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Faculty & Staff 2021-2022

Principal
Treasurer
Office Manager
PreK, Kindergarten & Forest Kindergarten
PreK & Kindergarten & Forest Kindergarten/Art
First & Second
Third & Fourth
Fifth & Sixth
Seventh & Eighth
After School Care
Custodial/Maintenance
Food Service
Expressway to Learning
Grounds
Gymnastics
Librarian
Piano

Melissa Shoemaker
Linda Preston
Linda Riggs
Melissa Shoemaker
Shannon Armantrout
Gabrielle Groft
Jaime Serrano
Bradley Russell
Heather Drusky
Shirley Crutcher
Curtis Fast
Patti Glisson
Peggy Hallman
Jared Litchfield
Chantel Litchfield/Bekki Wade
Nichole Ayers
Albert Dittes

<p>INTRODUCING HIGHLAND ELEMENTARY</p>

WELCOME

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

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

Why choose Highland Elementary?

- Aftercare, Lego Robotics, gymnastics, piano and instrumental lessons
- All learning styles honored
- Art, band, choir, and physical education
- Certified teachers
- Christian environment
- Country setting
- Dual credit opportunities for Academy
- Forest School
- Kids in Discipleship
- Low student to teacher ratio
- Students dress modestly and healthy living is encouraged

HISTORY

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

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

MISSION

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

PHILOSOPHY

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

GOAL AND OBJECTIVES

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

GENERAL OBJECTIVES

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

CAMPUS DEFINITION

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

SECURITY

Your child's safety is very important. To help ensure your child's safety we lock the front doors from 8:05 a.m. to 2:55 p.m. If you plan to visit the school, please ring the bell and the office will let you in. **All** visitors should sign in at the office and receive a visitor pass. If a child is picked up before dismissal, he or she will need to be signed out at the office. Students will only be released to parents that have custodial rights and to individuals listed on a child's Permission to Pick-Up Sheet that has been completed and signed by the custodial parent.

Students will not be released to anyone whose behavior may place the children at immediate risk.

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

REQUIREMENTS FOR VOLUNTEERING

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

EMERGENCY PROCEDURES

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

ADMISSIONS POLICY

NON-DISCRIMINATION STATEMENT

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

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

ELIGIBILITY

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

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

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

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

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

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

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

APPLICATION PROCEDURES - ONLINE

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

Once a child has been accepted. You must complete the following steps before your child begins classes.

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

NEW FAMILY ORIENTATION

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

PRE-KINDERGARTEN PROGRAM

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

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

Students enrolled in the 2 or 3-day pre-kindergarten program will not be eligible for the multiple child tuition rates.

FOREST KINDERGARTEN

Forest Kindergarten is immersion in nature, ranging from 1-3 hours twice a week, to encourage exploratory and imaginative play, and affordable risk taking to enable your child to build the soft, un-testable, skills that support the academic skills learned later on in life. The movement of Forest Kindergarten started in Europe.

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

PreK/K students will have forest time every Tuesday and Thursday except when the weather is below 32 degrees or above 95 degrees, and not when thunder and lightning are present. Students will be provided a rain suit that will be worn during our time in the forest. Parents will need to provide a pair of rain boots. The rain suits and rain boots will stay at the school at all times.

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

The rules for our Forest Kindergarten Days are:

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

FINANCIAL INFORMATION

TUITION/FACTS

Highland Seventh-day Adventist Elementary School is an extension of Highland Seventh-day Adventist Church's ministry to its children and youth. Because of this partnership, members of the Highland Church make a financial contribution to the

operation of Highland Elementary through their free-will offering toward church subsidies to the school. Families that maintain an *active membership* at Highland Seventh-day Adventist Church will receive the Highland Member Scholarship.

The July and August tuition payments must be paid before starting school. The remaining 10 payments will be billed September through June.

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

When registering for subsequent school years, accounts must be paid in full or applications cannot be processed.

1. Tuition is due every month.
2. If an account is not paid *in full* by the 15th of the month the finance committee will send a letter to the parent/guardian explaining the procedure for collection of unpaid account.
3. If the parent/guardian has not responded to this letter by the first of the following month with full payment *or* an acceptable payment proposal *made in person* to the finance committee, the school board will recognize this lack of response as *your intent* to withdraw your child(ren) from the school.
4. When enrolling through FACTS – school families will choose payment frequency, (one payment or 12 monthly payments) then choose from the following payment options: credit card, automatic withdrawal, or invoice, followed by selecting due date of 5th or 20th of the month.

There is a \$30 fee for each returned check. Permission to attend class, sit for examinations, participate in graduation exercises and receive student transcripts/report cards are contingent on all financial obligations to the school being met in a timely manner. **8th grade accounts must be paid in full before graduation.** (See **Graduation Guidelines**)

STUDENT ASSISTANCE

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

Partnering for Eternity- Highland Elementary School, in partnership with Southern Adventist University’s PFE grant program, has the opportunity to offer unique tuition assistance to our students. Through this service-oriented scholarship program, our participating students are paired with elderly adults in our community in a mutually-beneficial way.

Students in the PFE program, along with their parents, bring joy to the lives of senior citizens through fun activities such as visiting, reading, and playing games. When appropriate, they may also provide light housework. As the young people build generational bridges and learn the value of service, they also benefit from the wisdom and mentorship of the older adults. In the process, their time together helps finance the student’s Christian education.

If you would like more information, please contact the school office.

ATTENDANCE POLICY

We desire to develop the habits of punctuality and responsibility in all of our students. Therefore, we encourage consistent daily attendance. Good attendance is critical to students’ success in school. As such the following procedure will be followed for unexcused absences. After:

1. Three (3) unexcused absences – The parent/guardian will be contacted. A letter will be sent home requiring its return the following day with a parent signature.
2. Three (3) more unexcused absences – In addition to the above, the parent/guardian will meet with the teacher and the principal within the week to seek a solution.
3. Three (3) additional unexcused absences – It will be necessary for the student to pay a \$25 re-registration fee, due within a week, in order for the student to continue class attendance.

This process will reset each quarter. Situations resulting in chronic unexcused absence will be reviewed by the board.

In order for an absence to be excused a parent must provide either a written note or by phone call to the teacher. Parents should make arrangements with teachers for all unexcused absences. Any planned absences must be requested at least one week in advance of the absence in order to give the teacher sufficient time to plan an educational program for your child. A form is available in the main office. **We are required by law to notify the state when a child has 5 unexcused, un-notified absences.**

This school is bound by the laws of Tennessee to maintain regular class attendance records. A student who misses 15% of his or her classes (27 school days) may be failed. The accumulation of 7 unexcused absences per grading period by a pupil can result in the lowering of grades by at least one letter grade and can ultimately result in the student failing. An absence may be excused in the case of illness or the death of a family member. Other emergency reasons may be excusable if a note of explanation is brought to the school office. Please remember that all absences hinder the progress of a student.

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

TARDY POLICY

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

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

1. Three (3) unexcused tardies – The parent/guardian will be contacted. A letter will be sent home requiring its return the following day with a parent signature.
2. Three (3) more unexcused tardies – In addition to the above, the parent/guardian will meet with the teacher and the principal within the week to seek a solution.
3. Three (3) additional unexcused tardies – It will be necessary for the student to pay a \$25 re-registration fee, due within a week, in order for the student to continue class attendance.
4. This process will reset each quarter. Situations resulting in chronic unexcused tardies will be reviewed by the board.

Students removed from class before 2:50 p.m. without a valid written excuse, will be considered absent for the afternoon.

ARRIVAL PROCEDURES

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

DISMISSAL PROCEDURES

School dismisses at 3:00 p.m. Monday through Thursday and at 2:00 p.m. on Fridays. No student will be permitted to walk from school until 15 minutes past the hour. Children will not be permitted to walk from school without written permission or a phone call to the school. Any student not picked up by 3:15 p.m. Monday through Thursday, will be placed in the After School Program and charges billed to the account. All students should be picked up by 2:15 p.m. on Friday.

DISMISSAL PROCEDURES – LINE FOR PICKING UP

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

AFTER SCHOOL CARE

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

EARLY DISMISSAL

Any parents coming during class time to pick up students for dental/doctor appointments, or other excused absences, **must stop by the office** and sign child out. If a student must leave early a written note stating the reason is to be brought from the parent and turned in to the teacher before school begins.

VACATIONS

It is recommended that vacations be limited to five days a school year. Vacations, other than those listed in our calendar, need to receive two weeks' prior approval from the administration. A form is available in the office. This form should be completed and returned to the principal. This will allow ample time for arrangements to be made for missed work. If the form is not turned in or the form is turned in late the teacher may not have time to give a student their work until after they return from the vacation. Failure to receive this approval may result in failing grades for the time missed.

WITHDRAWAL

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

<h2>PROGRAM OF STUDIES AND EVALUATION</h2>

CURRICULUM

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

CURRICULUM OFFERINGS

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

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

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

Students wishing to take paid private music lessons may opt out of band. An application form provided by the school will need to be filled out. The students will need to be taking lessons for an instrument not offered in band class. The student should log 120 minutes a week of private instruction and practice. The private music lesson should be at minimum 30 minutes a week. The practice log sheets should be signed by a parent on a weekly basis. The child's instructor will need to fill out an evaluation quarterly. The student will also need to perform in a school program. Students not participating in band will need to do study

hall when band is in session. Students may leave school early one day a week for private music lessons, however it is encouraged that lessons be held after school is at all possible.

EVALUATION

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

Kindergarten – 2nd

I – Independent
P – Progressing
NT – Needs Time

OR

3rd – 8th

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

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

The school, also in cooperation with the Kentucky-Tennessee Conference Department of Education, provides parents with MAP (Measure of Academic Progress) testing results. These tests are administered to student's grade 3 through 8. The results of these tests are monitored by the staff and conference office of education to ensure academic quality in each classroom.

GRADUATION & CLASS TRIP GUIDELINES

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

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

PRINCIPAL'S LIST/HONOR ROLL

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

ACADEMIC RETENTION/ACCLERATION

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

DRESS CODE

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

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

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

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

STANDARD

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

DRESS

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

DRESS CODE CONSEQUENCES

First Offense: Written note sent home to parent.

Second Offense: Phone call home to parent or email.

Third Offense: Parent/Student/Administrator conference

DISCIPLINE POLICIES AND PROCEDURES

Rules are an important part of our curriculum because they provide for the rights, health, safety and general welfare of all. Our rules are guidelines for learning, and teachers reserve the right to make changes as needed. Our discipline reporting program will line up and work with FACT's system.

LEVEL ONE

The teacher will address student and problem, and then send a discipline report to the office. Parents can view discipline reports on Renweb.

LEVEL TWO

Level two regulations are intermediate rules that require a written record of the offense. The offending student is then sent to the office for a conference with the principal. At that time, the rule violation will be dealt with in one of several ways:

1. Recess detention (may include a work project)
2. Parents notified
3. Behavioral probation
4. Suspension – Interview with the principal and or discipline committee.

Each time a student breaks a level two regulation, the parents are contacted and a discipline report form is sent home and placed in the discipline file for future reference.

LEVEL THREE

Level three regulations describe rules that the school feels are very serious. Infractions of these regulations require students to be sent to the office. Each time a student breaks a level three regulation, the parents are contacted and a discipline report form is sent home and placed in the discipline file for future reference. After an investigation of circumstances, the discipline committee will deal with the problem in one of the following ways:

1. Suspension (may include a written assignment)
2. Schedule a meeting of the student and parents with the discipline committee. Consequences for the type of behavior displayed would involve one or more of the following:
 - A. A one day or more suspension and/or probation.
 - B. Referral to a professional guidance person.
 - C. Behavioral probation.
 - D. Recommendation to the School Board that the student be expelled.

BEHAVIORAL PROBATION

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

FOLLOWING A SUSPENSION, A STUDENT WILL:

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

LEVEL ONE:

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

LEVEL TWO:

1. Fighting: Hitting, shoving, punching, kicking, slapping, grabbing, spitting, or throwing items with intent to hurt.
2. Small vandalism: Acts that deface; acts that create inconvenience, but no permanent damage.
3. Inappropriate language or gesture: Swearing or using inappropriate language, remarks against or about others including racial slurs.
4. Forging signatures: Improper use of another person's name
5. Disrespect: Treating adults or other students in ways that show a lack of respect for them as persons.
6. Lying: Being untruthful by word or by action.
7. Disrupting class: Words, actions, or non-compliance with requests made by teachers that cause the learning environment to become unsatisfactory.
8. Cheating: Using sources of information for doing school work or taking tests that are not approved by the teacher. (Getting or giving answers during quizzes and/or tests, copying another student's homework, bringing notes or answers to class for use during tests.)
9. Skipping class: Absence from an assigned activity without permission.
10. Bullying others: Any attempt to violate another student's rights. (This can be physical or spoken harassment, mishandling another student's property, etc.) We follow the guidelines of www.stopbullying.gov.
11. Aiding and abetting: Urging another student to do something that is against school regulations or against the law, covering up for a student who has done something that is not right and in violation of the school rules. Supporting bad behavior.
12. Irresponsible use of school or private property.
13. Unauthorized materials: Items not conducive to classroom learning or environment are not permitted. (Matches, lighters, pocket knives, water guns, fireworks, or inappropriate reading material)
14. Failure to cooperate: Refusal to cooperate with a request made by a person of authority.
15. Leaving campus without permission.
16. Failure to complete a disciplinary assignment: Failure to fulfill any assignment or agreement that has been made because of misbehavior.
17. Threats: Any indication on the part of a student to do harm to any other person on the campus.

LEVEL THREE:

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

DAMAGE TO SCHOOL PROPERTY

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

INSURANCE REGULATIONS

SKATEBOARDS/SKATES

Due to insurance regulations, students are not permitted to bring skateboards or skates to school nor ride them on or near school ground, unless for a notified organized activity.

RIDING WITH MINORS

Due to insurance regulations, students are not permitted to ride with minors or non-school personnel during school hours without authorization. This includes from the Elementary to the Church or to the Academy.

HEALTH AND NUTRITION

PHYSICAL EXAMINATIONS

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

IMMUNIZATION

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

INSURANCE

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

PHYSICAL EDUCATION

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

FIRST AID

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

LICE

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

EMERGENCY TREATMENT AND MEDICATION CONSENT

The school will maintain a database with authorization for treatment by a physician in the event of an emergency. A form is available in the office for those students who must take prescription medication during the school day.

REGULATIONS

1. When a student becomes ill at school, the parent will be requested to come and pick up the child. Until that child has been picked up, the school will provide a place for the child to rest. A child who is ill should remain at home for the good of the child and the good of his/her classmates. Any child running a fever must remain home until fever free for 24 hours. Students with a fever higher than 100.0 orally should remain home from school or school sponsored events. Students must be fever free without the aid of medication (i.e. Tylenol, Advil) for 24 hours before returning to school.
2. Students who choose to bring their own lunches are requested to write their names on all lunch sacks and label all lunch boxes. All lunches are to be kept in the classrooms until the class dismisses for lunch. No food is to be eaten in any other part of the school outside the multi-purpose room unless authorized by the school office.
3. All students are to avoid all forms of tobacco, alcoholic beverages, and illegal drugs. Any student taking a prescription drug must notify his/her teacher.
4. All lunches served by the school will be vegetarian. For reasons of sanitation, we ask that students use those microwaves that have been designated for meat.
5. Students are **not** to bring any drinks containing caffeine, such as coffee, tea, cola beverages and any drink that lists caffeine as an ingredient.
6. **No carbonated beverages** (soda) **are permitted** in school unless a special occasion has been pre-approved by the homeroom teacher or the school office.
7. Parents are expected to disclose any food or other allergies to the school upon enrollment of their children.
8. Prior to bringing any food into the school (e.g., food for class parties, fund raisers, etc.), all must consult with and bring to the office a detailed ingredient list of all food to be served.

SERVICES AND PROGRAMS

SCHOOL BOARD MEETINGS

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

SPIRITUAL GUIDANCE

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

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

FIELD TRIPS

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

LEGO ROBOTICS

Robotics is offered to students in grades 5 through 8. There is a non-refundable fee of \$25.00 to join this program.

LUNCH PROGRAM

We provide a lunch menu on a daily basis. Milk, orange juice, and bottled water are also available. Hot lunch orders need to be placed on-line using ParentsWeb. All lunch orders should be submitted by Sunday evening.

Due to the limited amount of time in the lunch room and the number of microwaves, we ask that students not bring any meals that need to be microwaved for more than 2 minutes.

When students forget to order hot lunch or forget to bring a sack lunch they will be provided with a peanut butter and jelly sandwich, provided they do not have a nut allergy. Families will be charged for the food items.

Due to some students with food allergies, students must not share their food at any point during the day.

BIRTHDAY CELEBRATION POLICY

We are requesting that families do not bring items, including food items, to pass out for student birthdays. Parents are welcome to come and have lunch with their child on their birthday.

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

THE LIBRARY

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

LOCKERS

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

“Highland Elementary maintains the right to inspect a student’s locker, desk, purse, backpack, or other personal items brought to school at any time without prior notice.”

THE HOME AND SCHOOL

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

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

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

PARENT-TEACHER RELATIONSHIPS

VISITATION

Parents are always welcome at their school and are encouraged to visit the classroom often. It is requested that all visitors receive prior authorization from administration before proceeding to a classroom. For the security of the students, all visitors to the school are required to sign in at the school office.

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

PARENT-TEACHER CONFERENCES

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

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

SUGGESTIONS TO HELP YOUR CHILD SUCCEED IN SCHOOL

The success of our school depends in a large measure upon the fullest cooperation between parents and teacher. This cooperation ranges from supporting the school's rules and policies to withholding judgment of a teacher's reported actions until the facts can be determined. Misunderstandings can easily arise if parents and teachers do not communicate well. If a situation arises which you do not understand, or you feel is unfair, please talk to the appropriate person and determine the facts. By doing this perhaps we can avoid the unhappy consequences which misunderstandings seem to bring.

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

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

1. Encourage your child to be enthusiastic about his/her school work.
2. Be sure your child schedules sufficient time for home study.
3. Provide your child with a suitable quiet place to study and help him/her to establish a regular study pattern or schedule. Pencils, pen, paper, books, dictionary, ruler, etc. should be at hand
4. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
5. Work with the school in carrying out recommendations made in the best interest of the child, including discipline.
6. Talk with your child about school activities: Show an active interest in his/her report card and progress.
7. Have family agreements that are enforced regarding the use of the telephone, television, and electronic games.
8. Be sure your child is in bed each night at a proper hour to ensure proper rest.
9. Be sure your child has a nutritious breakfast before coming to school

SUGGESTIONS

With sincere interest for your child's health and hygiene as they relate to his/her overall growth and development, we offer the following suggestions:

1. Please see that your child eats a wholesome, well-balanced breakfast. The morning activities require more energy than any other period of the day.
2. We encourage parents to minimize television viewing during after school hours and to occupy this time with a balanced program of wholesome reading, recreation, diligent study, and family worship with sharing time.
3. We encourage our students to take a daily bath or shower.
4. We encourage parents to provide dental care for each child and to promote oral hygiene at home.
5. We encourage students to develop habits of personal cleanliness and neatness.
6. We encourage all students to get eight to ten hours of sleep each night.
7. If your child brings his/her own lunch to school, we encourage parents to provide him/her with nutritious lunches, especially minimizing products that contain large amounts of sugar or fat.

PROBLEM SOLVING PROCEDURES

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

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

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

Step Three: If either party believes that the problem has not been resolved, a meeting will be called and led by the school board chairman. All parties involved will be given a chance to voice their concerns. The school board chair will determine the action

to be taken unless it has to do with teacher job performance, at which time the conference would be asked to enter the discussion. We request that parents follow this outlined policy to avoid making issues greater than needed.

ELECTRONICS

PERSONAL SOCIAL NETWORKING

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

COMPUTER NETWORK POLICY

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

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

CELL PHONE POLICY

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

LAPTOP/ELECTRONIC DEVICES POLICY

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

SMART WATCHES

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

YEARLY SURVEY

Highland Elementary School values your input. Each school year we will send out a survey. We encourage you to complete the survey so that we will have your feedback to make Highland Elementary School a better place.

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