

HIGHLAND CHRISTIAN SCHOOL



Parent-Student Handbook 2024 - 2025

Highland Christian School's Mission

In order to honor God, the parents and staff of Highland Christian School seek to nurture and guide students through a quality, Christ-centered education. At Highland Christian School, students will see the Father's creation, will observe order and sense in a world redeemed by Christ, and will strive to serve the God of Grace through the leading of the Spirit.

Highland Christian School's Vision Statement

Highland Christian School students will be academically equipped, Biblically grounded and spiritually nurtured to impact their world for Christ.

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August 2024

Dear Highland Christian Families,

As we enter the 2024-2025 school year, we want to thank you for your continued support, feedback, and partnership as we work together to serve God's children.

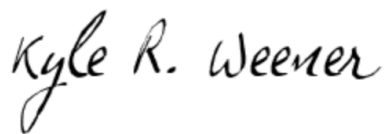
An effective school is characterized by a positive and consistent partnership between the home and school. Just as a child thrives when parents are in unity at home, a child thrives academically when the home and school have unified expectations for the child. Our purpose is to serve families who desire a distinctly Christian education.

The purpose of this handbook is to keep us unified. It is in this spirit that we have compiled this information for the 2024-2025 school year. In this handbook (our playbook), you will find many practical pieces of information about schedules, times, phone extensions, athletic policies, dress code requirements, and behavior expectations/consequences. Additionally, you will find information about the constituency members who are serving in various leadership roles for the upcoming school year.

Wherever there is community, there is a need for clear expectations. My hope is that our mutual agreement will provide the safe and orderly environment that is essential to student learning. We greatly appreciate your partnership!

As we approach the coming school year, we are excited to partner with you and your family. As a community of grace, we will seek to support one another, encourage our teachers, and come together to promote God's Kingdom at Highland Christian School.

Blessings Always -

A handwritten signature in black ink that reads "Kyle R. Weener". The signature is written in a cursive style with a large, stylized 'K' and 'W'.

Dr. Kyle R. Weener
Principal - Highland Christian School

I. INTRODUCTION

Welcome to Highland Christian School! The purpose of this handbook is to provide guidance to the parents and students of Highland Christian School (HCS) and to make them aware of the policies and routines necessary to fulfill the school's mission and purpose.

This handbook by itself is not exhaustive and it is subject to change or revision at any time.

2024-2025 SCHOOL HOURS

School Hours: 8:25 a.m. - 3:10 p.m. Monday - Friday

Office Hours: 7:30 a.m. - 3:30 p.m. Monday - Friday

Summer Office Hours: 8:00 a.m. - 12:00 p.m. Monday - Thursday

MISSION

In order to honor God, the parents and staff of Highland Christian School seek to nurture and guide students through a quality, Christ-centered education. At Highland Christian School, students will see the Father's creation, will observe order and sense in a world redeemed by Christ, and will strive to serve the God of Grace through the leading of the Spirit.

VISION

Highland Christian School students will be academically equipped, Biblically grounded and spiritually nurtured to impact their world for Christ.

PROFILE OF A GRADUATE

A graduate of Highland Christian School develops their personal relationship with Jesus and expresses it through these roles:

- ***Creation Caretaker*** who celebrates and cares for God's creation.
"The LORD God took the man and put him in the Garden of Eden to work it and take care of it." Genesis 2:15

- ***Image Reflector*** who individually and uniquely reflects God's image.
"and have put on the new self, which is being renewed in knowledge in the image of its Creator." Colossian 3:10
- ***Beauty Creator*** who uses their creativity and efforts to glorify God.
"and I have filled him with the Spirit of God, with wisdom, with understanding, with knowledge and with all kinds of skills— to make artistic designs for work in gold, silver and bronze, to cut and set stones, to work in wood, and to engage in all kinds of crafts." Exodus 31:3-5
- ***Scripture Follower*** who actively connects to God's calling upon their life by applying Scripture.
"All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work." II Timothy 3:16-17
- ***Truth Promoter*** who spreads God's truth.
"Therefore each of you must put off falsehood and speak truthfully to your neighbor, for we are all members of one body." Ephesians 4:25
- ***Justice Advocate*** who recognizes and Biblically responds to injustice.
"Learn to do right; seek justice. Defend the oppressed. Take up the cause of the fatherless; plead the case of the widow." Isaiah 1:17
- ***God Worshiper*** who exalts God's name through worship and service as led by the Holy Spirit.
"I will extol the LORD at all times; his praise will always be on my lips. I will glory in the LORD; let the afflicted hear and rejoice. Glorify the LORD with me; let us exalt his name together." Psalm 34:1-3
- ***Servant Worker*** who demonstrates God's love by serving others.
"For we are God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do." Ephesians 2:10
- ***Community Builder*** who promotes unity and collaboration around them.
"For just as each of us has one body with many members, and these members do not all have the same function, so in Christ we, though many, form one body, and each member belongs to all the others."
Romans 12:4-5

THEME AND VERSE FOR 2024-2025

Creation Caretaker who celebrates and cares for God's creation.

“The LORD God took the man and put him in the Garden of Eden to work it and take care of it.” Genesis 2:15

LEADERSHIP STRUCTURE

The Principal is responsible to and reports to the Board. All staff members are responsible to and report to the Principal.

LEADERSHIP TEAM

Dr. Kyle Weener - Principal

kweener@highlandchristian.org x157

Mrs. Andrea Harvey - Assistant Principal

aharvey@highlandchristian.org x125

Mr. Bryon Ritzema - Dean of Students

britzema@highlandchristian.org x123

Mrs. Vicki Huizenga - Director of Faith Formation

vhuizenga@highlandchristian.org x147

Mrs. Melissa Brouwer - Director of Student Services

mbrouwer@highlandchristian.org x127

Mr. Rick VanderWoude - Director of Educational Technology

edtechcoach@highlandchristian.org x116

Ms. Jodi Lineburg - Director of Development

jlineburg@highlandchristian.org x165

Mr. Dustin Hibbler - Director of Admissions and Marketing

dhibbler@highlandchristian.org x117



II. SCHOOL/HOME RELATIONSHIPS

LATE STARTS

School will start at 10:00 a.m. on the first and third Wednesday for Faculty Professional Development. Please adhere to the master calendar, as month's with irregular activities (i.e. Christmas Break, Conferences, etc) have irregular schedules. Before-Care is available at 6:30 a.m. Doors will open to students at 9:40 a.m. There will be no morning recess but noon lunch and noon recess will be at the normal time. The Hot Lunch program will operate as normal on the Late Start days.

SCHOOL DELAYS AND CLOSINGS

SCHOOL CLOSING

Administrative and transportation personnel evaluate road conditions and weather conditions beginning at 5:00 a.m. Announcements regarding a late start or no in-person school for the day due to weather conditions will be made no later than 6:30 a.m. Whenever possible, a school closing or delayed start notification will be sent out the night before. No announcement will be made when school will be operating on a regular schedule.

SCHOOL CLOSINGS NOTIFICATION

Information for emergency closings, delayed starts, and eLearning Days will be communicated through an automated text/email/call system and Facebook page.

DELAYED START SCHEDULE

A delayed start may be used for snow or for extremely cold days when the buses are difficult to start and the danger of possible stalling. Parent notification will follow snow day procedures. Delayed start days will begin at 10:00 a.m., following the same schedule as Late Start Wednesdays. The parent notification will include the availability of Before & After Care on delayed start days.

eLEARNING DAY PROGRAM

In the event that in-person school is canceled for snow or for extremely cold days, HCS will move to an eLearning Day. Your child's work for the day will be posted on OnCampus by 9:00 a.m. Teachers will be available electronically throughout the day to answer questions about work. eLearning homework is required to be completed within



two school days of the return back to school excluding weekends and scheduled school breaks.

Examples:

Wednesday - eLearning Day; Assignments Due Friday

Friday - eLearning Day; Assignments Due Tuesday

EMERGENCY CONTACT INFORMATION

It is the responsibility of each parent(s), or legal guardian(s), to notify the school immediately of any change of address, home, work or emergency phone numbers. This includes the addresses and phone numbers of each parent, guardian, or emergency contact. HCS is not responsible for failure to communicate with parents, guardians, or emergency contacts in an emergency if the parent's or student's contact information is not kept current. Parents should utilize Blackbaud's portal to update information when changes occur.

PRIVACY POLICY

Two foundations for the partnership between school and home are trust and communication. As a school, we understand that an essential ingredient in educating children is open communication between the home and school and between teachers and parents. HCS is committed to protecting and respecting private information of individuals and families in the following ways:

- Student cumulative records and transcripts are kept in a cabinet in the school office. Transcripts will be forwarded to another educational institution upon written consent from a parent or legal guardian. Transcripts will be forwarded directly from HCS to the specified school following full payment of any outstanding balances (tuition, fees, etc.).
- In order to maintain compliance with the Family Education Rights and Privacy Act (FERPA), HCS will grant access to student files only to individuals who have a legal reason to access student files.
- The original copy of a student's cumulative record cannot leave the school building.
- Parents or legal guardians have the right to request access to their child's cumulative record. Parents or legal guardians desiring access to such records should contact the Main Office to arrange for a time to view their child's records.
- Behavior and discipline issues are to be kept in confidence between the necessary parties involved. Disciplinary notes and records are kept

- in a separate file from academic transcripts.
- The medical condition of any student shall be disclosed only to the extent necessary to minimize health risks to the individual and others. Sensitive health information (including names and conditions) will be shared with the fewest school personnel possible.

Please contact the Main Office if you have any questions. Your privacy, our professional ethics, and the ability to educate your child(ren) in a safe and Spirit-filled environment are important priorities for us.

SAFE VISITOR POLICY

To ensure the safety of each student and provide an appropriate classroom learning environment, the following guidelines are in effect:

- For the safety of our students, all visitors must enter and exit through the Main Office.
- All visitors, including volunteers, will provide government issued identification (Drivers License, State ID, Passport, etc.) that will be scanned into our SafeVisitors system when they visit the building. A printed visitor badge will be provided and must be worn while on campus.
- Visitors should return to the Main Office prior to leaving the building so that Main Office staff can checkout visitors and retain accurate records of building access.
- In order to minimize interruptions, parents are requested to bring any forgotten items (i.e. lunches, homework, band instruments, etc.) to the grade level cubby shelving in between the front double doors. Parents may leave their child's item in the cubby associated with the student's grade and the Main Office team will notify the teacher so that the student can retrieve the item.
- It is important to note that parents may walk their K-8 student to the front door but children will need to walk on their own to class. If a Sonshine Enrichment Center (SEC) parent needs to walk their child inside, they will be required to provide ID and follow the Visitor Policy.

- Parents are encouraged to inform both the Main Office and the child's teacher in advance so that the student can be called to the Main Office at the appropriate time.
- All building entrances, the parking lot and playground, and the school's interior spaces are monitored with video surveillance cameras.

PARENT SUPPORT

As a partner in ministry, HCS is dependent on family communication and interaction with the school and its community. The school uniquely cultivates your observations and questions to allow the school to more effectively serve.

- **Pray** – We suggest you regularly pray for specific groups, such as students, the Board, administration, teachers, support staff, other parents, volunteers, leaders, and members of the auxiliary organizations, those supporting the school with financial contributions, and the churches that support Christian education.
- **Communicate** – Remain in consistent and responsive communication with the school and your child's teacher. For problems or grievances, please follow the guidelines of Matthew 18. First, set up an appointment with the teacher, coach, or person who is directly involved. If, after meeting with this person, the problem is not resolved, then parent/legal guardian should contact a member of the administrative team (Principal, Assistant Principal, or Dean of Students).
- **Volunteer** – Parents play a vital role in auxiliary groups and as volunteers. A vital sense of community and deeper relationships are fostered as families serve alongside one another. By serving on the school Board or PTO along with volunteering at etc. Thrift Store or for school events, you are partnering with the school community.
- **Participate** - Join with the school community by participating and attending school events. Whether you attend events such as chapel, Donuts for Dudes or the School Auction, please consider participating in school events as a demonstration of partnership in Christian education. Annual participation in the spring Society meeting is strongly encouraged by every parent/legal guardian.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled in the fall and parents, or legal guardians, are required to attend this conference. A parent/legal guardian and teachers may also request other meetings as circumstances may require.

CONFLICT RESOLUTION

In an effort to exalt Jesus Christ and to build up the body of believers, HCS has chosen to commit ourselves to the attitude and process of Godly Conflict Resolution. In order to achieve this commitment, we will seek to maintain the *heart attitude of love described in I Corinthians 13* and utilize the *scriptural process of Matthew 18* in an attempt to see restoration and renewal occur.

I Corinthians 13 describes many characteristics of love that are of highest importance in the Christian community but we specifically note *'believing the best, hoping the best, enduring all the consequences of Biblical love'* in connection with conflict resolution. We do not take this attitude in a naive attempt to ignore or repress the realities of sin and its consequences, but in a belief that to follow the pattern of Christ is both obedient and fruitful!

At HCS, at least one parent or guardian has made a profession of faith in Jesus Christ, and expressed a desire that their covenant child(ren) be taught in the fear and nurture of the Lord. For this reason, when entering conflict, we will:

1. Believe the best: no matter how offensive or sinful the circumstances, each party in the conflict has a sincere desire to examine his or her own heart, desiring to grow more and more Christ-like.
2. Hope all things: God has brought each community member to this place and the Holy Spirit transforms lives when we interact according to the pattern of love demonstrated by Jesus Christ.
3. Endure all things: Godly conflict resolution will often lead to personal pain including discomfort in speaking, guilt, sorrow, humiliation, submission, regret, discovery of personal sin, and more.

In this process, we will commit ourselves to following the steps found in Matthew 18:15-17. In addition, we commit strained relationships to the Lord in our private prayer time in order to avoid the snare of gossip and slander.

The specific words of Jesus found in Matthew 18:15-17:

"Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that 'by the mouth of two or three witnesses, every word may be established.' And if he refuses to hear them, tell it to the church. But if

he refuses even to hear the church, let him be to you like a heathen and a tax collector.”

FOLLOW THESE STEPS:

One: Keep the matter confidential. Bring your concern to the person with whom you are having an issue.

Two: If the issue is not resolved in Step One, only after you have talked to the person with whom you have a concern, bring the concern to the Principal.

Three: If the issue is not resolved in Step Two, contact the School Board President.

Finally, after each of these steps has been followed, it should be understood that in our desire to settle our disputes peacefully, we will accept in a humble and submissive manner, any direction given by the Board/Administration. In every instance, the Board will operate as our final court of appeal within HCS.

PARENT REQUEST FOR HOMEROOM TEACHER

Parents wishing to make a request for a specific homeroom teacher for their child, must present the request by **May 1** prior to the upcoming school year in writing to the Principal. The written request must include an academic reason why a request is being made.

EXTENSION AND VOICEMAIL NUMBERS

ADMINISTRATION

	<u>Ext.#</u>
Weener, Kyle (Principal)	#157
Harvey, Andrea (Assistant Principal)	#125
Ritzema, Bryon (Dean of Students)	#123
Vander Woude, Rick (Director of Ed. Technology)	#116

K-8 INSTRUCTIONAL STAFF

	<u>Ext.#</u>
DeBoer, Caitlin (First Grade)	#114
DeYoung, Julie (Fifth Grade)	#135
Evers, Lauren (K-8 Art)	#144
Groen, Joyce (7-8 Social Studies)	#145
Haan, Anna (Seventh Bible and ELL)	#180
Hadley, Amy (Sixth Reading & Writing)	#138
Hillegonds, Luke (3-8 PE & Athletic Director)	#164
Huizenga, Vanesa (First Grade)	#113
Huizenga, Vicki (8th Bible & Director of Faith Formation)	#147
Jabaay, Sara (Fourth Grade)	#134
Julian, Kimberly (Sixth Math & JRH Spanish)	#139
Krooswyk, Allison (Fourth Grade)	#132
Kruithof, Ashley (Fourth Grade)	#131
McClenehan, Vince (7-8 Science)	#140
Mulderink, Jackie (Fifth Grade)	#136
Murphy, Carly (Third Grade)	#122
Nichols, Darcy (K-2 PE)	#149
Oostman, Nancy (Kindergarten)	#111
Otte, Jeana (First Grade)	#112
Postma, Stephanie (7-8 Writing)	#143
Reynhout, Laurel (Second Grade)	#120
Rinkenberger, Mark (2-8 Music and 5-8 Band)	#161
Schaaf, Maddie (Fifth Grade)	#133
Schurman, Sydney (Third Grade)	#121
Sen, Lorrie (7-8 Math)	#141
Shellhaas, Nate (K-1 Music & Sixth Bible)	#160
Sikma, Hannah (Kindergarten)	#109
Sluiter, Sara (7-8 Reading)	#142
Verkaik, Joy (Second Grade)	#115
Vugteveen, Elizabeth (Second Grade)	#118
Warga, Melissa (Third Grade)	#124
Wieringa, Amy (Sixth Science & Social Studies)	#137
Zandstra, Judy (Kindergarten)	#110
Zandstra, Judy (Library)	#156
(JRH Choir)	#161

SONSHINE ENRICHMENT CENTER

	<u>Ext.#</u>
Huizenga, Karen	#103
Kooyenga, Jennifer	#106
Tempelman, Ella	#101
van Belle, Karen (SEC Director)	#104

MAIN OFFICE

	<u>Ext.#</u>
Hibbler, Dustin (Director of Admissions & Marketing)	#117
Hiskes, Jessica (Development Executive Assistant)	#154
Huitsing, Roberta (Business Manager)	#152
Lineburg, Jodi (Director of Development)	#165
Powell, Amber (Administrative Secretary)	#150
Tebben, Kristy (Secretary)	#151
VanderMeyden, April (School Security Officer)	#166

STUDENT SERVICES

	<u>Ext.#</u>
Achterhof, Gail (K-5 Discovery Center)	#119
Brouwer, Melissa (Director of Student Services)	#127
Burney, Kelly (Title One Teacher)	#119
Delaney, Deborah (Student Support Assistant)	#181
Freel, Kristin (Reading Specialist)	#126
Hoekstra, Christine (Student Support Specialist)	#167
Jacobs, Abby (School Social Worker/Counselor)	#163
LaReau, Sarah/VenHuizen, Danielle (Speech)	#162
Ritzema, Erin (Title One Teacher)	#148
Scheeringa, Pat (Quest)	#107
Vant Hoff, Kathy (6-8 Academic Support)	#130

BUS DRIVERS

	<u>Voice Mail#</u>
Friend, Rebekah	#177
Herrell, Michelle (Transportation Coordinator)	#174
Jordan, Johnnie	#175
Kovacevic, Michael	#178
Wilcox, Amy	#170

OTHERS

	<u>Ext.#</u>
DeYoung, Glen (Head Custodian)	#155
Before/After Care	#102
Commons	#146
Counter	#153
Faculty Lounge	#108
Gym	#159
Indiana Choice Program - Hernandez, Katie	#168
Kitchen	#158
OT/PT	#162
TRIP	#199

Highland Christian School
3040 Ridge Road
Highland, IN 46324

Ph: 219-838-0356
Fax: 219-838-7817

III. ACADEMIC PROGRAMS

STANDARDS BASED GRADING SYSTEM

The goal of HCS is that every student masters the standards of their current grade level in order to move forward to the next grade level. Parents, or legal guardians, are informed of student progress through OnCampus. Academic concerns will be communicated by teachers via e-mail, phone, and/or notes in the student's planner. School-wide, classroom, and parent interventions will be used when students need additional support.

K- 2nd GRADING SYSTEM

Words used for Skill Assessment (Behavior and Work Habits):

Consistently = C

Sometimes = S

Rarely = R

Words used for Course Standards Assessment:

Excels = E

Meets Standard = M

Meets Standards Occasionally = MSO

Does Not Meet Standard Yet = N

Not Assessed = NA

3rd- 8th GRADING SYSTEM

4 = Exceeding Standards

3 = Meeting Standards

2 = Working Towards Standards

1 = Not Meeting Standards

0 = Not Yet Assessed

ACADEMIC POLICIES

PLANNERS

In order to develop good academic habits, 3rd - 8th grade students will be provided the use of a planner. Students should daily fill in their planner. Lost planners can be replaced for a fee through the Main Office.

LATE AND MISSING WORK

In order to develop good academic habits, all assigned work must be completed. Late work must still be completed. Students may be required to use recess time and/or field trip time to complete work.



Parents or legal guardians will be notified if patterns of not completing work become evident. Junior high students will be required to attend Power Hour for assignments that are not completed, lack the necessary effort, or do not meet levels of mastery.

EIGHTH GRADE GRADUATION

Students not meeting standards in two or more classes may be required to complete a summer remediation program in order to participate in the graduation ceremony.

ATHLETIC ELIGIBILITY

Junior high students are ineligible for athletic and non-curricular activities when they have been on the Power Hour list for three consecutive sessions. They will remain ineligible for one week and until the student is off the Power Hour list for two consecutive sessions.

LIBRARY POLICY FOR BOOK SELECTION

The HCS library exists to provide students with books for independent learning, to supplement course work and serve as research material, and to foster and encourage lifelong reading habits. The Reformed worldview which HCS embraces, teaches us that all aspects of creation belong to God, including culture and education. As such, it is the Christian student's responsibility to help redeem God's creation by discerning that which is good in all aspects of life. For this reason, the library contains books that are written from a Christian perspective as well as secular selections, both of which may be of value. Christians are part of a larger community which requires us to become knowledgeable of the world around us and to redeem that which is good in either a Christian or a secular book and to evaluate the material in light of our Christian worldview.

The book selection process considers the need for a variety of subjects and reading levels as well the appropriateness of the content. All books are evaluated by the librarian and literature teachers in the school before being deemed appropriate for inclusion in the library's collection. The selection process takes into account the usefulness of the book in supplementing educational goals, the accuracy of the content, and the ability of the book to provide insight into human nature and nurture students' faith. In addition, the librarian encourages students to select books that are age appropriate. Further, parents, or legal guardians, are encouraged to be involved in book choices and to discuss all reading materials with their children, since

parents, or legal guardians, may adhere to different standards and have different sensibilities concerning the appropriateness of any given book.

In the event that objections arise concerning a particular book or group of books, a “Request for Reconsideration of a Book or Other Material” form, should be filled out. The form is submitted to the Principal and reviewed by the Education Committee of the Board. Hard copies are available in the Main Office and Appendix B. While a book is under reconsideration, it will be removed from the library pending a final determination. The Education Committee will make a decision concerning whether or not the book should remain in the library. If necessary, the issue may be referred to the Board for a final decision.

IV. ATTENDANCE AND ACADEMIC POLICIES

ABSENCE AND ATTENDANCE POLICIES

ABSENCES

Student success is related to consistent attendance. HCS considers attendance to be a crucial part in helping students achieve their full academic potential. When a student misses instructional time this may directly impact their academic performance or indirectly impact classroom or group learning.

Parents/guardians must notify the office before 8:25 a.m. of that school day if their child will be missing for any reason including: being late/tardy, leaving early, or absent for any part of the school day. Without parental/guardian notification, the absence may be automatically considered unexcused.

Any students that are habitually absent may be considered chronically absent and may be contacted by the administration, Education Committee, or law enforcement as a form of educational neglect as required by Indiana law (IC 31-33-5-1).

Full day absence: missing most or all of a school day

Half day absence: missing half or part of a school day

8:30 a.m. - 12:00 p.m.

12:00 - 3:10 p.m.

ILLNESS

Parents/guardians should make sure that their child is symptom free without the use of medication for 24 hours following any fever or vomiting before returning to school.

Example: If the student is fever free without medication at 10:30 a.m. on a Monday then 24 hours would be 10:30 a.m. on Tuesday. The student can return for half a day of school on Tuesday or return to school on Wednesday.

Please review the policies below regarding Excused and Unexcused Absences and Tardies. This list is not exhaustive and final decisions will be made at the discretion of administration.



	Absences Full or half day	Tardies Students must be in their classroom at the tardy bell of 8:25.
Excused	1. Illness/At home sick (A doctor's note may be required for excessive, consecutive absenteeism) 2. Family emergencies (e.g. death in the family, family related medical issues) 3. Healthcare appointment (doctor or dentist; a doctor's note is required) 4. Weddings	1. Bus riders: Students riding the bus are not considered tardy if their bus is late. 2. Transportation emergency: e.g. unexpected weather delay, unexpected accident, unexpected detour/closed road
Unexcused	1. Absent without parental notification - either no phone call or parent contact for their child not being in school 2. Vacations 3. Holidays or Observances that the school does not acknowledge as a day off of school 4. Leaving school-before the end of the school day (3:10pm) will count as a half day absence. 5. Frequent car trouble or routine traffic 6. Missing the bus 7. Child refusing to come to school 8. Any other absence that is not covered under the law	1. Transportation issues that are not considered a transportation emergency (e.g. routine traffic, trains) 2. Students are in the building, hallway, or near the classroom door but not in the classroom

CHRONIC OR EXCESSIVE ABSENCES/TARDIES (excused or unexcused)

1. After 7 absences/tardies, a letter will be sent home to notify parents/ legal guardians.
2. After 10 absences/tardies, a phone call will be made by the Administrator or Dean of Students.
3. After 15 absences/tardies, an in-person meeting is required with an administrator and a Student Support Team representative. If the meeting is not attended by at least one parent/legal guardian, the matter will be sent to the Education Committee for their review.



4. After 20 absences/tardies, further action may be taken, which may include bringing the matter to the Education Committee.

TRUANCY

Unexcused absences with NO contact from parent/ legal guardian may be reported to the Administrator or School Safety Officer.

Chronic Absence or Truancy matters may be sent to the Education Committee at any time for review. Any students that are significantly absent may be considered chronically absent or truant and may be contacted by Administration, Education Committee, or law enforcement as a form of educational neglect as required by Indiana law (IC 31-33-5-1).

Due to chronic absenteeism or truancy, a student may be required to participate in summer school.

HOMEWORK/TESTS FOR EXCUSED ABSENCES

In most cases, missed work can be obtained and completed when a student returns to school. If a child is well enough to do their work at home, please reach out to your child's teacher to coordinate such assignments. Students receive an equal number of days to the days missed plus one to make up missed work and tests. Jr. High students who do not complete the missed work within the allotted time will be required to complete the missing work during Power Hour. Students will take tests and other assessments as soon as possible.

In the event of chronic absenteeism or when a student struggles to complete work, students may be required to attend Power Hour per administrative discretion.

HOMEWORK/TESTS FOR UNEXCUSED ABSENCES:

Should a student be gone for an unexcused absence, missed assignments and assessments will be provided/given upon the child's return. If students are working on projects or assessments that are ongoing, it will be expected that students can continue this work while out of school (i.e. novel study, etc). In any instance of a child being absent from school, it is critical that parents, or legal guardians, notify teachers as soon as possible. Students receive an equal number of days to the days missed plus one to make up missed work and tests. Jr. High students who do not complete the missed work within the allotted



time will be required to complete the missing work during Power Hour.

In the event of chronic absenteeism or when a student struggles to complete work, students may be required to attend Power Hour per administrative discretion.

ATTENDANCE AND ATHLETICS

Any student not in attendance by noon on the day of an athletic event will not be allowed to participate in the event. See also the Athletic Policies.



FIELD TRIP POLICY

HCS is committed to providing unique opportunities for children to explore God's creation outside the walls of school. Field trips are an extension of the classroom curriculum and student attendance is required with the exception of the 8th grade Philadelphia trip. If a student does not participate in a school field trip, they will be marked as "Unexcused Absent" unless the student meets criteria outlined for an excused absence.

Oftentimes, teachers and chaperones are required to assist students on such trips. All chaperones are required to submit to a background check via Safe Visitors Solution. To promote safety precautions, chaperones must remain with another adult when with children – when at all possible. This is not limited to academic trips, but also includes sporting events and overnight trips.

All field trip costs will be covered by HCS except the 8th grade Philadelphia trip, which the school will cover a designated portion.

MUSIC PROGRAMS

Elementary grades (K-5) participate in music classes and have an annual Spring Concert. Additionally, K-5 students have a Grandparents Day production that is presented to the parents the Monday night after Grandparents Day. Students are required to participate in both concerts as part of the "Performance" category of their music grade.

In 5th-8th grade, students who participate in Band and/or Choir have a Christmas Concert and Spring Concert each year. Students are required to participate in both concerts as part of the "Performance" category of their music grade.

Dates and times of all concerts are published at the beginning of the school year. Unless a student has an 'excused absence' for the day of the production, students who fail to participate in a musical production will receive an equivalent assignment from the music teacher.

V. CAMPUS LIFE

EMERGENCY DRILLS

Emergency drills will be conducted on a regular basis following the guidelines in our Crisis Management Plan per state code (IC 10-21-1-10). Emergency Drills include Bus Evacuation, School Lockdown, Severe Weather, and Fire.

DAILY SCHEDULES

DAILY TIME SCHEDULE K-8

8:05 a.m.--Teachers are in classrooms to receive students

8:20 a.m.--Drop-off staff comes into the building

8:25 a.m.--All classes begin with prayer, devotions and pledges

3:10 p.m.--Student dismissal

3:25 p.m.--Students go to After Care

MORNING ARRIVALS

Students arriving at school before 8:05 a.m. will go to Before Care (BAC) for supervision. At 8:05 a.m. students may enter the school and proceed to the classroom to prepare for the day in preparation for the 8:25 a.m. start. Students that are not in the building by 8:20 a.m. will not be appropriately prepared for the day.

DAILY PRESCHOOL SCHEDULE

Two-Day a.m. Class (T, Th).....8:30 a.m. – 11:00 a.m.

Three-Day a.m. Class (M, W, F)8:30 a.m. – 12:00 p.m.

5 Half-Day Class8:30 a.m. – 12:00 p.m.

5 Full-Day Class.....8:30 a.m. – 3:00 p.m.

3 Full-Day Class (M, W, F).....8:30 a.m – 3:00 p.m.



DAILY K-8 SCHEDULES

Kindergarten and 1st Grade LUNCH/RECESS

9:45 – 10:00.....	Morning Recess
11:10 – 11:30.....	Lunch Recess
11:30 – 11:50.....	Lunch
1:50 – 2:05.....	Afternoon Recess

2nd Grade LUNCH/RECESS

10:00 – 10:15	Morning Recess
12:10 – 12:30.....	Lunch
12:30 – 12:50.....	Lunch Recess
2:30 – 2:45	Afternoon Recess

3rd Grade LUNCH/RECESS

12:10 – 12:30.....	Lunch
12:30 – 12:50.....	Lunch Recess
2:30 – 2:45	Afternoon Recess

4th & 5th Grade LUNCH/RECESS

9:30 – 9:45.....	Morning Recess
11:40 – 12:00.....	Lunch
12:00 – 12:20.....	Lunch Recess

JRH LUNCH/RECESS

9:55 – 10:04.....	Morning Break (M-Th)
10:22 – 10:31.....	Morning Break (F)
12:00 – 12:22.....	Lunch (M-Th)
11:55 – 12:10.....	Lunch (F)
11:30 – 12:00.....	Lunch Recess (M-Th)
12:10 – 12:22.....	Lunch Recess (F)

JUNIOR HIGH PERIOD SCHEDULE

Monday- Thursday			Friday		
8:25-8:31	Homeroom	6 minutes	8:25-8:31	Homeroom	6 minutes
8:33-9:13	1st Hour	40 minutes	8:33-8:58	Chapel	25 minutes
9:15-9:55	2nd Hour	40 minutes	9:00-9:40	1st Hour	40 minutes
9:55-10:04	Break	9 minutes	9:42-10:22	2nd Hour	40 minutes
10:06-10:46	3rd Hour	40 minutes	10:22-10:31	Break	9 minutes
10:48-11:28	4th Hour	40 minutes	10:33-11:13	3rd Hour	40 minutes
11:30-12:00	Recess/ Power Hour	30 minutes	11:15-11:55	4th Hour	40 minutes
12:00-12:22	Lunch	22 minutes	11:55-12:10	Lunch	15 minutes
12:24-1:04	5th Hour	40 minutes	12:10-12:22	Recess	12 minutes
1:06-1:46	6th Hour	40 minutes	12:24-1:04	5th Hour	40 minutes
1:48-2:28	7th Hour	40 minutes	1:06-1:46	6th Hour	40 minutes
2:30-3:10	8th Hour	40 minutes	1:48-2:28	7th Hour	40 minutes
			2:30-3:10	8th Hour	40 minutes



SCHOOL BUS TRANSPORTATION

HCS provides bus transportation to participating families within specified boundaries. If you have questions regarding bus routes, please contact Michelle Herrell, Transportation Coordinator at mherrell@highlandchristian.org. For questions when buses are in route, please call 219-313-7415.

RIDE TIMES

The Board Transportation Committee of HCS endorses keeping student ride time to a minimum. Less than seventy (70) minutes of one-way ride time should be the maximum for most students.

ROUTES & BUS STOPS

The Transportation Committee subscribes to state statutes and guidelines regarding the location of bus stops. As assigned by the Transportation Committee, drivers are expected to implement this strategy in cooperation with the appropriate administrative authority at HCS.

- Buses are routed on state, city, and county maintained roads only.
- Buses are generally prohibited from traveling into cul-de-sacs.

DAILY PRE-TRIP BUS INSPECTION

HCS bus drivers are required to perform a pre-trip inspection before conducting each and every bus route(s) trip.

RIDER EXPECTATIONS

1. Students must ride their assigned bus and board and disembark at their assigned stops. Any changes in these assignments must be communicated to the Transportation Coordinator prior to 2:45 p.m. on the day of a proposed change.
2. The driver will report to a school administrator any misconduct on the bus or any violation of the driver's instructions.
3. A school administrator may take disciplinary action on any misconduct which occurs on a school bus, the same as if the violation had occurred on school grounds. Because the driver's main responsibility is the safe transportation of students, repeated misbehavior may result in a student being removed from the bus.



4. Guest Ridership (1-2 guests) is possible when notification is received from a parent or legal guardian the day prior of guest ridership. Group riders totaling more than 2 must be approved by the Transportation Coordinator 2 days prior to riding.
5. Cell phones may be used only for parent-child communication while on the bus.
6. Messages for the bus driver regarding morning routes are retrieved by 6:20 a.m.
7. Using electronic devices on the bus is a privilege, not a right. If this privilege is being misused, the device may be confiscated, and students may risk their ability to ride the bus. No sharing of electronic devices between students is allowed.

STUDENTS ARE EXPECTED TO:

1. Enter the bus in an orderly way.
2. Sit in assigned seats.
3. Remain seated at all times.
4. Keep hands, arms, heads or any other objects in the bus at all times.
5. Respond promptly to any requests of the driver.
6. Food and drink (except water) are not allowed on the bus.
7. Be respectful to the driver and other students at all times.

FIRST AID SITUATIONS

In a first aid situation, drivers will phone any emergency personnel deemed necessary, the parent/legal guardian, Transportation Coordinator, Main Office staff and/or the Principal.

USE OF SCHOOL PHONE

Students must have a teacher's or coach's permission to use a school phone.

K-8 ELECTRONIC DEVICES

All cell phones and smart watches must be turned off once a student enters the building. Additionally, wireless earbuds are not permitted at school and must be turned off once a student enters the building. Students are allowed to use their personal electronic devices only after dismissal.

Students in grades K-5 should store their electronic devices in their backpacks which are placed in their lockers. Junior high students will be provided with secure locked storage for their electronic device(s) for the school day.

Students using such devices without permission will be held to the HCS behavior rubric. Students having an urgent need to make a phone call may ask permission to use the school phone.

HCS does not recommend that students (especially those in K-5th grades) bring devices to school. Highland Christian will not be responsible for lost or stolen property. Should an electronic device be out at an inappropriate time, it will be brought to the office for a parent or legal guardian to pick up.

Medical cellular devices may be used with administrative approval and should only be used to monitor student health. A parent or legal guardian must contact the Principal to receive written approval.

CARE OF EQUIPMENT, FACILITY AND SCHOOL PROPERTY

Students are responsible to use books, technology and sports equipment properly and to respect the property of others. Willful damage will result in consequences which will include paying restitution. Accidental damage may also result in paying restitution. Fines may be assessed to a tuition bill for unusual damage, abuse, defacing or destruction of school property.

While on school property, HCS administration, School Safety Officer or teachers have the authority to search inside a student's box, locker or backpack if there is a reasonable cause or suspicion to conduct a search. Student, parent or guardian permission is not required to conduct any search.

Student lockers are assigned at the beginning of the school year and should be kept neat and clean. Adhesive tape or putty is not permitted because it may cause damage to the locker; instead, magnets should be used.

TECHNOLOGY ACCEPTABLE USE POLICY FOR STUDENTS

HCS recognizes the value of computers and other electronic resources as creation tools to improve student learning and enhance the administration and operation of the school. To this end, the Board insists upon the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of HCS.

All school-issued devices are the property of HCS. Computer content, including software, email, and internet use, will be monitored. Devices are

for educational purposes, and it is essential to use them responsibly in order to be trusted with this privilege.

The Acceptable Use Policy outlines guidelines and behaviors that all users are expected to follow when using school technology.

- The HCS network is intended for educational purposes.
- All activity over the network or using school technologies may be monitored and retained. This includes searches, posts, chats, sharing and messaging.
- Students and staff are expected to follow the same rules for good behavior and respectful conduct online.
- Misuse of school resources can result in disciplinary action.
- Every user must take responsibility for his or her use of technology.
- HCS has systems in place to protect the safety and security of our students. No system is perfect, and when inappropriate content does appear, users are expected to alert the appropriate staff immediately of any concerns of safety and security.

TECHNOLOGIES COVERED

HCS may provide the privilege of internet access, laptops, tablets or other mobile devices, video conferencing capabilities, email, and more. This Acceptable Use Policy applies to school-owned technology equipment/software using either the HCS network/internet or any private network/internet connection accessed at any time in any location. The policy outlined in this document covers ALL available technologies now and into the future, not just those specifically listed or currently available.

INTERNET CONDUCT

Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future educational institutions or employers to see. Once something is online, it can sometimes be shared or spread in ways never intended. At HCS, we strive to train digitally responsible students and cover internet safety training as part of our educational commitment.

USER COMMITMENT

Students are always responsible for technology assigned to them, both during the school day and outside of school. Specifically this means:

- Only the authorized user may use the device and passwords are kept confidential.
- Any damage to the device or accessories is reported immediately to the Director of Instructional Technology.

Students are responsible to take good care of their school-owned devices. Specifically this means:

- Not eating or drinking near the device.
- Showing proper care when transporting the device both within the school and outside of the school.
- Not leaving devices in cars for extended periods, as extreme temperatures can damage the devices. Additionally, theft could result.
- Not defacing the device with stickers or markers.

Students will be responsible for bringing their devices to school **fully charged** every day. The consequences for not having a charged device or a device at all include receiving a demerit. Additionally, parents will be notified.

LOST, STOLEN, DAMAGED, REPLACED DEVICES

Loss, theft, or damage of a school device must be reported to the Director of Instructional Technology as soon as possible. In the case of loss or theft, the student's account will be assessed for the replacement cost of the device. Additionally, the following fines will be assessed for damaged devices

- iPad damage- fines will be assessed at the discretion of HCS determined by both the context and severity of the damage.
- Junior High Chromebooks- HCS will assess a \$25.00 fine for any damage done to the devices through student negligence.

STUDENT GOOGLE ACCOUNT MANAGEMENT

HCS creates and manages a Google account for each student. Student accounts will be suspended one month following graduation or the withdrawal date. Students are responsible for transferring or backing up any necessary information from their Google accounts prior to the suspension of service date.

VIOLATIONS OF THE ACCEPTABLE USE POLICY



Violations of this policy may have disciplinary repercussions, including suspension of technology privileges, notification of parents, fines, demerits, detentions, or suspensions.

Annually every parent or legal guardian and Jr. High student will be required to sign in agreement with the “Technology Acceptable Use Policy” before they will be issued their device. Signed forms will be stored with the Director of Instructional Technology.

Jr. High student Chromebooks will be collected on an as-need basis for routine maintenance and updating. This may include, but not limited to, during Christmas Break, Spring Break and over the summer.

BICYCLES

Students riding bikes to school must lock them and park them in the bike racks provided. HCS is not responsible for any damage to, or theft of, any bicycle or similar equipment while located on HCS premises.

POLICY ON DANCES

There are neither school nor parent sponsored dances at HCS.

COLD WEATHER POLICY

Students may not be permitted to go outdoors when the temperature is unusually cold. Generally, when the ‘feels like’ temperature is below 10 degrees, students will be kept inside. Parents are expected to dress students appropriately for the weather conditions.

Wearing coats will be the decision of the staff as the weather conditions indicate. Generally, coats must be worn when the ‘feels like’ temperature is under 50 degrees. Outdoor coats should not be worn in the building during the school day.

VI. STUDENT CONDUCT

DRESS CODE

WHY DO WE HAVE A DRESS CODE?

There is a close relationship between high standards and proper grooming. Personal appearance is important. The student and parents share in the responsibility for proper grooming of the student. The school's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards and teach respect for authority. Students should be dressed and groomed in a manner that is neat, clean and modest. Behavior, attitude and community standards take precedence over individual clothing and hairstyle. The standards below are our dress code. Please support the faculty and administration when their discernment is called on to determine what clothing choices are not appropriate for the school setting or adversely affect the learning environment.

BIBLICAL BASIS FOR GENDER APPROPRIATE CLOTHING

We believe that God wonderfully creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27). Therefore all students are expected to dress in conformance with their biological sex. The parents of a student violating this policy will be contacted. A second violation of this policy will result in a student being suspended from school and not permitted to return until the parents have met with the Principal and representatives of the Education Committee of the Board. If this matter cannot be resolved within the context of HCS's Statement of Faith and Policy on Human Sexuality the student may be expelled.

STANDARDS

- Jeans without rips or tears are allowed.
- Leggings may only be worn with a dress or top of finger-tip length.
- Dresses, skirts, shorts, or similar attire must be finger-tip length.
- Shorts may be worn when weather is appropriate.
- Shirts must fully cover the upper torso.
- All clothing must have sleeves.
- Clothing with inappropriate or offensive language or images is not permitted.



- Shoes must be worn at all times. Sandals and crocs are also allowed. However, if a student has gym or Intramurals, a student must have athletic shoes at school. If this is a continued problem, the student will lose the ability to wear sandals or crocs. Flip flops are not permitted.
- Heads should remain uncovered during the school day.
- Modest earrings may be worn by girls. Other piercings are not permitted for either gender.
- Students must be dressed appropriately for their age for outside recesses.
- Clothing and grooming styles that distract are not allowed. This includes unnatural hair color. Hair dye and highlights are permitted in natural hair color only.
- Administration and teacher's decision is final.

Special outfits (i.e. costumes, PJs) and fun accessories may only be worn on published Special Events days.

It is impossible to make an exhaustive list of what is acceptable; therefore, the HCS administration may periodically make clarifications to the policy.

BEHAVIOR POLICIES

PURPOSE AND PHILOSOPHY

The educational program at HCS is designed to help give its students a well-rounded Christian view of life. It aims to interpret all aspects of education in the light of the Holy Scriptures and the Reformed creeds.

Highland Christian aims to graduate students with competence academically, but also aims to graduate young people who know, serve, and love God and their neighbor. All courses must be God-centered, meet the best educational standard, and be taught at all times to live a life consistent with Christian principles. The honoring of God in all activities and living to the service of Christ are of utmost importance. The following ideals should be constantly held before students, teacher, and parent:

- A. Developing Christian virtues such as love, honesty, courtesy, obedience, respect, and the discipline of body and mind in accordance with the Holy Scriptures.



- B. Developing Christian citizenship and leadership in the school, one's chosen occupation, and in the community in accordance with the Holy Scriptures.
- C. Developing Christian scholarship according to God-given ability.

DISCIPLINE

Discipline within the classroom is primarily the responsibility of the classroom teacher. However, students must follow directions the first time they are given by any staff member. Staff members include teacher, aide, custodian, administrator, etc.

K – 4th GRADE BEHAVIOR MANAGEMENT SYSTEM

	Examples - not limited to:	First Time	Second Time	Third Time	Fourth Time +
Level 1	- Disrespect - Eye rolling - Gossiping/rumors - Mean/rude gestures - Teasing/Taunting - Name calling - Damaging property - Cheating - Inappropriate Use of Technology	15 second intervention	15 second intervention - Opportunity for apology, forgiveness, restoration - Lunch reflection - Communication home from teacher	15 second intervention - Opportunity for apology, forgiveness, restoration - Lunch/Recess reflection - Discussion with Dean of Students - Communication home from teacher or Dean of Students	15 second intervention - Opportunity for apology, forgiveness, restoration - Lunch/Recess reflection - Discussion with Dean of Students and call home - Possible Student Support Plan
Level 2	- Threatening or Intimidating - Inappropriate language (swearing, Lord's name in vain) - Not telling the truth, false reporting - Physical contact - Damaging property - Cheating - Teacher disrespect - Bullying (cyber, social, physical) - Inappropriate Use of Technology)	15 second intervention - Lunch/recess reflection - Opportunity for apology, forgiveness, restoration - Teacher or Dean of Students calls home	15 second intervention - Lunch/recess reflection - Opportunity for apology, forgiveness, restoration - Discussion with Dean of Students, student calls home	15 second intervention - Lunch/recess reflection - Opportunity for apology, forgiveness, restoration - Discussion with Dean of Students, student calls home - Possible Suspension - required Behavior Plan/Student Support Team	
Level 3	- Stealing - Bullying (cyber, social, physical) - Harassment - Physical Aggression/Fighting - Damaging property - Teacher Disrespect - Inappropriate Language	- Immediate In-School Restorative Period (with Dean of Students or Student Support Team) - Opportunity for apology, forgiveness, restoration - Development of Individual Behavior Plan/Work with Student Support Team - Suspension - Possible Expulsion	- Immediate In-School Restorative Period (with Dean of Students or Student Support Team) - Opportunity for apology, forgiveness, restoration - Expulsion		

5th – 8th GRADE BEHAVIOR MANAGEMENT SYSTEM

DEMERITS

A distinction has been made between behaviors resulting in an immediate detention and behaviors resulting in a demerit. Three demerits will result in a detention. Parents are informed of demerits through OnCampus. Demerits reset to zero between the semesters. The following behaviors (which is not meant to be exhaustive) will result in a demerit, three of which will result in a detention:

1. Tardiness for class.
2. Violation of the dress code.
3. Defacing property, e.g., desks, books, etc.
4. Rude, inappropriate or disruptive behavior.
5. Coming to class unprepared.
6. Not following instructions the first time they are given.
7. Unauthorized or inappropriate electronic device use.
8. Consuming food/drinks (except water) in the classroom, hallways or during recess outside of designated snack or lunch times.

DETENTIONS

The detention system provides a consistent response to inappropriate behavior for students within the junior high to ensure a safe and orderly environment. The system is designed to include communication between teacher, student, and parent concerning the offense and its consequences. Parents are informed of detentions through OnCampus. Detentions reset to zero with each new semester. (Detentions are served Wednesday from 3:15 – 4:00 p.m.) In order for the detention to be served, students must arrive on time and stay for the duration of the detention. It is the student and parent responsibility to schedule detentions. Detentions not served within one week will result in a second detention. Students with outstanding detentions (beyond one week) will not be able to participate in extracurricular activities, field trips, graduation, and re-enrollment for the coming year.

- A. The following behaviors (which is not meant to be exhaustive) may result in an immediate detention:
1. Academic dishonesty, lying, or stealing; including plagiarism and AI generated work.
 2. Intentional disruption of class.



3. Inappropriate language - such as using God's name inappropriately, other profanity, vulgarity, some slang, and innuendo.
4. Misuse of school property and equipment.
5. Disrespect toward others.
6. Unauthorized or inappropriate electronic device phone use.

B. Detentions:

- First Detention - the student will serve the detention following the occurrence of the infraction. Consequences include the loss of any extra-curricular activities that may have been planned for the day of the detention.
- Second Detention – the student will serve the detention following the occurrence of the infraction. Additionally, the student will address the teacher and Dean of Students with a plan to avoid future detentions. Consequences include the loss of any extra-curricular activities that may have been planned for the days of the detentions.
- Third Detention – the student will serve the detention following the occurrence of the infraction. Additionally, the student and parents will meet with the Dean of Students to develop a behavior plan. Consequences include the loss of any extra-curricular activities that may have been planned for the days of the detentions.

Note: Students with three or more detentions may be required to have their parent or legal guardian accompany them for field trips.

- Fourth Detention – the student will meet with members of the Education Committee, parent or legal guardian, Dean of Students, and Principal. Continued enrollment at HCS will be evaluated and decided at this time.

C. In addition to detentions or suspensions the student may be:

1. declared ineligible for extra-curricular activities as determined by the Education Committee.
2. ineligible from attending class trips or school excursions.
3. required to demonstrate good faith in the form of community service or other productive activity.
4. required to attend counseling sessions to remain in attendance at school.

5. required to participate in appropriate assessments to remain in attendance at school.
6. adhere to other rules or guidelines as determined by the Education Committee.

SUSPENSIONS AND EXPULSIONS

The Principal, as the Board's designee, may, prior to hearing by the Board or the Education Committee, immediately suspend from school, for a period not to exceed five (5) consecutive school days, any student reasonably suspected by the principal of having engaged in any of the enumerated activities as listed below.

Any student who is determined to have engaged in any of the following activities while on school grounds, on the grounds of any site owned or occupied by an employee of the school without the consent of the employee or at the site of or in connection with any school sponsored event or activity, may be brought to the Education Committee to be considered for expulsion if having:

- A. Caused, attempted to cause, or threatened to cause physical injury to another person;
- B. Threatened the person or property of another person for the purpose of intimidation or for the purpose of placing another person in fear of imminent risk of harm to such person or imminent risk of loss, material damage or destruction of such person's property (such prohibited conduct includes the making of unsolicited telephone calls or delivery of unsolicited communications to students or employees of the school intended to harass and terrorize the recipient of the communication);
- C. Caused or attempted to cause material damage to school or private property;
- D. Stolen or attempted to steal school property or private property;
- E. Possessed, sold, or furnished any firearm, knife (including replicas), explosive or other similarly dangerous object;
- F. Repeatedly disrupted school activities or willfully defied valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties;
- G. Committed an obscene act or engaged in repeated profanity or vulgarity;
- H. Unlawfully possessed, used, sold, furnished or been under the influence of any controlled substance, vaping product, any mind or

mood altering substance or any alcoholic beverage or intoxicant of any kind; or

- I. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia.
- J. Off-site behaviors that impact school culture will be considered for behavioral review and disciplinary action by the administration.
- K. Continued disruption in the classroom or on school grounds that jeopardizes the wellness of others and the culture of the department, grade level, or classroom.

The Board, upon proof satisfactory to the Board, may:

- A. Report said event to the appropriate law enforcement agencies;
- B. Expel the student or upon evidence of material mitigating circumstances satisfactory to the Board, suspend the student for such a period of time as the Board deems appropriate;
- C. Require the student and/or the parents of the student to make full restitution of all property damage and/or monetary loss sustained by the victim of any such act or conduct; and,
- D. Impose such other conditions and/or consequences as the Board in its absolute discretion deems appropriate.

The Education Committee, as the Board's designee, may, prior to hearing by the Board, suspend from school, for a period not to exceed thirty (30) consecutive school days, any student reasonably suspected by the Education Committee and/or Principal of having engaged in any of the above activities.

HUMAN DIGNITY POLICIES

POLICY ON BULLYING PREVENTION AND EDUCATION

HCS supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The school places special emphasis on respect for fellow image-bearers of God. The purpose of this policy is to promote a Christ-like consistent approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is defined as unwanted, aggressive behavior, repeated or potential for repeated behavior, and a real or perceived power of imbalance. For purposes of this policy, the school includes school buildings, grounds, vehicles, bus stops and all school-sponsored activities and events.

A student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion and/or referral to law enforcement authorities. The severity of the pattern, if any, of the bullying shall be taken into consideration when disciplinary decisions are made.

The Principal and staff will address bullying at all school levels. Interaction will be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents and community members that bullying indicates a heart level struggle or serious behavior problem and cannot be left unaddressed.
2. To train staff and students in taking proactive steps to prevent bullying from occurring.
3. To implement procedures for immediate intervention, investigation, and accountability to persons engaged in bullying behavior.
4. To initiate efforts to reach the heart of the problem and change the behavior of students engaged in bullying through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
6. To support victims of bullying by means of individual and peer counseling.
7. To help develop peer support networks, social skills and confidence for all students.
8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

HARASSMENT POLICY

HCS intends to provide its employees and students with an environment that is free of harassment. Harassment, which includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational environment toward a fellow student or school employee will not be tolerated. Physical or emotional harassment includes bullying, threatening physical harm, teasing, mocking, or otherwise creating an intimidating, hostile, or offensive environment. Racial harassment also will not be tolerated. This includes making prejudicial and derogatory statements about others based on their race or national origin, inappropriate display of

foreign or flags or symbols, any distribution of racially intimidating materials, mistreating others because of their race or ethnic background, or any other action the administration deems racially intimidating. Harassment can be verbal, physical or digital. Students using any electronic or digital device to harass, intimidate, embarrass or humiliate, will be considered for suspension and possible expulsion consistent with this Harassment Policy. Students and parents should be aware that law requires school personnel to report incidents of possible abuse or harassment to law enforcement agencies for investigation and possible prosecution. Offenses will be addressed regardless of the method or means of the harassment and regardless of where the harassment took place. Students found to be harassing any other member of the community are subject to suspension, expulsion or dismissal as deemed appropriate by the administrator and Board.

PLAN FOR SECLUSION AND RESTRAINT

HCS believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. The purpose of this plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

CHILD PROTECTION POLICY

HCS and its Board are concerned with the physical and mental well-being of the children who attend or are associated with HCS. HCS and its Board will comply with the legal obligations and duties associated with identifying and reporting suspected cases of child abuse and/or neglect. Information concerning alleged child abuse or neglect is confidential and will not be shared with anyone other than the Principal, law enforcement and/or the appropriate child protection agency. All actions taken by HCS and its Board will be taken in accordance with the law and in accordance with the best interests of the child.

POLICY ON HUMAN SEXUALITY

HCS operates from a scriptural understanding of human sexuality and the family. This policy is found in Appendix G of the HCS Policy Manual and Appendix E of the Parent-Student Handbook.

VII. HEALTH AND SAFETY

HEALTH REGULATIONS AND INFORMATION

ADMINISTERING MEDICINE

Students may have access to necessary medication at school when parents agree to:

1. Store medication in the office.
2. Clearly mark the medication with the child's name.
3. Provide clear instructions for how much and when medication is to be given to the child. Students are responsible to remember to come to the office for medication.
4. Documentation will be kept on any medication requested by students.

IMMUNIZATION POLICY

In the event of an outbreak of a vaccine preventable disease for which a student is not fully vaccinated, the student may be excluded from school to protect his/her health and the health of all the students and staff. The length of time a student will be kept out of school and all school sponsored activities depends on the disease. This exclusion may be as long as 3-4 weeks.

MEDICAL CONDITIONS AND NEEDS

For the 2024-2025 school year, when a child has a medical condition or need, it is the parent's responsibility to update their child's OnCampus profile, notify the homeroom teacher, and provide any necessary medication(s) to the office.

ALLERGIES

For the 2024-2025 school year, when a child has an allergy, it is the parent or legal guardian's responsibility to update their child's OnCampus profile, notify the homeroom teacher, and provide any necessary medication(s). HCS has a protocol that will be put in place if a student has a severe allergy.

Food Allergy Protocol:

HCS is committed to reasonably accommodating student allergies. HCS maintains the right to declare a classroom a "No-Peanut, No-Nut Classroom" depending on multiple factors including but not limited to the developmental milestones met and not met by the children in the classroom and the type of



food allergy. The same is true for other non-nut allergens.

If a student has a food allergy and his/her homeroom classroom is deemed a “No-Peanut, No-Nut Classroom”, the homeroom teacher will contact families of the entire classroom regarding lunch, birthday treats and classroom parties at the beginning of the school year to articulate the classroom policies. A sign will be posted near the door entering the classroom to notify individuals of the classroom restrictions. Should a child or family inadvertently bring a disallowed item to a classroom, it will be removed and an alternate snack/lunch will be provided at a cost to the parents.

All HCS staff will participate in professional development and training about allergies and allergy emergency response planning. This will occur every other year alongside CPR training.

ILLNESS

In case of an illness where the student needs to go home, the parents will be contacted to pick up their child.

HEAD LICE POLICY

The Head Lice Policy is designed to minimize transmission and incidence of head-louse infestations in the school due to the large numbers of children in close contact. Please follow the following policies when and if head lice are detected on your child attending HCS.

1. HCS personnel will not check for lice or diagnose the presence of lice, although a suspicion will be clearly communicated to a parent.
2. A confirmed diagnosis and treatment options must be obtained from a healthcare provider. A suspicion of lice, may also require a visit to a healthcare provider - per an administrative decision. A family doctor or immediate care center are typical options.
3. If a confirmed diagnosed case of lice is found within the building, the impacted homeroom class(es) will receive an email from the Main Office.
4. Students may return to school after completing treatment and obtaining an “all clear” from a healthcare provider.

ACCIDENTS

If a serious accident occurs, the following guidelines are followed:

1. The child's parent or legal guardian will be called.
2. The parents' designated emergency number will be called if the parent or legal guardian cannot be reached.
3. The child will be transported to an emergency clinic with the authority of the medical release form if no contact is made with the parent or legal guardian.
4. A report will be filed in the Main Office.

If a less serious accident occurs, the child will be checked and given the appropriate first aid. If deemed necessary, the school will notify the child's parent or legal guardian.

LOCKER ROOM AND RESTROOM USE

We believe that God wonderfully creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Students may only use locker rooms, changing facilities, and bathrooms that are designated for persons of the student's biological sex. Students violating this policy will be subject to discipline up to and including expulsion. In all cases of violation of this policy a parent or legal guardian of the student will be required to meet with the Principal.

FOOD AND DRINKS IN THE CLASSROOM

Due to rapidly increasing health challenges, preservation of school property, and the integrity of academic time, food that is available for student consumption is being limited to the following:

- Snacks and Lunch
 - Snacks and lunch may be provided by a parent for his or her own child(ren).
 - Lunch is available for purchase five days a week.
- Planned Classroom Events
 - Planned Classroom Events will be communicated the week of the event allowing parents the opportunity to provide alternatives as needed. (such as Christmas and Valentines parties, etc.)

- Birthday Treats
 - Birthday treats may be sent to school individually wrapped so that they can be sent home.
- Drinks
 - Students may bring a water bottle to school for water only. Water bottles are encouraged to be a “no spill” design.
 - Milk is available for lunch for a minimal annual fee. Contact the Main Office to set-up a milk account and payment plan for your student(s).

VIII. **BILLING AND FINANCIAL POLICIES**

FINANCIAL SUMMARY FOR 2024-2025

The Finance Committee of the Board has set the below summarized gross tuition based upon the 2024-2025 annual budget approved by the Board in February of 2024. This budget is subject to the approval of the Association at its annual meeting scheduled for May.

- A. Tuition: \$8,500.00 per full-time student
- B. Bus Fee:
 - \$600.00 per child for students using a.m. and p.m. bus service
 - \$300.00 per child for those desiring to use the bus one way
- C. Building User's Fee: \$315.00 per family with one or more full-time student
- D. Jr. High Technology Fee: \$125.00 per Jr. High student

The Finance Committee expects regular monthly payments from all parents/guardians in conjunction with the monthly installment billings. All accounts must be paid in full by April 25, 2025. If you receive Indiana Choice Scholarship funds, you will be billed the net amount owed on a monthly installment basis as well.

TUITION POLICY

The Board has established this Tuition Policy to bring greater fiscal accountability to the school's budget. The policies are designed to eliminate or control delinquent tuition balances from month-to-month during the school year and from one school year to the next. The Tuition Policy is outlined below.

- A. Tuition payments are based on a ten (10) month payment schedule, the first of which is due on or before July 25, 2024. The balance of your tuition will be divided into nine (9) monthly installments. Your next statement will be emailed in August and tuition is due by the 25th. **All accounts must be paid in full by April 25, 2025.**
- B. Any family that falls two months behind in their tuition obligation must meet with a representative of the Finance Committee or designee. It is the family's responsibility to contact the Business Manager when problems arise with the tuition payments.
- C. A student will not be permitted to return to school at the end of the third month in which the family is behind on its tuition unless they have met with and received approval from the Finance Committee or designee.

- D. At the discretion of the Finance Committee, Enrollment Holds and Provisionary Re-enrollment Contracts may be issued to families with a past due balance or a history of non-payment. Families with a history of non-payment may be required to submit a down payment, equivalent to one month's tuition, at the time of enrollment. If payment is not made by the established deadline, your enrollment contract will be referred to the Finance Committee for termination. Articles "A-C" above must be satisfied before a student is permitted to start the new school year.
- E. Tuition accounts that are delinquent (8th grade students) will be addressed in this way:
- The student (if academically eligible) will be permitted to participate in ceremonies.
 - The signed diploma and transcripts will be withheld until the tuition balance is paid.
 - The signed diploma will be released upon completion of tuition payment of the 8th grade student. Balances owed for other students within the same family will be considered for arrangements by the Finance Committee.
- F. If a family withdraws their student(s) from HCS during the school year, the tuition fee and bus fee will be calculated on a per day basis. The building user fee is a yearly fee and will not be refunded.
- G. Families issuing a payment with insufficient funds will be billed a returned payment fee of \$30.00 per each occurrence. Payment and the non-sufficient funds fee ("NSF") must be made with cash or money order within five days. After two NSFs in four months, all payments during that school year must be made with cash or money order.
- H. Indiana Choice Scholarship applications are due by May 31, 2024. Families that submit their application after this date will be required to pay \$200.00 per month/per student towards their tuition (in addition to other monthly charges such as Building User Fee, Bus fee, etc.) while their application is pending.

HOT LUNCH POLICY

There are no refunds on hot lunch tickets; however, tickets are transferable to family members.

****It is the family's obligation to contact the Treasurer or Business Manager when unforeseen circumstances arise with tuition payments.***

IX. SCHOOL GOVERNANCE

BOARD OF TRUSTEES 2024-2025

Executive Committee

Shawn Evers - President
Darla Kinkade - Vice President
Holly Haitsma - Treasurer
Blake Evans - Vice Treasurer
Jerry Kuiper - Secretary

Finance Committee

Holly Haitsma - Chairperson
Blake Evans - Vice Treasurer
Darla Kinkade
Shawn Evers
Kyle Weener*
Roberta Huitsing*

Education Committee

Jenn Neibert - Chairperson
Holly Haitsma
Jerry Kuiper
Karen Sherwood
Carrie Hutton-Latsoudis
Kyle Weener*
Andrea Harvey*
Bryon Ritzema*

Transportation, Building and Grounds

Howie Ridder - Chairperson
Karen Sherwood
George Van Laten
Glen DeYoung*
Michelle Herrell*

*non-voting members

Contact Information:

Blake Evans - bevans@highlandchristian.org
Shawn Evers - severs@highlandchristian.org
Holly Haitsma - hhaitsma@highlandchristian.org
Darla Kinkade - dkinkade@highlandchristian.org
Jerry Kuiper - jkuiper@highlandchristian.org
Carrie Hutton Latsoudis - chutton@highlandchristian.org
Karen Sherwood - ksherwood@highlandchristian.org
Howie Ridder - hridder@highlandchristian.org
Jenn Neibert - jneibert@highlandchristian.org
George Van Laten - gvanlaten@highlandchristian.org

2024-2025 PTO BOARD

Brielle Pausma; President
Ebony Robinson; Vice President
Eva Gomez; Supply Coordinator
In search of- Vice Supply Coordinator
Amy Groot; Secretary
Jenna Huizenga; Vice Secretary
Lauren Dykstra; Treasurer
In search of- Vice Treasurer
Amanda Marcano, Clerk/Hospitality
Stephanie Slifko; Vice Clerk/Hospitality

Faculty Advisors: Mrs. Jessica Hiskes, Mrs. Jackie Mulderink and Mrs. Kelly Burney

I. MISSION AND PURPOSE

The mission and purpose of the HCS Parent Teacher Organization is to:

1. Stimulate open communication, closer partnership and broadened community between parents, teachers, and students;
2. Raise funds for and through community building activities to support needs that fall outside the school budget; and,
3. Support the HCS mission to *See, Sense and Serve* and its vision to *Academically Equip, Biblically Ground and Spiritually Nurture others to Impact the World for Christ* through PTO communication and activities.

II. ACTIVITIES

PTO activities are intentionally planned to fulfill our mission and purpose and are listed below:

1. Community/Partnership (Mission and Purpose Statement 1 and 3)
 - a. Ice Cream Social
 - b. Donuts for Dudes and Muffins for Misses
 - c. Pastor Appreciation Brunch
 - d. PTO Family Events
 - e. Staff Appreciation Breakfasts
 - f. Teacher Appreciation Week
 - g. Last Day of School Festivities

2. Fundraising (Mission Statement 2)
 - a. School Fundraiser
 - b. Restaurant Nights
3. Funding (Mission Statements 1, 2 and 3)
 - a. Teacher startup gifts and wish lists
 - b. Evaluate opportunities for giving to needs outside the traditional HCS budget

X. APPENDIXES

APPENDIX A: HOW SICK IS TOO SICK?



Indiana Department of Education

How Sick is too Sick?

This information sheet is designed to be used as a general guidance for parents. If parents have medical questions, they are encouraged to consult with a healthcare provider.

Symptom	Send to School	Keep at Home
Fever	During the past 24 hours, the student's temperature has been below 100.4 degrees and no fever-reducing medication has been taken.	During the past 24 hours, the student's temperature has been more than 100.4 degrees.
Diarrhea	During the past 24 hours, no more than one watery stool has occurred.	During the past 24 hours, more than one watery stool has occurred.
Vomiting	During the past 24 hours, no vomiting has occurred.	During the past 24 hours, vomiting has occurred.
Eye Irritation	Eyes may be itchy, but are not red, crusty, or draining.	Eyes are pink, draining, crusty, itching, painful, sensitive to light, or student has vision changes.
Cough/Runny Nose	Slight cough or runny nose, but no fever, and the student is able to cover cough, blow nose, and wash hands.	Symptoms are severe enough that the student is unable to learn. The student has a fever, or is unable to cover cough, blow nose, or wash hands.
Rash	Rash is not draining or spreading. The student does not have a fever, and symptoms of itching are not severe enough to impede learning.	Rash is bothersome and distracting. The student has a fever or severe itching, or rash is spreading or draining.
Asthma	Symptoms are well controlled, and the student knows when to contact a school adult for assistance or the student has an asthma action plan on file at the school and is following the plan.	Symptoms are not well controlled. The student is not able to recognize when he/she needs assistance, and no asthma action plan is on file at the school.

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HIGHLAND CHRISTIAN SCHOOL

APPENDIX B: REQUEST FOR RECONSIDERATION OF A BOOK OR OTHER MATERIAL

1. Material in question:
 Author –
 Title –
 Publisher –
2. Person(s) making request:
 Name –
 Address –
 Phone –
3. Did you read the material in its entirety? If not, then what part(s)?
4. To what in the material do you object? (Please be specific; cite exact sections if possible.)
5. What do you feel might be the result of exposing the student to this material?
6. For what age group would you recommend this material?
7. Is there anything good about this material?
8. Are you familiar with any judgment of this material by professional critics?
9. What would you like the school to do about this material?
 ----- Withdraw it from all students as well as my child.
 ----- Circulate it to select students only.

Signature of complainant _____
Date submitted _____

APPENDIX C: INTERSCHOLASTIC ATHLETICS

A. STATEMENT OF PURPOSE

The purpose of athletics at HCS is:

1. To honor God through the use and enjoyment of God-given talents and interests
2. To develop skills and knowledge above and beyond Physical Education
3. To benefit student health through the use, and development of the body
4. To reveal, enhance and use valuable qualities such as; teamwork, respect, self-confidence, self-control, competitiveness and leadership in God honoring ways

B. GUIDELINES FOR ATHLETICS

1. Athletics are Educational

The primary purpose of the athletics at HCS is learning; the secondary focus is winning the game. Athletes must be prepared to play at the next level (7th grade, 8th grade or High School). Students are expected to learn the rules, terminology, drills, plays, concepts and emotional control necessary to engage effectively within a team sport setting.

2. Athletics Must Promote Christian Values

Athletes must exhibit behavior which is God honoring and should at all times possess a mindset of “what would Jesus do?” running all decisions through this filter. Christ has left us an incredible roadmap in the Bible and he has asked us to, “go and do likewise.”

3. Instruction Must be Appropriate to the Developmental Level of the Students Involved

All instruction should aim to increase each athlete’s abilities and understanding of the game. Skilled, novice and developing players will all be on the same team. It is our desire that each player receives instruction at a level which is developmentally appropriate.

C. QUALIFICATIONS OF COACHES

Persons appointed to coaching positions at HCS shall:

1. Exhibit Christian maturity
2. Be a professing member in good standing in an evangelical Christian church.
3. Be knowledgeable regarding the sport to be coached
4. Pass a criminal background check

5. Abide by all rules and requirements in the Interscholastic Athletic Policy and any other rules or requirements put in place by HCS
6. Complete all state mandated training: one time training for Sudden Cardiac Arrest and bi-annual training for Concussion and Heat Illness protocols. Certificates of completion must be submitted to the HCS Athletic Director.

D. STUDENT ATHLETES

To avoid a reduction in playing time and other penalties student athletes are required to abide by all rules and requirements which pertain to them in the Interscholastic Athletics Policy.

E. PARENTS

Parents are required to abide by all rules as laid out in the Interscholastic Athletics Policy.

F. ATHLETIC OPPORTUNITIES

The athletic opportunities offered by HCS are as follows:

6th Grade

Soccer (A&B Coed)

Cross Country (Coed)

Girls Basketball (A&B)

Girls Cheerleading

Boys Basketball (A&B)

Track (Coed)

7th Grade

Soccer (A&B Coed)

Cross Country (Coed)

Girls Volleyball

Girls Basketball (A&B)

Girls Cheerleading

Boys Basketball (A&B)

Boys Volleyball

Track (Coed)

8th Grade

Soccer (A&B Coed)

Cross Country (Coed)

Girls Volleyball

Girls Basketball

Girls Cheerleading

Boys Basketball

Boys Volleyball

Track (Coed)

G. SPORTS PHYSICAL

1. HCS requires a current sports physical to be on file for each student athlete.
2. The physical will expire one year from the date it was performed.
3. If an athlete does not have a current sports physical on file, they will be allowed to try out (for teams with tryouts), but will not be allowed to practice or play until all required forms have been received.
4. Sports physical forms can be obtained in the school's Main Office.

H. TEAM SIZE AND SELECTION

It is the goal of HCS to provide athletic opportunities for every student who desires such an experience. However, due to a variety of factors, we

may not be able to allow every student interested to make a given team. When cuts are to be made, parents will be notified of the process in advance, and a one or two day tryout will be conducted. The selection will be based on the talent and potential of the players, as well as what position each athlete may play. No student will be allowed to join a team after tryouts have concluded.

If a student cannot make it to part or all of tryouts, especially if due to an illness or injury, it is still possible to make the team. You must contact the Athletic Director well in advance of the first day of tryouts to discuss the situation and make arrangements.

Team sizes must be capped to ensure a quality learning environment and sufficient playing time for the team as a whole. Maximum team sizes are as follows:

- Basketball - 12
- Volleyball - 12
- Soccer A team - 16
- Soccer B team - 16
- Cheerleading - 16
- Cross Country - uncapped
- Track & Field - 20 girls and 20 boys

In almost every case, HCS students play at their grade level. This means that students will be pulled up to play at a higher grade level only in rare occasions where the grade above does not have enough players to allow them to compete, or, on very rare occasions, be pulled up to allow them to compete against more appropriate competition.

I. PLAYING TIME

HCS believes that it is important that athletes learn the game not only through time spent practicing but also through time in actual athletic contests. Coaches are aware of this and will work to provide the best experience for the student athletes. Playing time will be affected by absence from school, grade ineligibility, and detention time conflict. With rare exceptions, student-athletes can expect to play some time in every regular season game.

J. COMMUNICATING WITH YOUR CHILD'S COACH

Topics which are appropriate to discuss with your child's coach:

1. Ways to help your child improve.
2. Concerns about your child.
3. The schedule.
4. Dates your child will miss or be late.

Topics which are inappropriate to discuss with your child's coach:

1. Playing time
2. Play calling or strategy.
3. Other team members.
4. Starters

If you have a concern with your child's coach, please speak to the Athletic Director first and then the Principal.

K. 24 HOUR RULE

The time immediately following a game or other contest can be a very emotional time for players, coaches and parents. These emotions make positive resolutions to problems very difficult to achieve. If you have a concern or objection to anything regarding your child, HCS prefers that you wait at least 24 hours to discuss the situation with your child's coach.

L. TRANSPORTATION

1. Phone calls may only be made for the purpose of parent/athlete communication.
 - Failure to comply will result in the device being confiscated. Parents may retrieve the device from the child's coach at their earliest convenience.
2. Food and drink (except water) may not be consumed while on the bus.
3. HCS uses 3 types of transportation to most away sporting events:
 - a. Two-Way Bus Service: The bus takes players to the game and stays to take players back to HCS if needed.
 - b. One-Way Bus Service: The bus takes players to the game but does not stay to take players back to HCS.
 - c. Parent Drivers: In the event that a school bus cannot be provided for a sporting event, parents may provide their own transportation, or may give written consent for a school approved adult (staff member or parent volunteer) to provide transportation. Communication regarding transportation will be provided by the school, or coach, prior to the event.
4. Students who are not on the team but who wish to attend the game must find alternate transportation.

5. At least one responsible adult chaperone must be present on the bus for each team riding.

M. SPECTATOR CONDUCT

HCS expects all spectators of sporting events to conduct themselves in an appropriate manner “as Jesus would.” Please be a positive influence on our student’s behavior through your own Christ-like conduct.

Points of emphasis:

1. No air horns or noisemakers of any type.
2. No distractions during free throw shooting or serving. This is not acceptable behavior.
3. Refrain from commenting on the officials or their calls while in the stands or confronting them at any time before, during or after the game.
4. Refrain from publically commenting about any player.
5. All children or students (5th grade and under) must be in one of two places at all times:
 - a. In the bleachers under the watch of their parents/guardians.
 - b. In the hallways or in the gym foyer when heading to or from the bleachers, concession stand or bathroom.
6. JRH students may attend the games without their parents/guardians. In the event that their behavior is not appropriate, their ability to attend games without an adult will be revoked by an Administrator and their parents/guardians will need to attend future games with them.
7. Children and students may not congregate in the bathrooms.
8. Locker rooms are strictly off limits to anyone except the players using them.
9. Children and students are not allowed on the court at any time.
10. Food is allowed in the bleachers and on the stage. Please be courteous and dispose of your trash in the proper receptacles. Should anything spill please clean up after yourself or ask a staff member for assistance. HCS appreciates your efforts.

N. BETWEEN SCHOOL AND GAMES/PRACTICES

Safety is a top priority at HCS. The following rules were enacted to help keep our student athletes safe and supervised at all times:

1. Between school and practice. Students may not loiter unsupervised on school grounds until their practice begins. The student athlete may:

- a. Go home and return to HCS at the scheduled time.
 - b. Go to a friend's house (with parent permission) and return to HCS at the scheduled time.
 - c. Remain at school in the gym hallway. If a student's behavior is not appropriate in the gym hallway or the student is found wandering other parts of the building, the student will be placed in BAC at the parent/guardian's expense. The student's parent/guardian will be contacted and the gym hallway will no longer be an option moving forward.
 - d. Remain at school in BAC until their practice begins.
2. Between school and a home game. Student athletes playing in the first game will be supervised in the gym immediately after school by their coach while they warm up. Athletes playing in the second game and student spectators without parents present may not be in the gym until 4:00 p.m. for a 4:15 p.m. game. The student athlete or student spectator may:
- a. Go home and return to HCS at the proper time.
 - b. Go to a friend's house (with parent permission) and return to HCS at the proper time.
 - c. Remain at school in the gym hallway. If a student's behavior is not appropriate in the gym hallway or the student is found wandering other parts of the building, the student will be placed in BAC at the parent/guardian's expense. The student's parent/guardian will be contacted and the gym hallway will no longer be an option moving forward.
 - d. Remain at school in BAC until the home game begins.

O. SCHOOL ATTENDANCE

1. A student athlete may not participate in any athletic activity (practice, game, tournament, etc.) if they missed an entire day due to sickness or an unexcused absence.
2. A student athlete may not participate in any athletic activity (practice, game, tournament, etc.) if they leave school due to sickness.
3. A student athlete must be at school by 12:00 p.m. (noon) to be eligible to participate.
4. Student athletes who miss school for reasons other than sickness (funeral, wedding, doctor's appointment, etc.) may still be allowed to participate. When possible these situations must be cleared with the Athletic Director at least 24 hours in advance of the school day in question, to request approval for participation.



P. ATHLETIC PRACTICE DRESS CODE

Modesty must be exercised in all clothing choices. Student athletes must adhere to the following dress code.

1. Shorts must be at least fingertip length when arms are fully extended at the player's side.
2. Spandex may be worn if shorts of appropriate length are worn on top.
3. Shirts must have sleeves.
4. Midriff must be completely covered even while moving and playing.
5. Hair control devices and accessories made of fabric and other soft materials are allowed. Hard hair control devices and accessories are also allowed if less than 2 inches in length.
6. All jewelry should be removed or covered when participating in a game or practice.

If a player cannot comply with the dress code they will not be allowed to practice or compete until their clothing is compliant. Administration and coach's decision is final. Please support the coach and administration when their discernment is called on to determine what clothing choices are not appropriate for the school setting or adversely affect the learning environment. It is impossible to make an exhaustive list of what is acceptable; therefore, the HCS administration may periodically make clarifications to the policy.

Q. ACADEMIC ELIGIBILITY

1. HCS believes that Athletics are "extracurricular" meaning that they are seen as a valuable addition to the curriculum. We believe strongly that performance in school comes first. Students who wish to participate in athletics must be able to maintain a satisfactory level of performance in school while meeting the added demands of athletic participation. If a student cannot keep their academic performance at a satisfactory level, HCS believes it is counterproductive for a student to use their valuable time and energy for athletics rather than school work.
2. Junior high students are ineligible for athletic and non-curricular activities when they have been on the Power Hour list for three consecutive sessions. They will remain ineligible for one week and until the student is off the Power Hour list for two consecutive sessions.



R. SUSPENSION

If a student athlete is suspended from school they are also suspended from any games or practices which take place during the time in which they are suspended from school. This includes Saturdays if the suspension spans a weekend.

APPENDIX D: BEFORE AND AFTER CARE PROGRAM POLICIES

Before and After Care (BAC) at HCS is a fun, comfortable and safe place for your child. The After School Program will be staffed at a ratio of no more than 1:12. Students in **PreK-8** may use the BAC. **Spot Service** (come whenever you want) is also available.

Schedule

BAC services begin on the first day of school and only on days when school is in session. On early dismissal days, extended hours will be available.

Before School Care:	6:30 a.m. - 8:15 a.m. (K-8)
	6:30 a.m. - 8:45 a.m. (Pre-K)
After School Care:	3:10 p.m. - 6:00 p.m. (K-8)
	3:00 p.m. - 6:00 p.m. (Pre-K)

Activities

Your children will enjoy a variety of activities including: supervised recess outside or in the gym and a variety of other games. Students may choose to complete homework, but BAC staff will not provide tutoring. Snacks and water will be provided. Please list any food allergies with your child's information when registering.

Technology

Students in grades 6-8 are allowed to use their school issued Chromebooks during morning or afternoon BAC for homework purposes only. Students may not use their cellphones. Students in grades PreK-5 may have screen time after 4:30 p.m. or snack time. All other electronic devices should remain in a student's backpack until they are picked up by their parent/guardian. Students inappropriately using technology while in BAC will be directed to put their device(s) away in their backpack until they are picked up and their parent/guardian will be notified of the inappropriate use.

Student Conduct

Students using BAC will have the same behavioral expectations as they do during the school day. Any incidents that occur in BAC will be reported to the Dean of Students and will follow the outlined consequences found under "Behavior Policies" in the HCS Parent-Student Handbook. Any incident that occurs in BAC will be communicated to the parent/guardian upon pick-up. Students with repeated offenses will no longer be allowed in BAC if deemed necessary by an HCS administrator.

Pre-Registration

Families who intend to use BAC on a regular schedule or for more than 10 hours per year must complete a registration form and turn it into the office. There is a one time registration fee of \$30.00 per family per year.

Spot Service

Students are welcome to “drop in” to BAC on occasions when parents find it necessary to use the service. Emergencies, running late, special plans, etc. Please call the office and let us know! **Spot Service** students accumulating in excess of 10 hours in BAC will be billed the \$30.00 per family registration fee.

Early Drop Off and Late Pick Up

Students arriving before 8:10 a.m. and remaining after 3:25 p.m. will be sent to BAC. Parents will be charged for childcare in quarter hour increments. Students accumulating in excess of 10 hours of BAC time will be billed the \$30.00 per family registration fee.

Attendance

Children enrolled in grades PreK-8 are welcome. Children must be signed in and out by a parent or guardian. If a student is leaving with another student we need to be notified before. If a student is picked up after 6:00 p.m. the supervision fee will be \$1.00 per minute.

BAC Payment Policies

Payment must be made by the 25th of the month. If a SEC family falls more than one month behind in their payments, services will be suspended until payment is made. If a K-8 family falls more than three months behind in their payments, services will be suspended until payment is made.

Fees

The hourly rate for the 2024/2025 school year is \$7.00/hour for one student with a maximum of \$14.00/hour for a family. Charges will be assessed on the quarter hour.

APPENDIX E: POLICY ON HUMAN SEXUALITY

At Highland Christian (hereinafter referred to as "HCS") we believe that the Bible is God's inspired, infallible Word and that Holy Scripture is our only rule for faith and practice. (Belgic Confession Articles 3 & Article 7; 2 Timothy 3:16-17; 1 Peter 1:10-12; 1 Corinthians 3:11; Galatians 1:6-9).

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that marriage between one man and one woman for life uniquely reflects Christ's relationship with His church (Ephesians 5:21-33) and serves as the foundational unit of a stable society (1 Corinthians 7: 2) providing children the best opportunity for being raised in a stable family life consistent with the Biblical model for marriage and family life.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; Romans 1:21-28; 1 Corinthians 6:9-10.)

We believe that in order to preserve the function and integrity of HCS and to provide a biblical role model to the HCS's faculty, staff, parents, students and the community, it is imperative that all parents seeking admission of their child/children into or continued enrollment in HCS agree to and abide by our Statement of Faith and this Policy on Human Sexuality (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22.).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing

behavior or attitudes directed toward any individual are to be repudiated and are neither in accord with Scripture nor the doctrines and policies of HCS.

Our Statement of Faith and this Policy on Human Sexuality do not exhaust the extent of HCS's beliefs. The Bible alone, as the inspired and infallible Word of God, speaks with final authority concerning truth, morality and the proper conduct of mankind and as such is the sole and final source of all that we believe. HCS is not now nor ever has been a parochial or church owned school. Therefore, for purposes of HCS's faith, doctrine, practice, policy and discipline, the Board of Directors is HCS's final interpretative authority on the Bible's meaning and application.