

HIGHLAND BAPTIST CHRISTIAN SCHOOL

Middle/High School Student Handbook
2011-12



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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Let every student be plainly instructed and earnestly pressed to consider well, the main end of his life and studies is, to know God and Jesus Christ, which is eternal life, John 17:3; and therefore to lay Jesus Christ as the only foundation of all sound knowledge and learning.

Harvard University Student Handbook in its charter year, 1636



HIGHLAND BAPTIST

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.

CHRISTIAN SCHOOL

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. 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. I 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 offered 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** Trust **H**im.

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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.

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 but 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.

Philosophy

Highland Baptist Christian School seeks to provide the opportunity for each student to grow in understanding his relationship with God through Jesus Christ His Son. HBCS' college-preparatory program is designed to develop skills and attitudes within its students that will well equip them not only for college, but also for a life that is pleasing to God. Students are offered a balanced program with strong spiritual, intellectual, physical, emotional, and social development opportunities. HBCS strives to maintain a Christian faculty, staff, and administration dedicated to developing the individual potential of all students in keeping with the philosophy of the school.

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.

Administration & Staff

Obey your leaders, and submit to them; for they keep watch over your souls, as those who will give an account. Heb. 13:17a

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

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 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, nor to 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 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).

Finally, 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. Baptism is a symbolic expression of faith in the crucified, buried, and risen Christ (Romans 6:1-4). We believe that baptism is for believers only and that baptism alone does not save. 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.

School Hours

Grades 7-12 8:15 a.m.-3:15 p.m.
Students in grades 7 and above may report to school no sooner than **7:45 a.m.** All students must be off campus by **3:30 p.m.** unless under the supervision of a staff member.

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 email or by calling the school office. **All visitors must first report to the office to receive a visitor's pass upon arrival at HBCS.**

School Calendar 2011-12

"There is a time for everything, and a season for every activity under heaven." *Ecclesiastes 3:1*

The first day of class for students in **grades 7 - 12 is Friday, August 12, 2011.**

Nine Week Grading Periods

First August 12, 2011- October 14, 2011
Second October 17, 2011- January 6, 2012
Third January 9, 2012 - March 16, 2012
Fourth March 19, 2012- May 25, 2012

Report Card Days

October 21, 2011
January 13, 2012
March 23, 2012
May 25, 2012

Progress Reports

September 14, 2011
November 16, 2011

February 8, 2012
April 19, 2012

Early Dismissal Days (noon dismissal)

December 16, 19-20, 2011
May 11, 14-16, 2012 (seniors only)
May 18, 21-25, 2012

Student Holidays

Monday, September 5	Labor Day
Friday, September 23	Sugarcane Festival
Friday, October 21	Parent-Teacher Conferences
Monday, Nov. 21– Friday, Nov. 25	Thanksgiving Holidays
Wednesday, Dec. 21 – Tuesday, Jan.	Christmas Holidays
Monday, January 16	Martin Luther King, Jr. Holiday
Monday, Feb.20 – Friday, Feb. 24	Spring Break
Friday, March 23	Parent-Teacher Conferences
Monday, April 2 – Monday, April 9	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 for seniors is Wednesday, May 16, 2012.

Standardized Testing

October 20, 2011	Explore: 9 th ; Plan: 10 th
April 23-27, 2012	TerraNova3 Achievement Test 1 st – 8 th Otis-Lennon School Ability Test 7 th

Exam Schedule*

Mid-term exams: December 15-16; 19-20, 2011

Final exams: May 18; 21-23, 2012 (Grades 7-11)

Senior Final Exam Schedule

May 10-11; 14-15, 2012

*A junior is exempted from taking the end of year final exam of a course in which (s)he has earned no less than an A- in each quarter grade for the school year. A senior is exempted from taking the mid-term or final exam of a course in which (s)he has earned no less than an A- in each quarter grade for that semester.

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. Admission testing may or may not be indicated. The curriculum of HBCS is designed for average and above average students. 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 incurs a \$25 fee; testing with an additional writing prompt is \$40. The following requirements must be met:

1. Students will not be considered without a complete application packet including all requested educational records.
2. Parents must understand that the school will attempt to lead their child to a personal relationship with and a commitment to Jesus Christ as Lord and Savior.
3. New applicants are considered on the following criteria:
 - A minimum 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 said 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.
 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 it is determined that HBCS cannot service the student according to its curricula and faculty expertise.
 7. Parents must accept responsibility for the conduct, dress, and appearance of their sons and daughters. All students will follow the dress code. 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 within 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.

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 an updated immunization record on file in the school office. **This record must be received within one week after the student's first day of school at HBCS.** 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 may return to school once treatment has begun and physician clears the student to return)

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. If it becomes necessary for students

to take prescribed medication at school, a written physician's statement allowing HBCS to administer the medication is required. All medication must be kept in its original container in the office.

Medication may be given only in emergency situations and/or only to those students with chronic health problems such as asthma or behavior/attention problems. **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.**

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.

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.

Student and parental cooperation in the drug screening policy is mandatory for a student's enrollment at HBCS. The drug screening procedures, which involve hair and/or urine sampling, are part of the application packet.

HBCS may randomly test any student for illegal substances at the expense of the parent. If 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. 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.**

Student Pick Up

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

Morning Drop-off/Afternoon Pick-up

M/HS students may arrive at school no sooner than 7:45 a.m. Morning drop-off is at the modular building or gym car lines.

M/HS students dismiss at the gym car line. Students with siblings may dismiss together at either car line (**please inform teacher**). Parents with special needs may contact the office for alternate arrangements.

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

Student Drivers

All vehicles are to be parked and unused in an assigned parking lot until the end of the school day. There will be no sitting in parked cars at any time. Each vehicle must be registered in the school office by license number and owner's name. If a student uses more than one vehicle, each vehicle should also be registered by the student. When permission is given for a student to drive, the student will be given a parking tag at a cost of \$10. Reckless driving offenses and violation of parking

regulations will result in loss of vehicle privileges on HBCS grounds and/or suspension. Only high school students with a valid driver's license and proof of insurance will be allowed to drive on school grounds. Since it is strictly a parental choice as well as an HBCS privilege to allow a student to bring a vehicle to school, the school assumes no responsibility, other than reasonable care, for any vehicle brought on campus. The owner of any vehicle illegally parked will submit to escalating fines.

Parking and driving infractions include but are not limited to: no registration in school office, parking in the wrong zone, entering and exiting wrong areas, speeding, reckless operation, offensive bumper stickers, offensive music, and/or not following flow of carpool. All parking/driving offenses are determined as such by HBCS.

1 st offense	\$5
2 nd offense	\$15
3 rd offense	one month suspension from driving
4 th offense	driving suspended for semester and/or school year

*All vehicles are subject to search at any time in the presence of the student unless extenuating circumstances dictate otherwise.

Denial or suspension of student driving privileges of a minor may occur if said student is habitually absent or tardy. "Habitually absent or tardy" is when either condition continues to exist after all reasonable efforts by an administrator or other appropriate authority have failed to correct the condition after the fifth unexcused absence or fifth unexcused tardy within any month or a pattern of five absences a month is established.

Lockers/Book Sacks

Each student will be assigned a locker. No sharing or switching of lockers is permitted without the knowledge and approval of the administration. Students are not permitted to use their lockers during class periods. Student books/supplies shall be neatly arranged in lockers. Unannounced inspections of lockers and book sacks can and will be made at the discretion of the administration for health and /or safety/legal concerns. This search will occur in the presence of the student involved except in extenuating circumstances. Books, clothing and learning tools should not be left on the floor at any time. Any item found around the

locker area will be turned in to *Lost and Found*. No articles shall be on top of or under the lockers. The school will not assume responsibility for lost or damaged personal property.

Dress Code

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

HBCS believes in biblical standards of discretion 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.
- The students should be dressed correctly each school day in uniform unless the school or class announces a uniform-optional day for a special occasion.
- Students not in uniform will receive a uniform infraction to be carried throughout the day. Four uniform infractions result in a detention.
- Additional disciplinary actions may be assigned for habitual violation of the dress code.
- Upon entering the school buildings, all shirts must be tucked in.
- Outside jackets (other than school-approved jackets allowed in class) shall be removed during classroom morning routines.
- Offensive/suggestive appearance in any form will not be allowed.
- Students are required to dress out in full PE uniform in all PE classes. No sharing of PE uniforms allowed.
- 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. When a shirt with an HBCS logo is worn off campus, a student shall be aware that his actions reflect the school. It is our hope that students handle this responsibility with respect for the values that HBCS represents.

Girls: Hair should be neat, clean and out of eyes. Non-traditional hair color/styles are not permitted. Hair beading or decorative hair braiding is prohibited. Hair accessories must match the school uniform. Hats, caps or bandanas 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 or short (not to exceed 1 inch) dangling earrings may be worn at a time on the lower ear lobe. Only one school appropriate necklace may be worn and no more than 3 school appropriate bracelets. 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 any uniform must be solid white; no writing or description of any kind may be visible through the uniform shirt/blouse. Long-sleeved T-shirts or turtlenecks worn under a uniform shirt must be white in color. Girls may wear pants on Chapel Day when the wind chill is below 40°. Skirts, skorts, and shorts must be no shorter than 5” above the knee measured when kneeling.

Girls Bear Wear

Chapel Day Requirements

Skirts-plaid
Oxford shirt-white w/ HBCS crest

Uniform Options

Shorts/Pants/Capris-navy blue or khaki (no denim or cargo); HBCS plaid shorts
Navy or brown belt (no "fashion" belts)
Shirts-knit-school hunter green or gold w/ HBCS crest

Outerwear (if worn in class on regular uniform day)

Official Highland jacket/sweater/hoodie/sweatshirt purchased at uniform store or
HBCS

Spirit Shop; HBCS athletic outerwear may also be worn

*SENIORS may wear the college sweatshirt/jacket/etc. of their choice in class

Footwear

Socks/Tights-must match uniform; "no-show" socks are acceptable;
no leggings. Socks must be worn w/ tennis shoes.
Shoes-non-scuff tennis shoes in standard color; 2-tone OK; (no neon or prints such
as
plaid/camo/dotted, etc.) w/ solid color (no neon) shoestrings or non-scuff
traditional dress shoes in leather or suede such as loafers, oxfords, top-siders, etc.
Solid color flats OK; NO backless shoes/sandals; no boots or shoes that cover
the ankle.

HBCS T-Shirt Day

Any HBCS t-shirt with school appropriate jeans/pants/shorts/skirt
Any footwear (athletic shoes must be brought for PE)

*Please use good judgment; for ex. frayed bottoms or jeans w/ holes are not
school

appropriate; midribs must not be exposed

Any school appropriate outerwear may be worn in class on HBCS T-shirt day.

P.E. Uniform Requirements

Regulation P.E. t-shirt and shorts from Lipari's or Iberia Sewing Center. Highland
Athletic Dept practice shirt/shorts may also be worn by athletes on varsity teams.
Fleece bottoms (optional) – hunter green or black; plain or w/ HBCS.

Boys: Hair should be neat, clean, kept off the collar and mid-ear. Bangs must not fall below the eyebrows. Facial hair is not allowed. Non-traditional hair color/styles such as tails, undercuts, bowl cuts, grooves, etc. are not permitted. No earrings are allowed. Only 1 school appropriate chain may be worn inside the uniform shirt. 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 any uniform must be solid white; no writing or description of any kind may be visible through the uniform shirt/blouse. Long-sleeved T-shirts or turtlenecks worn under a uniform shirt must be white in color.

Boys Bear Wear

Chapel Day Requirements
Oxford shirt- white w/ HBCS crest
Uniform Items
Shorts/Pants- navy blue or khaki (no denim or cargo)
Belt- navy blue or brown
Shirts- knit- hunter green or gold w/ HBCS crest
Outerwear (if worn in class on regular uniform day)
Official Highland jacket/sweater/hoodie/sweatshirt purchased at uniform store or HBCS Spirit Shop or HBCS athletic outerwear
Footwear
Socks (required w/ tennis shoes only)- must match uniform; “no- shows” acceptable
Shoes- non-scuff tennis shoes in standard color (no neon or prints such as plaid, camo, etc.); 2-tone OK; 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
HBCS T-Shirt Day
HBCS t-shirt with jeans (no holes or frayed)/sweatpants/shorts; any shoes/sandals/jacket

High school students have the privilege (which may be lost with lack of compliance) of Casual Fridays. See homeroom teacher for details.

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.

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 it may only be used in case of emergency with the permission of the office staff. No long distance calls may be made. Students may use no other phone on campus.

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. This is particularly necessary if insurance claims are to be filed. This information will be maintained in the office after an accident form is 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 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. **Cell phones must be turned off upon the student's arrival on campus. NO EXCEPTIONS.** 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 3rd 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

A student is considered tardy for a class if arrival is any time after the start of a class period. 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.** When a student is absent from school, it is his responsibility to get missed assignments/homework from RenWeb or a classmate. Parents may pick up text books from their child's locker during school hours. If a student needs to check out of school, the parent/guardian must personally sign out the student.

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

A student arriving in homeroom after 8:15 is considered tardy and must report to the office to receive an admit slip. The student will not be allowed in class without an admit slip.

Parental signature is required for late check-ins (including tardies) and early check-outs. When a **student driver** is tardy, the student must

report to the office for an admit slip. The student's parent will also be called as notification of the student's late arrival to school.

M/HS Students arriving to any class period less than 10 minutes late will be marked tardy for that course; arrival to any class period between 11-40 minutes late is marked .5 absence for that course; arrival between 41 minutes late and the end of any class period is marked as 1 absence for that course.

In order to be eligible to receive grades, high school students must be present a minimum of 80 days for a 1/2 credit (1 semester) course and 80 days per course each semester for a 1 credit (full year) course. Middle school students shall be in attendance a minimum of 160 days per school year. ***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/tardies 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.

Juniors and seniors may take up to 3 days absence per school year for college visits which will be counted as excused absences. Any additional days taken for college visits will be counted as unexcused absences.

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.

HBCS operates a closed campus policy. Students must stay on the school grounds from the time they arrive until dismissed.

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 middle/high school students, every four unexcused tardies to first period will result in a detention as well as count as a day's unexcused absence. Every four unexcused tardies to 2nd-7th periods will be counted by course, resulting in a detention as well as a day's unexcused absence for that course.

Once a student has received a day's absence for unexcused 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.

Make-Up Policy

On the first day back to school after an absence the student is to make arrangements with each teacher to make up assignments and/or tests. The number of days a student is absent determines the number of days the student has to make up tests. For example, if a student misses one day of school he has one day of school to make up his work. If a student is absent three days he has three days to make up his work. Making up major assignments and quizzes is carried out at the teacher's discretion. If there are extenuating circumstances, an administrator may grant additional time for the work to be completed.

Student illness (even without physician verification) and other reasonable circumstances shall always warrant the opportunity for the student to make up assignment/test/etc.

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 school closure. Milk may be purchased on a yearly basis only.

Fee Policies (including any and all charges billed)

Monthly tuition and after care 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 charge is not paid by the 15th 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 assignments or tests 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 is responsible for the balance of the unpaid monthly payment(s) remaining for that term. In the event of a student transfer out of HBCS, records will not be released until all fees are paid. Supply fees are non-refundable.

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.

Library Fines

Overdue items from the HBCS library will be charged 10 cents daily.

Six weeks past the due date of an item, the student will be assessed the replacement cost of the item plus a \$5.00 surcharge.

Search & Seizure

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

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.

First, the officials of HBCS shall 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.

Second, 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 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. Employee-student sexual harassment is prohibited. Student-student sexual harassment is prohibited. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

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.

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 is 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.

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.

Withdrawal & Transfer

The procedure for withdrawal or transferring is as follows:

- Parent or guardian must make a request for withdrawal or transfer of a student.
- The cumulative folder is filled out by the teacher and all school property returned.
- Student records are not released until all fees are paid.
- A full refund of pre-paid annual tuition will be made if a child leaves before school begins.

Grading Policy

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

In an effort to uphold the virtues of responsibility and personal accountability, students are expected to turn in assignments by the due date given. A student will receive no less than a letter grade deduction per day on late major assignments.

When a teacher chooses to grade homework, partial credit may be given for partial completion.

Neither demerits nor conduct grades are issued for M/HS students.

College Prep Grading Scale

94- 100 = A

87-93 = B

77-86 = C

70-76 = D

Honors Grading Scale (HS Only)

92-100 A

83-91 B

75-82 C

70-74 D

0-69 F

* To schedule an honors course, a student must have earned no less than 77 as a final average in the subject taken the previous year as well as a recommendation from that teacher.

An 8th grade Algebra I Honors student must earn a minimum course grade of 77 to be eligible to receive high school credit.

Progress reports are available for viewing on RenWeb mid-quarter. To pass a subject, a student must achieve at least 1 quality point for the course. Quality points assigned to letter grades are as follows: A-4, B-3, C-2, D-1, F-0.

Honor Roll/ Principal's List

"Study to show thyself approved unto God, a workman that needeth 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*.
2. Requirements for Honor Roll:
 - A student shall have no grades below B and a good record in attendance.
3. Requirements for Principal's List:
 - A student shall have no grades below A and a good record in attendance.

Final Course Grades

The grades from the first and second semesters account for 4/5's of the final course average. Spring and fall cumulative exams account for 1/5 of the final course average. The teacher will use numerical percentages to arrive at the final course grade.

Report Cards

Report cards are posted on RenWeb/issued on a quarterly basis. 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.

Graduation Requirements

A student shall successfully complete a minimum of 26 units of credit in an individual program, which shall be cooperatively planned by the student, the student's parents, and the school to meet high school graduation requirements. The HBCS high school curriculum is as follows:

English 4 units
English I, II, III, and IV in consecutive order

Mathematics 4 units
Algebra I, Geometry, Algebra II, and Advanced Math with Pre-Calculus Applications, Calculus/Financial Math or other math elective in consecutive order

Science 4 units
Physical Science, Biology, Chemistry, and Physics/Environmental Science or other science elective in consecutive order

Social Studies 4 units
World History, Civics/Free Enterprise, American History, and World Geography

Foreign Language 2 units
2 units of Spanish in consecutive order

Health and P.E. 2 units
Recommended to be completed by tenth grade
(The substitution of R.O.T.C. is permissible for transfer students).

Bible 4 units
Religion I, II, III and IV

(Transfer students may receive substitution of Carnegie Units)

Electives 4 units
Study Skills/Computer Technology Applications I; Fine Arts Survey, Speech I, Web Mastering, Yearbook and/or other electives TBD

TOTAL 28 units

*Admission requirements for universities vary. Some universities have higher requirements than others. An individual university's admissions office can provide further details. **It is the responsibility of parents and students to know the TOPS as well as admission requirements/deadlines of the university in which they are interested.***

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, he will be required to transfer out.

Middle School:

- A student is retained if he fails two major subjects (English, mathematics, history, science)
- A student is retained if he fails one major and two minor subjects.
- There will be no "conditions".
- If a student fails a core class (English/literature, math, history, science) that student must successfully complete a summer school course from a state approved summer school program in order to continue as a student at HBCS.

All retentions are reviewed by the administrator and teacher(s) concerned.

High School:

- Failure to meet course requirements will result in failure of the course. A student is retained if he fails two major subjects in the regular school year (English, mathematics, history, science).

Meeting course requirements through state approved summer school, independent study, correspondence coursework, etc. may allow the student to be promoted.

A Carnegie unit for failed courses will not be issued until requirements are met as listed above. If a student fails more than one course in a school year, he may be subject to academic dismissal. A HS student who successfully completes course requirements will have his GPA adjusted accordingly for the course failed during the school year. Both sets of grades will appear on the student's cumulative record. Ex.:

Final Average	English I	F	GPA	2.42
Summer School	English I	C	Adjusted GPA	2.71

Awarding Credit for High School Courses

Credit is allocated on the following basis:

The student must earn a semester grade or full grade of 70% or above in order to receive credit for the course. A semester course earns 1/2 unit of credit and a yearlong course earns 1 unit of credit.

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.

Eligibility for Diploma

Since HBCS has a contractual relationship with its parents and students, and since the handbook is an integral part of this contractual agreement, all parties are reminded of the following:

Full participation in the graduation ceremony at HBCS is a privilege and not a right for the individual student and his parents/guardians.

Therefore, the privilege of graduating with one's class on graduation day is governed by the following principles:

1. successful completion of the course of studies required by the State of Louisiana,

2. successful completion of the course of studies as required by HBCS, and
3. certification by HBCS as having followed the rules and regulations of the school, to such a degree that the student is worthy of the privilege of being an active participant in the graduation ceremony.

These rules and regulations specifically include the section on suspension and expulsion as found in the student handbook. However, other breaches of rules and regulations may be considered by the administration before bestowing on the student the privilege of being able to participate in the graduation ceremony. Transfer students may be given partial waiver on HBCS graduation requirements that exceed state requirements as determined by the administration.

Determining Designation as an Honor Student/Graduate

An honor student is one who successfully completes a minimum total of 10 honor courses. All graduating with a 3.90 grade point average or above will be recommended for graduation with highest honors. All graduating with a 3.70 GPA or above will be recommended for graduation with high honors. All graduating with a 3.40 GPA or above will be recommended for graduation with honors.

Candidates for valedictorian and salutatorian must be in attendance at HBCS their junior and senior years. If a transfer student enters HBCS during 11th or 12th grade and earns a final GPA of 3.7 or higher as an honor student, he/she will receive designation as a Distinguished Honor Graduate. To qualify for valedictorian (first) and salutatorian (second), candidates must have a minimum of 10 honor courses specifically listed on the transcript. The student with straight As throughout their high school career as well as the highest number of honors courses officially listed on their HBCS high school transcript will be declared the valedictorian. Should a candidate for valedictorian not have a straight As throughout high school, then the student with the highest GPA and the highest number of honors courses officially listed on their HBCS high school transcript will be declared the valedictorian. Salutatorian will be awarded by the same criteria to the runner(s)-up to valedictorian. A tie for either position will be declared if the final transcript generated by the State Department of Education reflects a tie in GPA as well as the same number of honor courses completed.

HBCS will accept honors and AP credit only from schools that are state approved.

If a student drops an Honors course prior to the day after the Q1 Progress Report date (approximately 4 ½ weeks after school starts), the college prep grading scale will be used effective the drop date. There will be no retroactive grading adjustment. The last date to drop an Honors course is also the day after the Q1 progress report date.

Louisiana Virtual School Grading Policy

Students taking either ½ credit or whole credit courses through Louisiana Virtual School (LVS) program will have grades posted on RenWeb report cards at the end of each semester. There will be no *quarter* grades posted; grades will be posted only after the semester has ended according to LVS date. Once the semester average and grades for the 2nd quarter have been posted, that grade will not change. Students and parents may monitor grades and progress through the LVS web site.

Standardized Testing

TerraNova3

HBCS will administer this highly recognized achievement test each spring to middle school students. It is very important that students are present during the week of this testing.

Otis-Lennon School Ability Test

This assessment which measures school ability (as opposed to school achievement) is administered each spring to all 7th graders.

Explore Exam

The Explore Exam, developed by ACT, is administered to 9th graders each fall. The test measures academic development in English, mathematics, reading, and science reasoning and provides important information about the students' interests, needs, and plans. The information can be a vital resource in helping ninth grade students make appropriate plans for high school and the future.

PLAN

This test is administered each fall to 10th graders; it includes tests in English, math, reading and science reasoning. This test helps students identify individual goals as well as learn more about themselves and the world of work.

PSAT/NMSQT

HBCS may not be an official test taking site; however, the value of taking such a test is immense. Efforts will be made by HBCS administration to give our students this opportunity. The PSAT/NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test) gives students a chance to qualify for the National Merit Scholarship Corporation's scholarship programs. Administration of this test during the sophomore year is for practice purposes only. The PSAT/NMSQT measures verbal reasoning skills, critical reading skills, math problem-solving skills, and writing skills.

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)

Off-campus trips are considered a privilege and a valuable learning experience that all students are expected to attend. A student is allowed to participate in a field trip at the discretion of the sponsor of the trip. If a student is a disciplinary problem of any nature at school or on any previous field trip, in addition to receiving disciplinary action, that student may be ineligible for any other field trips for the remainder of the year. 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.

In order to assure that such trips will be of benefit to the students, specific policies are followed by all teachers planning trips for their classes. All trips shall be properly chaperoned with at least one chaperone per eight students. NO refunds are issued for field trips, even in the case of student illness.

Student Academic Responsibility

A signed *Statement of Academic Responsibility for Students* is required for all students in middle and high school. This statement reflects intended compliance on behalf of the student to exhibit academic responsibility by demonstrating consistent class and homework assignment completion. If academic responsibility is not demonstrated in this manner, the student, parents, teachers, and administrator will work together for correction as detailed in the *Statement*; i.e., when a pattern

of inconsistent assignment completion is noted, an SAR (Statement of Academic Responsibility) meeting will be held with the teacher, the student's parents and an administrator.

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
- *Support the mission of the school
- *Promote the safety and well-being of students and others
- *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 may result in disciplinary action up to and including expulsion. This includes but is not limited to entries on Facebook, 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.

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.

Corporal punishment will not be used at HBCS.

HBCS has a no tolerance policy involving 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, verbal or cyber statements threatening other students, school personnel, or school property are unacceptable and will be dealt with accordingly in a timely manner. Additionally, bullying or rough housing will not be tolerated and will be dealt with in the same serious manner.

If a student brings a weapon to school, or to a school function, or has a weapon on his 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.

Student Conduct: Students are trained to seek the benefits that obedience and respect for authority brings. Rules are made clear to the students as are the consequences of disobedience. 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 administrators have the authority to use and make adjustments to these guidelines as deemed fair and appropriate. Disciplinary options include but are not limited to detention, suspension and expulsion. Each teacher will distribute a classroom management plan, approved by administration, to address

his/her policy regarding missing/incomplete homework assignments and the following general infractions:

General infractions:

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

Detention: Detention is held on Thursdays from 7:00 a.m.-8:00 a.m. Detention may include written seatwork (not homework) or acts of service as determined by the detention teacher. It may include, but is not limited to picking up trash on the school grounds, cleaning walls/cabinets/shelves in classrooms, etc. **A \$10 charge is issued to the student and must be paid at detention to the detention teacher.**

Detention is assigned for the following reasons:

- 4th uniform violation
- 4th tardy
- non-payment of detention fee on assigned detention day
- minor vandalism
- lying
- cheating
- profanity
- leaving class or assigned area without permission
- failure to report or immediately absent oneself from the area in which misbehavior is on going
- 1st cell phone usage infraction

No homework is to be done during detention. If a student misses detention, he is assigned 2 additional detentions. Any misbehavior in detention will result in an automatic one day suspension.

Suspension will be assigned for the following reasons:

- willful disobedience or defiance
- theft

- severe disrespect
- unacceptable behavior in detention
- physical violence toward another student
- positive result on drug screening
- Falsifying the signature of a parent or other authority figure
- Plagiarism
- 2nd cell phone usage infraction (in school suspension)
- 3rd cell phone usage infraction (out of school suspension)
- excessive number of assigned detentions
- falsely signing another's name

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; each "missed" grade will be recorded as a zero. For in school suspensions, assignments/tests will be graded.

Expulsion may occur under the following circumstances:

- possession of firearms, tobacco, alcohol, or any illegal drugs on campus or school sponsored trips;
- use or possession of firearms, knives, or other implements which can be used as weapons
- 2nd positive result on drug screening
- extreme physical violence
- participation in any form of sexual impropriety while on campus or at a school-sponsored activity
- falsifying documents

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. Furthermore, 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.

Internet Use Policy

Internet access is available to faculty and students, offering vast, diverse and unique resources. Our purpose in providing this service is to promote educational opportunities by facilitating research, resource sharing, innovation and communication.

Students have access to:

1. Information and news from a variety of public and private sources;
2. Discussion groups on a wide variety of public and private sources;
3. Information and resources in many libraries;
4. Opportunities to participate in online research projects with other schools.

HBCS' intention is to maintain an environment that promotes responsible conduct in all online activities by both its faculty and students. All who access the network shall adhere to the established purpose and rules of the network. The privilege of using the network will be cancelled for those who do not use it properly, and appropriate disciplinary action will also be taken, including suspension or expulsion. Guidelines for use are provided here to make all HBCS users aware of the responsibilities that they accept. In general, what is required is efficient, Christ-honoring, and legal utilization of network resources.

Internet Terms & Conditions

Eligibility

Students enrolled in courses where internet use is being taught as part of the course or where access is required to accomplish an assigned research project are eligible for access. Students are not permitted recreational use of the internet while at school.

Acceptable Use

HBCS seeks to protect the civil, personal, and property rights of those individuals using network computing resources. All use of the internet must be in support of education and research and consistent with the educational objectives of the school. Use of another organization's network or computing resources must comply with the rules established by that network.

Unacceptable Use

Accessing, processing or transmitting any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Invading the privacy of an individual by using electronic means to ascertain confidential information, even if the individual or network inadvertently allows access, is prohibited. Copying another user's software or data without permission of the owner, even if it is readily accessible by electronic means, is prohibited. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited. Facebooking, messaging, and emailing is prohibited. Accessing or processing material or files dangerous to the integrity of HBCS is strictly prohibited.

Privileges

The use of the internet is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges. While the school utilizes filter limiting access to some parts of the internet, the school also requires students to refrain from exploring those parts of the internet that may be deemed by the school's administration to be inappropriate. Students must immediately exit any area accidentally accessed which may be considered obscene or sexual in nature and must report the area to the teacher for documentation.

Security

Security on any computer system is a high priority, especially when the system involves many users. If a student should identify a security problem, he shall notify a teacher or an administrator promptly. He should not demonstrate the problem to other users. If provided with a password, that password is confidential and revealing it to another individual constitutes sufficient cause to cancel an account. Another individual's account should not be used. Successful or unsuccessful attempts to access the accounts, files, or resources of other users are not permitted.

Vandalism

Vandalism shall result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet system or any of the agencies or other networks connected to the internet. This includes, but is not limited to, the uploading or creating of computer viruses.

Disclaimers

HBCS makes no warranties of any kind, whether expressed or implied, for the internet access service it is providing. HBCS will not be responsible for any damage a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by a person's own negligence, error or omission. Use of any information obtained is at the user's risk. HBCS specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

Disciplinary Action

The failure of any student to follow the internet policies as outlined will merit disciplinary action as determined by the administration.

Personal Laptop Policy for MHS Students

Middle and high school students of HBCS are allowed to use a personal laptop for educational purposes.

-Laptops may be used ONLY at designated times for school assignments under the direct supervision of a teacher.

-Student laptop MUST have a wireless network card (unless usage is solely for note taking purposes and not Internet) and must have installed on his/her laptop a valid anti-virus program (such as Symantec, McAfee, etc.)

1. Laptop must first be brought to the office to be "processed"; i.e. to initially configure the HBCS firebox to recognize the laptop. An initial virus scan will also be completed. HBCS will issue a unique identifier to that laptop, so that any problems reported will correspond to a specific laptop. The office will place a sticker on laptop to acknowledge inspection has been completed and the laptop is approved for use on campus.

- a) The student's teachers will be notified upon approval of the laptop. Approval for use on campus does not guarantee approval for use within a particular class. A teacher reserves the right to deny use of the laptop within his/her class if its use is deemed unnecessary or disruptive.

2. HBCS reserves the right to uninstall or disable any program that will interfere with network security or can be used to violate school policy.
3. HBCS reserves the right to audit a student's personal laptop with or without prior notice to ensure the student is using it in a manner consistent with the policy and procedures spelled out in this policy, the Acceptable Use Policy, and guidelines spelled out in the Student Handbook. An audit may consist of, but is not limited to, checking Internet Browser History, My Documents, and sub-folders, Control Panel and sub-folders, etc. Audit results may result in disciplinary action.
4. Personal laptops may be used during class for educational purposes only. The student is expressly forbidden to access any of the following:
 - a) Instant Messaging Programs, e.g. AIM, Yahoo, MSN, ICQ etc.
 - b) File Sharing or Peer-to-Peer programs or web sites, e.g. Kazaa, Bear Share, Limewire, etc.
 - c) Personal E-mail Accounts not related to school business, e.g. Yahoo, Hotmail, AOL, G-mail, etc.
 - d) Personal ISP's, e.g. AOL for Broadband, etc.
 - e) Proxy Avoidance or Pay-to-Surf Websites, e.g. proxify.net, megaproxy.com
 - f) VPN Software, e.g. Cisco VPN Client, etc.
 - g) Blogging web sites, e.g. MySpace, Facebook, LiveJournal, etc.
 - h) Any software or website that is deemed inappropriate or violates the school's network policy or mission statement.
5. HBCS is not responsible for personal laptop repairs, software updates, or virus removal. It is the student's responsibility to remove any virus discovered.
6. HBCS assumes no responsibility for any lost data, damage, or theft. This includes but is not limited to electrical or physical damage incurred while on school property.
7. The student is responsible for maintaining the battery life of the laptop. It must be brought to school fully charged with no expectation of power to be provided. Should the laptop need to be plugged in, the student may only do so with the permission of his/her teacher and must provide his/her own power cord.

The personal laptop policy is not meant to be comprehensive as HBCS reserves the right to make changes or adaptations to this policy without prior notice when the need arises. By signing the *Handbook Acknowledgement Forms*, students and parents agree to adhere to this policy and agree that any violation of this policy will result in the loss of personal laptop use and/or further discipline.

Eligibility/Guidelines for Athletics

Eligibility

LCSAA sanctioned sport: Any student earning below a 2.0 GPA at the quarterly grading period is ineligible to participate in athletics until the next quarter in which the required GPA is met.

Non-LCSAA sanctioned sport: Any student who has below a 1.5 GPA for two consecutive grading periods is ineligible to participate in athletics.

Guidelines

The athletic director evaluates all grades at the end of each grading period to determine students not meeting the above criteria rendering those students ineligible for game participation.

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

The school policy concerning student participation in extracurricular activities (athletics, clubs, etc.) requires school attendance for at least four periods on the day of participation. Extenuating circumstances must be approved by the administrator.

Student-athletes may wear their team uniform shirt/jacket **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.

Athletic Physical Exams

All athletes of middle/high school teams are required to have an annual medical exam and submit the approved medical form to the athletic director prior to participation in school sports.

Rules for Athletic Events

1. All spectators are to be within the confines of the area where the athletic 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 will be required.
7. Obscene 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 on campus.

Letter Jackets

Criteria for athletic lettering:

Any 9th – 12th grade student who completes a full season on a varsity team (including cheerleaders and drum line members) and satisfies the sport specific requirements set by his/her head coach and/or athletic director will be eligible to receive a letter. Upon receipt of a letter, the student-athlete will be eligible to order a letter jacket through HBCS.

Criteria for academic letters:

Students must have a 3.4 cumulative GPA and no more than 2 Cs total on the report card for the 9th and 10th grade years at the time of ordering the academic jacket (during the spring of the sophomore year.) Additionally, in order to earn an academic bar/stripe for the following year(s), no additional Cs may be earned on the report card.

Clubs/Athletics

Clubs/team sports at HBCS include the following:

Beta Club- This is an honors organization. The Beta Club participates in civic affairs as well as school activities. A student with a GPA of 3.0 or better is invited to join.

Service Club- This high school club is dedicated to service to others.

4-H Club- Members of the 4-H Club have opportunities to broaden their experiences in a wide variety of areas outside of the school setting.

Student Council-The Student Council is HBCS' student government. Its purpose is to represent the student body in its decisions and to make the administration aware of the students' needs. Student Council is comprised of representatives elected by the student body.

National Honor Society- The basis for membership in National Honor Society is character, leadership, scholarship, and service. All members must maintain 90.2 as a cumulative average with no grade below a B-. Students in grades 10 – 12 are eligible for membership.

Fellowship of Christian Athletes-Through athletics, this organization seeks to impact the world for Jesus Christ focusing on integrity, serving, teamwork, and excellence.

HBCS offers:

Ladies Softball

Basketball

Volleyball

Football

Baseball

Soccer

Clubs and team sports are subject to change.

Members of clubs and organizations such as Beta Club, 4-H, Student Council, etc. may wear their "club shirts" on meeting days **with all other components of the regular school uniform (uniform shorts/pants with belt and appropriate school shoes).**

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. HBCS does not permit married students to attend this school.

Any student who is pregnant while enrolled at HBCS is required to report her confirmed pregnancy to an administrator, who in turn will consult with the student and her parent(s)/guardian(s) regarding withdrawal from HBCS and the alternatives for her future education. If the father of the child is a student at HBCS, he will also be required to withdraw from school.

Students who participate in any form of sexual impropriety while on campus or at a school-sponsored activity will be expelled.

The school embraces the biblical principles as spelled out in the Scriptures regarding the sanctity of life and the purposes of God for each human individual and, therefore, reserves the right to determine appropriate actions towards those who violate these principles.

Additional Policies

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.

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.

Senior Class Privileges

Participation in the science/social studies fair is optional for seniors. Seniors enjoy an off-campus lunch privilege when written parent permission is on file with the senior class sponsor. Details are available from the senior class sponsor.

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 of HBCS 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.

Volunteers

HBCS is blessed to have tremendous parent support which helps carry out the yearly activities of the school.

Chairpersons of volunteer committees shall adhere to the following 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.

School-sponsored Clubs and Athletics Policy

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. No club meetings or athletic practices/games may 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 and church office if applicable.
5. All power point presentations or music must be approved by the faculty sponsor of that event.

Parent/Teacher Conferences

Two days a year are set aside for parent/teacher conferences at which time report cards are issued. If a parent does not attend the parent/teacher conference, the report card will be given to the student on the following school day.

Parents may also request a conference with a teacher 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.

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 and will review all properly submitted matters. The board will respond with a written reply.

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

Handbook Acknowledgment Form

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.

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.

Furthermore, I grant permission for HBCS to issue student transcripts to entities such as colleges/universities, award/scholarship programs, etc. as requested.

Date: _____

Grade/Teacher

Student Signature

Parent/Guardian Signatures

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