given at the discretion of the teacher. Student illness (even without physician verification) and other reasonable circumstances shall always warrant the opportunity for the student to make up assignments/tests/etc.

## **Closed Campus**

**"I am the gate; whoever enters through me will be saved..." John 10:9**

Highland operates a closed campus policy. Students must stay on the school grounds from the time of arrival until dismissed.

## Medication

**“Nevertheless, I will bring health and healing to it; I will heal my people...”** *Jeremiah 33:6*

Students are not allowed to have medication in their possession at any time on the school grounds or bus. All medication will be brought to the school office by the parent/guardian and will be kept there. If it becomes necessary for students to take prescribed medication at school, a Release from Liability form must be signed by the parent.

Medication may be administered to students with special health care needs that can be expected to be of long duration. A doctor’s prescription is necessary and the medication must be in its original container. These policy limits that medication be given to only those students with chronic health problems such as asthma, behavior/attention problems and emergency situations. **Over the counter medications will not be administered by school personnel without specific administrative approval and only in circumstances with written physician approval given a viable medical need.**

## Alcohol & Drug Policy

**“I urge you therefore, brethren, by the mercies of God, to present your bodies a living and holy sacrifice, acceptable to God, which is your spiritual service of worship.”** *Romans 12:1*

Possession of alcohol or drugs of any kind, including tobacco, is not allowed. HBCS strictly prohibits any possession, use, or transfer of any alcohol or other controlled substance on or off its campus. Violation of this prohibition may result in suspension or expulsion.

## Visitors

Parents are always welcome; however an appointment must be made to visit a class or to meet with the administrator or a teacher. Appointments may be made by emailing/calling the school office/teacher.

**All visitors must first report to the office to receive a visitor’s pass upon arrival at HBCS.**

## Arrival and Dismissal

Students are not to be dropped off before **7:45 a.m.** or picked up after 3:30 p.m. Students arriving before **7:45** a.m. will be charged for using HBCS before care. If a student remains on campus after 3:30 p.m., he will be brought to HBCS after care and parents will be charged accordingly. A note should always be sent to the teacher when arrangements are changed from that which is routine.

## Student Pick Up

**Changes regarding who has parental permission to pick up a child on a routine basis or at any time may only be made in person at the school office. This includes any change in afternoon pickup. No phone calls will be accepted.**

## Car Line/Visitor Parking/Bus Line

### Morning Drop Off

Morning drop off is at the modular building car line or gym car line starting at **7:45**. PK/K students must use the modular building car line only. **Parents must not park and walk to pick up their children from car line as this poses a breach of safety for our students.**

PK/K students will be escorted by a teacher to their classrooms. All other students will be supervised at the playground area unless prohibited by weather conditions.

### Afternoon Pick Up

**Grades PK-3 students:** Dismiss at the modular building car line.

**Grades 4-6 students:** Dismiss at the gym car line. Students with siblings may dismiss together at either car line (**please inform teacher**). Multi-sibling families with PK/K students must dismiss at the modular building car line.

### **Bus Line**

Bus riders are picked up at a designated area near the (north) exit of the gym parking lot.

### **Visitor Parking**

When parking in either lot, parents should avoid parking in a space used by carline during student dismissal. Parents with special needs may contact the office for alternate arrangements.

## **Withdrawal and Transfer**

For student withdrawal, all school property must be returned and all fees paid before records are released. There is a remaining tuition obligation for students who attend one day of school.

## **Parent/Teacher Conferences**

Two days a year are set aside for parent/teacher conferences.

Parents may also request a conference at any time during the school year by calling the school office or emailing the teacher. The teacher will return the call/email that day; conferences are typically scheduled for before or after school or during a teacher's duty free period.

## **Lunches/ Milk**

HBCS offers a nutritious hot lunch prepared by a local caterer. Menus are sent home monthly for ordering in advance. If not ordering hot lunch or milk, students may choose to bring a lunch or a drink from home. There are no refunds for hot lunches/milk missed for any reason including student absence or cancellation of school. Milk may be purchased on a yearly basis only.

## **Fee Payments (including any charge billed)**

Monthly tuition payments as well as before/ after care fees are due by the 1st of each month; payments become delinquent after the 10<sup>th</sup> of each month with a late fee of \$25.00 accrued. If tuition or any other charge is not paid by the 15<sup>th</sup> of the month by 9 a.m., the parent will be called to pick up his/her child. The student may return only after fees are paid. The student will receive a zero for any assignment or test missed. HBCS will not accept postdated checks. Additionally, checks cannot be held until a certain date.

## **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 term. No refund for pre-paid annual tuition will be given if a student transfers after the spring term begins. If a student who pays monthly transfers from HBCS in the middle of the school year, the responsible party listed above is responsible for the balance for the unpaid monthly payments remaining for that term. Supply fees are non-refundable. In the event a student transfers out of HBCS, records will not be released until fees are paid.

## **NSF Policy**

Non-sufficient funds (NSF) checks are charged a \$25.00 fee. Payments of the NSF check and fees 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 assignment or test 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.

## **Library Fines**

Overdue items from the HBCS library will be charged .10 cents daily. Six weeks past the due date of an item, a student will be assessed the replacement cost of the book/DVD/VHS tape plus a \$5.00 surcharge.

## **HBCS Before Care**

Supervision is available at 7:15 a.m. for before care students. The cost is \$1.00 per day.

## **HBCS After Care**

After care is offered through 5:30 p.m. every full day of school. Students in after care are provided a light snack and supervision for homework and play. The cost is \$5.00 per day per student until 5:30. After 5:30, a late fee of \$5.00 is charged for the first 10 minutes and \$1.00 per minute thereafter.

## **Inclement Weather**

HBCS will have announcements made on television and radio when school is dismissed because of inclement weather.

## **Search and Seizure**

HBCS maintains the right of the school to exercise reasonableness under all circumstances in the area of search and seizure.

For HBCS, the conditions for reasonableness are twofold. Such justification includes suspicion that the search will turn up evidence that the student has violated the law or rules of the school.

The officials of HBCS first make a determination of whether the search was justified at its inception and have reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Secondly, the search as conducted must be reasonably related in scope to the circumstances that justified the search in the first place. Reasonably related in scope means (1) the type of search conducted by the officials of HBCS (in the presence of 2 persons of the same gender as the alleged offender if warranted) is reasonably related to the objective of the search and (2) the search is not excessively intrusive in light of the student's age and gender and the nature of the infraction.

## **Student Relationships**

Christ-honoring relationships are encouraged at HBCS. Relationships shall demonstrate common courtesy, openness, friendliness, and a positive attitude. Students who are not desirous of practicing Christian virtues and who demonstrate a negative influence may be asked to withdraw from HBCS.

HBCS encourages wholesome friendships between students. Intimate physical contact is not permitted. Healthy relationships between girls and boys are encouraged. **Students who participate in any form of sexual impropriety while on campus or at a school-sponsored activity will be expelled.**

## **Student Publications**

Parents/Guardians shall understand and agree that a student has no right to publish and distribute a student newsletter or any other publication and that the school administration has the right, in its sole discretion, to control what is published, circulated, or otherwise distributed to students or staff.

## **Student Sexual Harassment Policy (Employee-Student and Student-Student)**

This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. Employee-student sexual harassment is prohibited. Student-student sexual harassment is prohibited.

### **Definition of Sexual Harassment**

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

## **Examples of Sexual Harassment**

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

1. Unwanted sexual advances or propositions;
2. Offering academic benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
5. Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes;
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; and
7. Physical conduct such as touching, assaulting, impeding or blocking movement.

## **What to do if you Experience or Observe Sexual Harassment**

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below. Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

## **Where to Report Sexual Harassment**

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

1. The school administrator
2. The chairperson of HBCS Advisory Committee

### **Confidentiality**

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

### **Protection against Retaliation**

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

### **Procedure for Investigation of Complaint and Taking Corrective Action**

When one of the school officials designated in this policy receives a complaint, he/she shall immediately inform the administrator, who will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

### **Abuse Reporting Policy**

In accord with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

### **Subjects and Character**

Building traditional Christian character traits is accomplished through traditional Christian teaching methods. Character-building habits and attitudes are formed as we teach the traditional subjects in an orderly structured way. These traits and habits are reflected in the following chart.

#### **Phonics:**

"For it is: Do and do, do and do, rule on rule, rule on rule; a little here, a little there." *Isaiah 28:10*

Listening carefully; obeying willingly; respecting authority applying myself; developing habits of thinking, analyzing, and

organizing; building a background for confident reading; learning to wait my turn; help others; listen to my classmates; recite when called upon; speak so others can hear and understand me; cooperate with other people in a kind, orderly way.

**Reading and Literature:**

“When your words came, I ate them; they were my joy and my heart’s delight...” *Jeremiah 15:16*

Doing my best; building foundation for independent learning; learning to read the Bible on my own; applying myself to the task at hand so I can comprehend what I read; learning about great people like me who did right; learning to know and base my life upon eternal values; forgetting myself and being wrapped up in the lives of others; learning to understand love, and appreciate other people; rejoicing in the richest expressions of human language; appreciating excellence; learning important guidelines for choosing future reading materials; patterning my life after those who show qualities of loyalty, honesty, dignity, love, and humility; focusing my mind on things that are true, honest, just, pure, lovely, and of good report (Philippians 4:8); forming habits of searching diligently for the truth on a matter.

**Penmanship:**

“Whatever your hand finds to do, do it with all your might...” *Ecclesiastes 9:6*

Working slowly and carefully and keeping my pencil busy; having a standard to follow and working diligently to meet it; being thoughtful enough of others to write to them in a script that can be read quickly and with ease; learning to be careful, orderly, neat, clean, responsible, thorough, exacting, and persistent.

**Science:**

“It is the glory of God to conceal a matter; to search out a matter is the glory of kings.” *Proverbs 25:2*

Seeing the orderliness and reasonableness of God’s universe; using the mind that God has given me to find out about the physical universe; following God’s command to subdue the earth and exercise dominion over it (Genesis 1:28); reading that I am fearfully and wonderfully made (psalm 139:140); learning how to classify, analyze, and quantify; learning to work in a systematic way.

**Grammar, Spelling, Vocabulary and Composition:**

“How forcible are right words!” *Job 6:25*

Learning rules and following them; learning that there is a right way to do things; doing right because it is right to do; seeing patterns and working analytically; learning how to use words effectively to express God’s love to others; seeing the structure and orderliness of my language and learning to do things according to pattern; developing the ability to apply my knowledge of grammatical structure to my own thoughts and words; developing a body of thought in an intelligent and orderly manner; evaluating what I read, hear, and observe.

**Mathematics:**

“Let all things be done decently and in order.” *1 Corinthians 14:40*

Communicating my beliefs clearly, forcefully, and persuasively; working up to the standards set by my instructor at the pace established by my instructor.

Paying attention; doing my best; learning to like hard work; learning to be fast and accurate in my thinking; seeing how things work together; being prepared; finishing the job; working at the pace set by my teacher; doing right because its right to do; learning to believe in absolutes (2+2 always equals 4); participating in healthy competition; working hard to get the right answer; knowing that there is a right answer; learning to see the addition and multiplication tables as part of the truth and order that God has built into reality; studying one aspect of the order of the real world, and indirectly learning more about the God who created the world I live in; establishing the extremely important skill of learning things by learning to go from the concrete to the abstract; from the particular to the general; from the content to the concept; learning to be thorough, orderly, careful, alert, obedient, persistent, cooperative, and honest; learning to see relationships between one truth and another; learning to be precise and exact in my thinking; learning to apply mathematics skillfully in order to function in my life daily; learning to master a received body of knowledge and apply it as to obey the command of Genesis 1:28.

## **History and Geography:**

“The highest heavens belong to the Lord, but the earth he has given to men,” *Psalms 115:1-6*.

Knowing that there is a difference between right and wrong (absolutes), and learning to choose the right; using my reading abilities to learn new materials; using my mind to concentrate on the work before me and to select, analyze, review, memorize, and reorganize material; knowing that there is an objective meaning to the events in history; knowing that history began with God’s creation of Adam and Eve; seeing that God directs and permits all things; seeing the centrality of Jesus Christ in history; learning to love other people and treat them with dignity; learning to love freedom under God; learning the basis of individual freedom and responsibility; learning to love my country and obey its laws; understanding that history is the story of what man has done with the time God has given him and that the Bible is the story of what God has done in history.

## **Course of Action for Parental Concerns**

1. Parent contacts teacher.
2. Parent contacts an administrator if parent-teacher discussion is less than satisfactory or if matter is non-teacher related.
3. Parent contacts the HBCS Advisory Committee chairperson in writing if parent-administrator discussion is less than satisfactory. The board usually meets once a month reviewing all properly submitted matters. The board will respond with a written reply.

Unsigned correspondence to school personnel will not be considered or addressed.

## **Pledge to the United States Flag**

**“Everyone must submit himself to the governing authorities, for there is no authority except that which God has established.”** *Romans 13:1*

One thing that we should remember to praise God for is that we live in a country where we are free to worship God, to study the Bible, and to tell others about God’s love. Our United States flag represents these and many other freedoms that we enjoy in America.

*I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible with liberty and justice for all.*

## **Pledge to the Christian Flag**

**“...Choose you this day whom ye will serve... but as for me and my house, we will serve the Lord.”** *Joshua 24:15*

Just as the American flag stands for the freedoms we enjoy in America, so the Christian flag is a symbol of all that God has done for us through Jesus. We are praising God and declaring our loyalty to Christ when we pledge allegiance to the Christian flag.

*I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one brotherhood uniting all Christians in service and love.*

## **Pledge to the Bible**

**“Every word of God is pure; he is a shield unto them that put their trust in Him.”** *Proverbs 30:5*

In the Bible we learn about God’s love for us and His goodness toward us. We learn how God sent Jesus. And how we can do what pleases Him. Our teachers will help students understand the Bible.

*I pledge allegiance to the Bible, God’s Holy Word, and will make it a lamp unto my feet, a light unto my path, and hide its words in my heart that I may not sin against God.*

## Handbook Acknowledgement Form

I have read and understand the information stated in the Highland Baptist Christian School Student Handbook. I agree to comply with the policies and procedures written therein.

Enrollment of children in Highland Baptist Christian School is a privilege, not a right. Parents must understand that continued enrollment and reenrollment of their children is dependent on their support of the school, its staff, and its policies.

Realizing that not everything can be covered in a handbook such as this, the administrator reserves the right to interpret any rule in the handbook or to make a judgment on any situation that might occur not covered in this handbook. Furthermore, I grant permission for HBCS to issue student transcripts to award/scholarship programs as requested.

Date:

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Grade/Teacher

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Student Signature

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Parent/Guardian Signatures

**This signed form is to be returned to the office within one week of the start of school.**

Realizing that not everything can be covered in a handbook such as this, the administrator reserves the right to interpret any rule in the handbook or to make a judgment on any situation that might occur not covered in this handbook.