

# HIGHLAND SCHOOL



## PK – GRADE 8 HANDBOOK 2008 – 2009

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## The Mission of Highland School is to provide a demanding academic program to develop the skills and character essential for students to meet the challenges of college and leadership in the twenty-first century.

To carry out this mission, Highland School has assembled thoroughly modern facilities, a large, diverse, and highly qualified staff, a student body ready to meet the challenges, and an academic philosophy and strategy that makes maximum use of these resources.

Although non-denominational, Highland School exemplifies a philosophy rooted in the Judeo-Christian tradition. Highland promotes ethnic, cultural and racial diversity throughout the school community and embraces high ethical principles, strong academic standards and the idea of personal responsibility.

The School seeks students of average to superior ability who are intellectually curious. Students are selected on the basis of academic potential, without regard to race, color or creed. Entrance to the school is based on the candidate's academic level and aptitude and on his or her ability to work as an individual as well as cooperatively in group settings.

Highland provides an environment that fosters both academic and personal growth. Students at all grade levels are offered a rigorous and varied academic program, exposure to the fine and performing arts, and the opportunity to participate in a wide variety of athletic endeavors. Highland's curriculum includes English, mathematics, all of the social sciences, all of the physical sciences, romance and classical languages, and computer science. A diverse range of electives is available in the Middle and Upper Schools, and include music, studio art, drama, journalism, and photography. Team and individual sports are viewed as integral to each student's development.

Highland School provides a nurturing environment that encourages each student to grow in self-esteem. The faculty encourages students to express themselves confidently, clearly, and concisely in all subject areas. The School has an ideal student/faculty ratio and employs a variety of proven materials and teaching styles. Learning experiences at Highland emphasize both cooperation and competition while enhancing the essential skills of literacy, numeracy, and critical thinking. The School strives for a familial atmosphere that emphasizes friendliness, cooperation, and social responsibility. Highland also emphasizes those responsibilities in the community. Parent involvement with the programs of the School is encouraged.

An important aspect of a Highland education is instilling in its young people a sense of responsibility not only to themselves as individuals, but also to those around them. Each student is recognized as having unique qualities that make him or her special, and each student is prized as a valued member of the School community. By providing leadership and character-building activities and modeling, Highland ensures that each student receives the instruction and experience necessary to become a responsible citizen.

The School's modern facilities, its expert and caring faculty, its supportive and involved parents, and its aggressive and balanced academic programs stimulate the minds of Highland students and instill a love of learning in all. The school's benefits persist through the school years and beyond, serving graduates well in their adult lives.

### ADMISSION AND EMPLOYMENT POLICY

Highland School does not discriminate on the basis of race, color, gender, sexual orientation, religion, nationality, or ethnic origin in the administration of its educational, employment, or admission policies, and its scholarship, athletic, and other school-administered programs.

*The information presented in this Handbook is intended for the sole use and benefit of the Highland School faculty, staff, students, and parents. Any other use is strictly prohibited.*

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**Advisory Program for Middle School (Grades 7 – 8)**

The Middle School Advisory Program helps to ensure that overall student development is first and foremost in our approach to education. In an effective program, positive feelings develop between the advisor and a group of students in the advisory. The advisor is responsible for overseeing the overall development of each of his/her advisees. The advisor should be the main link in communication between home and school. Students are encouraged to seek their advisor when having difficulties in any area of school life, and parents are encouraged to turn to the advisor when concerns about their child arise. There are nine - twelve students in each of the advisories. Advisories meet each morning before classes begin and once each week during a class period.

**Athletics and Physical Education**

Highland School considers the development of physical and athletic skills to be an integral part of a student's education. Sportsmanship, participation, and learning the basic skills of various sports are points of emphasis. Both team and individual sports make up the school's athletic program.

**Pre-Kindergarten**

Classes meet two times per week for 30 minutes per class. The focus is on developing skills in movement and coordination. Students also learn the elementary skills of individual and team sports.

**Kindergarten – Grade 2**

Classes meet three times per week for 45 minutes per class. The focus is on developing skills in movement and coordination. Students also learn the elementary skills of individual and team sports.

**Grades 3 – 4**

Grades 3 – 4 meet four times per week for 45 minutes per class. The focus is on developing skills in movement and coordination. Students also learn the elementary skills of individual and team sports.

**Grade 5**

Grade 5 meets five times each week for 40 minutes. The focus is on expanding and refining skills in movement and coordination. Students also learn more complex skills for individual and team sports. Students have the opportunity to participate in some in house competitive sports.

**Grade 6**

Grade 6 meets five times each week for 50 minutes. Students may participate in “B” teams along with some 7th and 8<sup>th</sup> graders. If there is no “B” team they may play on the “A” team. Every student must have an athletic physical on file for the current school year before being allowed to play.

## Grades 7 – 8

Grades 7 – 8 meet every day for 50 minutes. Team sports practices occur during this time period. The “A” teams will be comprised of the strongest athletes chosen by the coaches. Every student must have an athletic physical on file for the current school year before being allowed to play. All students participate in one of the following sports for each season:

### Fall

Soccer (boys)  
Tennis/Conditioning (coed)  
Volleyball (girls)  
Field Hockey (girls)

### Winter

Basketball (boys and girls)  
Swimming/Conditioning (coed)  
Dance (girls)

### Spring

Lacrosse (boys and girls)  
Golf (coed)  
Soccer (girls)  
Tennis/conditioning (coed)

All Grade 7 – 8 students must belong to a Highland Sports team unless:

1. They are currently enrolled in a competitive program and are taking weekly lessons (with a letter from the coach or trainer, on letterhead, outlining frequency of lessons and/ or competition schedule) or competing in a sport not offered by Highland (with a letter on letterhead from the trainer or coach).
2. Any 8<sup>th</sup> grader interested in trying out as a floater for an Upper School Sport team, must see the MS Athletic Director at least 3 weeks prior to the US try-outs. Middle School sports take priority over US jayvee teams.
3. They are injured or have a medical excuse. Injured students or those with a medical excuse will have a study hall in the library during Sports class. Medical releases must be updated and a doctor’s note is required for extensive injuries.

Parents who wish to have their child excluded from Middle School sports should send a letter to the Middle School Director outlining the details of the request.

## **Athletic Clothing**

### Pre-Kindergarten - Grade 2

There are no athletic clothing requirements. Students wear their school clothes and must wear sneakers.

### Grades 3 - 8

Students must wear standard Highland shorts and shirts issued by the athletic department. They should be clearly labeled with the student's name. The first set will be distributed in Physical Education class and will be billed to the parent/guardian by the Business Office. Additional clothing may be purchased from the School store, "The Hawk's Nest." The school sports uniform must be in good shape without rips or excessive staining. Students also must wear suitable sports gear (e.g., shin guards, mouth guards and cleats) as appropriate. Sports gear must be purchased off campus. **Students in grades 3 – 6 must use the Highland Sports Bag issued by the athletic department.**

## **Blue-Gold Competition**

All Highland students in Grades 3 - 8 are divided into two teams, which participate in the traditional Blue-Gold competition. Blue and Gold captains are Grade 8 students who exhibit team spirit, are academically sound, and demonstrate good sportsmanship. The captains lead their teams in intramural competition in soccer, field hockey, basketball, lacrosse, and field day throughout the school year. The winning team wins a trophy at the end of the school year.

## **Attendance Lower School**

Students in Kindergarten – Grade 4 must be in their homerooms by 8 a.m. Students in PK must be in class by 9 a.m. Students will be marked Tardy if they arrive at class after the designated start time. In case of an absence, please note the following:

1. Send a note with your child at least one week in advance if you know ahead of time that he/she will be absent. Makeup work can be planned accordingly.
2. For absences due to illness, call the school by 9 a.m. and report the absence.
3. Parents of students in Grades 1 – 4 may pick up homework assignments for an absent student between 3:30 and 4:30 p.m. at the Administration office, or request that it be sent home with another student. Parents should call the school or

email the teacher by 9 a.m. to arrange for homework assignments.

Medical appointments for students should be made after school hours. When it is necessary to schedule an appointment during school hours, send a note to the homeroom teacher one day in advance of the scheduled absence from class.

## **Middle School**

Regular attendance is a basic requirement for academic success and the development of a sense of responsibility for school obligations. Absences due to illness are unpredictable and the faculty will do everything within reason to help students who have been ill. Similarly, it is recognized that keeping a sick child at home may be an inconvenience to some families; however it is essential for the overall well-being of the school community. If your child is absent, please contact the school by 9 a.m. with the reason for the absence.

Middle School starts at 8 a.m. Students may go to their lockers at 7:45 a.m., allowing students to prepare for class from 7:45 – 7:59 a.m. Students must be in their advisory at 8 a.m. Repeated tardiness causes the student and his/her teachers problems and is to be avoided. Students who arrive after 8 a.m. must sign in at the office to avoid being marked absent for the day. Parents will be contacted after a student has been tardy three times. After the fifth tardy, the student will have to serve a detention during sports. After the 8<sup>th</sup> tardy, the student will have to serve an after-school detention from 3:30 - 4:30 pm. A total of ten tardies will result in a morning detention (7:00 - 7:45 am) and a parent meeting with the Middle School Director. Tardies will be counted by semester.

Students are not permitted to miss any or part of the school day on a consistent basis to attend special lessons, practices, or tutoring. Only the Middle School Director can grant exceptions.

The school relies on its parents to ensure that unnecessary absences are avoided and that requests for excused leave for significant family events or educational opportunities are kept to a minimum. All planned absences must be discussed with the Middle School Director. It is important to avoid any unnecessary absences since individual and class progress can be impaired by such parent decisions. Expanding school vacations or planning extended vacations at times other than

school vacations also puts undue pressure on a student and his/her teachers.

Students who arrive at school after 10:25 a.m. (morning recess) will not be allowed to participate in after school activities unless approved by the Middle School Director. This does not apply to doctor's appointments, but it is hoped that parents will schedule these appointments after school.

### **Awards Ceremony**

The Middle School (Grades 5 - 8) Awards Ceremony is held during the last week of school. Awards are presented to Middle School students who have demonstrated notable excellence and outstanding academic performance during the past school year.

### **Business Office**

The Business Office maintains all student accounts. Questions, concerns or suggestions should be conveyed directly to the Director of the Business Office.

Highland School invoices for tuition payments. Due dates for tuition payments are clearly stated in the enrollment contract. Finance charges (1.5% monthly, 18% APR) will accrue on all outstanding balances, with a minimum finance charge of \$50 per occurrence, per the enrollment contract. All bills must be paid before final report cards and/or transcripts are issued.

Library books and textbooks are important resources to be shared by all students of the school. If books are lost or damaged, parents will be billed for the books. This bill must be paid before final report cards are issued.

### **Bus Transportation**

1. The School cannot assume responsibility for students before they board the bus in the morning or after the students depart the bus in the afternoon. The School or the driver must be informed in advance if a student is to be picked up at a stop by someone unknown to the driver.
2. The bus driver should be informed in advance if a student rides the bus in the morning but has alternate transportation plans in the afternoon.
3. The driver is obligated to operate on a designated schedule. He/she cannot wait for a student who is late arriving at a stop. The driver will not wait more than 5 minutes in the afternoon if someone is not at the designated location to meet a child. The child will be returned to school on the bus and the parent must pick up the child there. Parents who wish to have their child dropped off without having someone to meet him/her must indicate this on the Bus Transportation Request Form.

4. Once a student is on the bus, safety becomes the utmost concern. Students must stay in their seats and not move around when the bus is in motion. Conduct that is discourteous to the driver or other students, endangers the safety of other passengers, or is unbecoming to Highland School is not allowed. Students may be suspended from bus transportation if they behave inappropriately. The driver has the responsibility and the authority to maintain order on the vehicle.
5. If a driver or student reports an incident that occurs on the bus, the student must speak with the appropriate Division Director. Some actions may result in the suspension of the student from riding the bus with no refund of the bus fee.
6. PK children will not be allowed to ride the bus unless an older sibling is riding the same bus. Parents must obtain permission from the Director of Support Services for their Pre-Kindergarten children to ride the bus.
7. Kindergarten through Grade 2 students must sit in the front seats of the bus. The School expects older students to be thoughtful and helpful with the younger students.
8. Highland School requires that children under the age of 6 years of age be restrained in a child restraint device while riding the bus. Parents must supply the school with a car seat for each of their children under the age of 6 and for each bus that the student rides on. The school buses are exempt from the new law requiring that all children under the age of 8 years of age be restrained in a child restraint device.
9. When there is a change in transportation plans (e.g., a bus is disabled, a driver is sick, the roads are icy, etc.) the School will notify parents as expeditiously as possible by telephone. If the bus cannot operate on its route, parents must find alternate means of transportation to transport their children.

### **Communicable Diseases**

The School will comply with federal, state and local laws and regulations regarding serious contagious diseases. It is the responsibility of any person in the school community (including faculty, staff, students, and parents) to report immediately to the Head of School or the School Nurse the occurrence of all serious diseases or contagious diseases or conditions, including childhood diseases or conditions that are contagious. The School follows the Virginia School Health Guidelines from the Virginia Department of Health. A copy is available in the School Nurse's office.

### **Communication HIGHNOTES**

HIGHNOTES is Highland's weekly publication that is emailed every Thursday to each family. HIGHNOTES is also available

in both school offices. This communication provides short-term information that keeps parents abreast of the following week's activities. HIGHNOTES is placed on the Highland web site on Thursday afternoon. All Highland sports information is available on [www.highlandsports.org](http://www.highlandsports.org).

**Lower School**

A weekly update from Homeroom teachers will be sent electronically on Thursdays. These updates will give parents insight about daily/weekly academics and upcoming events. Notes that cannot be sent electronically will be sent home in the student's home folder. The Division Director emails a monthly newsletter to parents.

**Middle School**

A newsletter from the Middle School Director will be sent electronically on every other Thursday. It is important that parents read this letter so they can learn of school activities, educational topics, changes in athletic or school hours, field studies, special dismissal times, and other important notices. In addition, fifth and sixth grade homeroom teachers will send a weekly update to all parents on Thursdays. These updates give parents information about daily/weekly academics and upcoming events. Notes that cannot be sent electronically will be sent home in the student's home folder.

**Web Site**

The Highland School web site gives the history, philosophy and the mission of the School. In addition, it provides information about the curriculum, the faculty, the application process, and other pertinent information about daily life at Highland. HIGHNOTES, sports schedules and Summer Camp information are displayed on the web site.

The web site address is: [www.highlandschool.org](http://www.highlandschool.org)

**E-mail**

All staff and faculty members have their own e-mail address, listed at the beginning of the directory and on the web site. The general school e-mail address is: [admin@highlandschool.org](mailto:admin@highlandschool.org).

**Voice Mail**

All faculty/staff members have a personal voice mail box, listed in the beginning of the directory. Faculty members may not be able to listen to their messages during the school day due to time constraints. Therefore, all messages that concern a change of plans for a student should be left at the office voice mail box (PK – 8 ext.2710) or sent via e-mail.

**Computer Use**

Highland School has a "Technology Use Policy." To gain access to Highland's Internet and computer resources, Grade 3

– 12 student users and their parents must sign the policy to indicate that the student agrees to abide by the rules of the aforementioned policy. The parent's signature grants permission for the student to access and use networked computer services such as the Internet with limited faculty supervision. The "Technology Use Policy" is posted on the web site and is available in both school offices.

### **Daily School Schedule**

Students in Grades K – 8 must be in their homerooms/advisories by 8 a.m. PK students must be in their classrooms by 9 a.m. Students should arrive at school 15 minutes early to allow for an orderly start of the school day. Students must not arrive at school earlier than 7:30 a.m.

Dismissal times are as follows:

PK 3/4	12 noon
PK 4/5	1 p.m.
Kindergarten - Grade 2	2:30 p.m.
Grades 3-8	3:30 p.m.

### **Discipline Policy**

A discipline procedure has been established at Highland School to oversee discipline throughout the school. Lack of homework, tardiness, inadequate athletic dress, and inappropriate conduct, among other things, are subject to the discipline policy.

The Head of School has the prerogative to suspend or dismiss a student whose conduct is unacceptable to Highland School.

#### **PK – 4**

##### Grades PK – 4:

Classroom teachers will handle initial discipline issues. Students whose behavior requires continued correction will meet with his/her parents and the Division Director.

#### **5 – 8**

##### Grades 5 – 8:

Examples of one point infractions are:

- Late to class
- Messy cubby
- Disruptive or dangerous hallway behavior
- Chewing gum
- Incorrect dress code (students who are not in dress code will meet with the Middle School Director before First period)
- Cutting through the library

Examples of three point infractions are:

- Cell phone/ipod use during school hours
- Profanity
- Disrespect to teacher
- Bullying
- Skipping a required activity

Discipline for infractions for the calendar month:

5 points - 2:20 - 3:20 pm detention and parents notified

8 points - After-school (3:30 - 4:30 pm) detention and parent meeting with Middle School Director.

12 points - A morning detention (7:00 - 7:45 am)

15 points - A Saturday detention (8:30 – 10:00 am)

At the end of each calendar month, the student starts with a fresh slate.

Major misbehavior:

(Automatic meeting with Division Director and Advisor)

- Vandalism
- Fighting
- Flagrant disregard for school rules or policies
- Possession of dangerous or harmful items
- Honor Code violations
- Mean or hurtful behavior
- Leaving school grounds without permission
- Harassment (verbal or physical)
- Jeopardizing the health, safety or welfare of the school community

### Positive Reinforcement

All students who go one (calendar) month without any disciplinary occurrences will earn a Highland Reward Day on the last Friday of the month. Students will be allowed to wear any Highland shirt or sweatshirt, jeans or (non-athletic) shorts, and sneakers. Student of the Month and Most Improved Student of the Month awards will be presented in each grade level.

**Dogs and Other Pets**

Dogs and other pets are not allowed anywhere on campus or at school functions either on or off campus at any time. Animals present a health and safety threat to our students.

**Dress Codes**

It is important for students to be neat and well groomed. All items of clothing should be clean, in good repair, and clearly marked with the student's name.

Dress Codes for Lower and Middle Schools are included herein.

## **Lower School Dress Code Grades PK – 4**

### **Dress Code**

It is important for students to be neat and well groomed. All items of clothing should be clean, in good repair, and clearly marked with the student's name.

Hair for both boys and girls must be maintained in a conservative style, length and color. Hair for boys must be worn above the collar and above the eyebrows. Hats, caps and scarves are not permitted.

Jewelry for boys and girls must be conservative and appropriate for the school setting. Earrings, nose rings, eyebrow rings or any other facial rings are not permitted for boys. Earrings are permitted for girls. Nose rings, eyebrow rings or any other facial rings are not permitted for girls.

**Tails on shirts/blouses/turtlenecks must be long enough to be tucked in at all times.**

Items from with the School logo, purchased at the Hawk's Nest or from the Highland online store, are considered dress code. These navy blue items include: long-sleeved polo shirts, fleece jackets and vests, ¼ zip fleece pullovers, ¼ zip sweatshirts and crew sweatshirts.

**The Lower School Director is the final authority on all matters of “appropriateness” as it pertains to the dress code for the division.**

### **PK – Kindergarten**

1. Shoes: Shoes must be appropriate for active play. Sneakers are permitted. Heelys, clogs, platform shoes, boots, flip flops or heels higher than ½ inch are not permitted.
2. Shirts: Mock turtlenecks and turtlenecks are permitted. Shirts/blouses must be tucked in at all times. No T-shirts, tank tops, sweatshirts, or athletic shirts.
3. Pants: Blue Jeans, athletic, bike shorts, track shorts, or pajama pants may not be worn. Leggings and bike shorts may be worn under a skirt or dress.
4. Dresses (no spaghetti straps) and skirts/skorts/shorts may be worn at any time.
5. Clothing made of camouflage material may not be worn.

## Girls ( Grades 1 – 4)

Skirts without slits, skorts, jumpers, or slacks, **without oversized cargo-type outside pockets**, in navy or khaki are permitted. Slacks with belt loops must be worn with a belt. Length of skirts, jumpers, and skorts must be no higher than 3 inches above the top of the knee and no longer than mid-calf. These may be made of cotton, cotton blend fabrics or corduroy. Denim, stretch knit, velour, velour-like fabric, satin or other shiny fabrics are not permitted.

Button-down shirts, tailored and collared blouses, turtlenecks and mock turtlenecks in light blue, white, yellow or navy are permitted. Shirts and blouses must be made of cotton or cotton blend fabrics. Satin or other shiny fabrics are not permitted. Denim, T-shirts, and sleeveless shirts and blouses are not permitted.

Solid colored sweaters in navy, white or yellow or Highland School sweatshirts (no Hoodies) are permitted.

Solid colored white, black, navy, or tan socks or tights or flesh tone hose must be worn at all times.

Shoes such as flats, loafers, or oxfords in brown, black or navy are permitted. Heels may not be higher than one (1) inch. Sneakers are permitted for students in Grade 1. Heelys, boots, sandals and clogs are not permitted for students in Grades 1 – 4.

## Boys (Grades 1 – 4)

Dress-type pants in cotton, cotton blend, and corduroy fabrics in navy or khaki are permitted. **Pants with oversized cargo-type outside pockets are not permitted.** Pants with belt loops must be worn with a belt and pants must be sized to fit. Denim fabric is not permitted.

Oxford dress shirts and turtlenecks/mock turtlenecks in light blue, white, yellow or navy are permitted. Shirts must be made of cotton or cotton blend fabrics. Satin or other shiny fabrics and denim are not permitted.

Solid colored sweaters in navy, white or yellow or Highland School sweatshirts (no Hoodies) are permitted.

Neckties are optional.

Solid colored white, black, navy or tan socks must be worn.

Shoes such as loafers or oxfords in brown, black or navy are permitted. Sneakers are permitted for students in Grade 1. Heelys, boots, sandals and clogs are not permitted for students in Grades 1 – 4.

### **Summer Dress Code**

During the months of September, October, April, May and June, Bermuda-length shorts in dress-code colors may be substituted for slacks, pants and skirts/skorts. Highland School polo shirts or a two or three-button polo shirt in dress code colors may be substituted for button-down shirts. **All shirts must be tucked in at all times.** Denim, stretch knit, velour, velour-like fabric, satin or other shiny fabrics are not permitted.

### **Infractions of Dress Code**

The first infraction of the dress code will result in a letter sent home with the student as a reminder as to the proper way to dress. The second infraction will result in reviewing the dress code with the student and calling the parents to review the issue. The third infraction will result in the calling of the parents to bring the correct dress code clothes to school. Repeated infractions will result in a conference involving parents, student, homeroom teacher and the Lower School Director.

## **Middle School Dress Code Grades 5 – 8**

### **Dress Code**

Students are expected to look neat and well groomed at all times. All items of clothing should be clean and in good repair without tears or holes. The dress code is in effect throughout the day and when students are representing the school. Parents are expected to take an active role in helping their children conform to the dress code. In addition to local stores, Land's End has appropriate dress code clothes for boys and girls.

Sports jackets/warm ups (no Hoodies) may be worn **over** dress code clothes. Winter jackets may not be worn indoors.

Hair for both boys and girls must be maintained in a **conservative** style, length and color. Hair for boys must be worn above the collar and above the eyebrows. Boys may not wear beads in their hair.

Jewelry for boys and girls must be conservative and appropriate for the school setting. Earrings, nose rings, eyebrow rings or any other facial rings are not permitted for boys. Earrings are permitted for girls. Nose rings, eyebrow rings or any other facial rings are not permitted for girls.

**Tails on shirts/blouses and turtlenecks/mock turtlenecks must be long enough to be tucked in at all times.**

Items from with the School logo, purchased at the Hawk's Nest or from the Highland online store, are considered dress code. These navy blue items include: long-sleeved polo shirts, fleece jackets and vests, ¼ zip fleece pullovers, ¼ zip sweatshirts and crew sweatshirts.

**The Middle School Director is the final authority on all matters of “appropriateness” as it pertains to the dress code.**

### **Girls**

Skirts without slits, skorts, jumpers, or slacks, without oversized outside pockets, in navy or khaki are permitted. Slacks with belt loops must be worn with a belt. Belts must be canvas or leather. Skin tight pants and pants that ride on the hips (low riders) may not be worn. Length of skirts, jumpers, and skorts must be no higher than 3 inches above the top of the knee and no longer than mid-calf. These may be made of cotton, cotton blend fabrics or corduroy. Denim fabric, any

stretch fabric, satin or other shiny fabrics are not permitted.

Button-down shirts, tailored and collared blouses, turtlenecks and mock turtlenecks in light blue, white, yellow or navy are permitted. If a turtleneck/mock turtleneck is worn, a dress code sweater or Highland sweatshirt must also be worn. Shirts and blouses must be made of cotton or cotton blend fabrics. Satin or other shiny fabrics, denim, T-shirts, and sleeveless shirts and blouses are not permitted. Shirts/blouses may not be skin tight.

Solid colored sweaters in white, navy or yellow are permitted. Highland School sweatshirts (no Hoodies) are also permitted. Sweaters/sweatshirts must cover the belt.

Socks or tights or flesh tone hose must be worn at all times.

Black, brown or navy blue leather shoes such as flats, loafers, or oxfords are permitted. Heels may not be higher than two (2) inches. Heelys, sneakers, boots, sandals and clogs are not permitted.

## **Boys**

Dress-type pants in cotton, cotton blend, and corduroy fabrics in navy or khaki are permitted. Pants with belt loops must be worn with a belt. Belts must be canvas or leather. Pants must be sized to fit. Pants that ride on the hips (low riders) may not be worn. Pants with oversized outside pockets and denim fabric are not permitted.

Oxford dress shirts and turtlenecks/mock turtlenecks in light blue, white, yellow or navy are permitted. If a turtleneck/mock turtleneck is worn, a dress code sweater or Highland sweatshirt must also be worn. Shirts must be made of cotton or cotton blend fabrics. Satin or other shiny fabrics and denim are not permitted.

Solid colored sweaters in white, navy or yellow are permitted. Highland School sweatshirts (no Hoodies) are also permitted. Sweaters/sweatshirts must cover the belt.

Neckties are required from November 1 through April 1. Neckties are not required when turtlenecks/mock turtlenecks are worn. Boys must wear a sweatshirt or sweater over a turtleneck/mock turtleneck.

Socks must be worn.

Black or brown leather shoes such as loafers or oxfords are

permitted. Heelys, sneakers, boots, clogs and sandals are not permitted.

**Dress Down Days**

Students may wear clothing of their choice on dress down days. However, they may not wear sweatpants, PJ bottoms, tank tops, overly revealing attire, or shirts with inappropriate language, advertising for alcohol, or tobacco products. Length of shorts must meet dress code requirements and caps/hats may not be worn in the building.

**Athletic Team Wear**

On home game days, members of a Highland School athletic team may wear their jerseys over a plain white or blue t-shirt. Students must wear dress code pants/shorts or skirts and shoes.

**Summer Dress Code**

During the months of September, October, April, May and June, Bermuda-length shorts in dress-code colors may be substituted for slacks, pants and skirts/skorts. Highland School polo shirts or a two or three-button polo shirt in dress code colors may be substituted for button-down shirts. **All shirts must be tucked in at all times.** Denim, stretch knit, satin or other shiny fabrics are not permitted.

## **Drug and Alcohol Policy**

Decisions about the use of drugs and alcohol are a reality for our students. The School endeavors to accomplish two objectives in this area. First is to keep the School environment free from the dangers and distractions of drug and alcohol use. Violations of the policies intended to ensure the objective are treated as disciplinary offences of the most serious kind. The second objective is to be able to support students and families when these issues develop. These instances are treated as health related issues.

It is against the policy and guidelines of Highland School for students to use, consume, deliver, sell, have in their possession, or be under the influence of illegal drugs or alcohol while on the School property or while participating in any School-sponsored activity whether on or off campus at any time. **A student in violation will be expelled from Highland School.** Any student choosing to remain in the company of another person who is in violation of this policy may also be considered in violation of the policy, unless he/she clearly is intervening to prevent a problem, is assisting a person in difficulty, or is seeking adult assistance.

## **Health Track of the Drug and Alcohol Policy**

If a student asks for help to deal with a substance abuse issue and is not in violation of the policy regarding the School environment, the School will provide assistance without any sanction or penalty. A friend or family member may also ask for assistance on behalf of a student. The initial step will be to secure professional assessment in order to establish a baseline for other decisions.

## **Experiential Education Program Philosophy**

Highland School embraces the fundamental belief that traditional classroom learning must function in partnership with innovative methodologies designed to nurture the entire student. Through experiential education programs, including field studies, service learning, hands-on projects, field trips and activity days, Highland strives to enhance learning, promote character and leadership development, and build connections within and beyond the school community.

### **Objectives**

Provide opportunities for students to:

1. Develop self-awareness and personal growth.
2. Create healthy, productive relationships with peers and adults in and outside of Highland.
3. Participate in meaningful experiences outside of the classroom that challenge and broaden their

perspectives of their school, local, national and global communities.

4. Study curricular lessons in non-traditional learning environments.
5. Apply classroom learning to life beyond Highland.

### **Field Studies**

One of the most unique opportunities at Highland School is the Field Studies program. Field Studies are experientially based programs that take advantage of the enormous resources of our region, while stressing teamwork, service, challenge and leadership. Field Studies combine traditional academic elements with experiential activity. Programs have been developed around curricular and developmental objectives. Each grade level has its own Field Studies program and faculty members are active participants. Students are expected to participate and costs are included in tuition.

### **Character and Leadership**

The School mission statement is the mandate for us to find ways to develop elements of character and leadership qualities and skills. The program includes School-wide character themes (this year's theme is **respect**) as well as specific curriculum in Wellness, Advisory and elective courses. Every senior is paired with a kindergarten buddy at the beginning of the year and ongoing activities and lunches keep them connected. It is a new tradition that the seniors receive a letter during commencement week from their friend in kindergarten.

All divisions have looked for ways to expand daily leadership opportunities for students and to include leadership development activities in Field Studies. This year Varsity Team **Captains** will receive training prior to assuming their roles as leaders of our athletic teams. The **Prefect Board** holds an annual retreat, and this year it will include the **Student Government** officers. The **Leadership Lecture Series** brings leaders from a variety of settings to speak with students about things that shaped their lives.

### **Winter Activities**

All students in Grades PK – 8 participate in the Winter Experiential Education Program which includes the option of the Ski Program. Programs are full day activities for three Fridays (January 30, February 6 and 13, 2009, with a make-up date of February 27). Students choose from a variety of options offered by the faculty and staff. Additional charges may apply to some programs.

The Ski Program consists of three sessions at Whitetail Ski Resort in Mercersburg, PA. Middle School students may take the Highland bus that leaves school at 8:05 a.m. for Whitetail and returns at 6:30 p.m. Parents are encouraged to join their children and participate in the Ski Program. There is a charge for participating in this program.

### **Extended Day Program**

Highland's Extended Day Program provides an environment that fosters academic and personal growth. "The Extended Day Care Handbook" is included in the Directory. The extended day program for students in PK 3/4 operates from 7:45 – 9:00 a.m. and 12 noon to 5:45 pm daily. The program for PK 4/5 operates from 7:45 – 9:00 am and from 1:00 to 5:45 p.m. daily. There are three grade-specific after-school programs held from 2:30 – 3:30 p.m. daily for students in Kindergarten – Grade 2. These programs offer a range of activities such as art, crafts, and outside playtime. Students must bring their own snacks. Drop-ins are allowed.

Students in PK – Grade 8 may attend the 3:30 to 5:45 p.m. program. Students are separated into groups by grade level. The emphasis for students in Pre-Kindergarten – Grade 2 is to provide organized indoor and outside playtime. The emphasis for students in Grades 3 – 8 is to provide a quiet environment for study in addition to free time outside.

**Any student who is not picked up within 15 minutes of the normal dismissal time, and is not participating in an organized Highland School activity, must go to the Extended Day Program.** Unsupervised students will not be allowed anywhere on campus at any time. Do not instruct your children to go to the Administration Office, the Upper School, Loeb Library or to wait outside if you are late. The School requires that they go to the Extended Day Program.

### **Fundraising**

Highland maintains ongoing fundraising programs to provide the very best educational programs and facilities for students. In an effort to coordinate the various fundraising activities conducted by Highland organizations, and to ensure that our constituencies are not overburdened at any time during the year with requests for support for fundraisers, a Fundraiser Request Form must be completed and then approved by the Development Office. All gifts to Highland are tax deductible in accordance with Internal Revenue Service 501©(3) rulings.

**Annual Fund**

During the School year, parents, grandparents, alumni, friends, faculty, trustees and other members of our community are asked to please support the Annual Fund. As the cost of tuition does not cover the expenses for each student, Highland depends on the Annual Fund for meeting our annual operating budget. Our goal is for each family to support the Annual Fund. The percentage of our parents supporting the Annual Fund is an important figure when Highland applies for grant funding from foundations. All parents are strongly encouraged to support the Annual Fund with a gift or pledge each year.

**Highland Auction**

The Auction is a favorite tradition among our families. This year, the Auction will be held on April 18, to serve a more practical purpose in that it will not be competing with the Annual Fund and the Launch for the Campaign for Highland. The Auction is an important social event that raises funds to support Highland programs. We invite all Highland parents to become involved in the Auction through the contribution of auction items, volunteer time, and through attendance and bidding on Auction night.

**Endowment Fund**

Highland's Endowment is a "savings account" in which the principle grows from contributions and sound investments. The interest income from the Endowment provides a stable, long-term source of income to support faculty salaries, our physical plant, financial aid, and special advancement programs such as those outlined in our Strategic Plan.

**Golf Tournament**

Come tee off at Highland's Annual Golf Tournament each May! Proceeds from our second largest fundraising event help to sustain Highland's academic and co-curricular programs through support of the annual budget. Parents, alumni and friends of Highland are encouraged to participate in this event through team and advertising sponsorships, or by volunteering for the Golf Committee or to staff the event. This is an important and fun social event for the School. Sign up early – the Golf Tournament is often a sold-out event.

**Capital Campaigns**

From time to time, capital funds are needed to construct new buildings, repair existing buildings, and improve the School grounds to ensure that Highland students have the best available facilities. Special campaigns are organized when the Board of Trustees believes that new capital projects are in the best interest of the School. Our most recent campaign is the Campaign for Highland which seeks to address those needs

identified in the school's Master Plan.

### **Planned Giving**

Join Highland's Legacy Society with a planned gift. There are many ways to make a planned gift to Highland that will benefit both the donor and the School. If you wish to reduce your income taxes, avoid or defer capital gains taxes, or create a life-income gift, please contact the Development Office. Or, simply leave a bequest of cash, property, life insurance, IRA or securities to Highland in your will, and notify the Development Office of your intentions to be included in the Legacy Society. A planned gift to Highland is a wonderful opportunity to honor a special family member or friend.

### **General Information Form**

The General Information and Permission to Transport form must be completed for each student and returned to the School before the school year begins. The information provided on this form is essential to school and emergency personnel when an emergency occurs. It is important that all information be legible and complete. It is the parent's responsibility to update the information by calling the Lower/Middle School Administration Office when there is a change in the information. Students will not be permitted to attend school or to participate in summer sports practices unless the General Information Form is on file.

### **Grades and Reports**

Students in PK - Grade 3 are issued a narrative report at mid-semester and at the end of each semester. These written materials indicate specific skills mastered and specific improvements needed for each student.

Students in Grade 3 receive the following indicators for all academic and special area classes:

- ✓+ = Exceeds Expectations
- ✓ = Meets Expectations
- ✓- = Is Below Expectations

Students in Grade 4 receive a narrative report and letter grades for academic subjects at the mid-semester point and at the end of each semester. The above check system is used for special area classes.

A parent-teacher conference for students in Grades PK – 4 will be held at mid-semester in the fall and spring.

Students in Grades 5 – 8 will receive letter grades in their core

classes (Math, Science, Language Arts, Social Studies, French, Spanish, and/or Latin). Students will receive Outstanding (O), Good (G), Satisfactory (S), or Unsatisfactory (U) grades for electives, sports and computer classes. Students receive a Pass (P) or Fail (F) grade in library (grades 5-6) and wellness (grades 5-8)

At the end of the mid-semester reporting periods in the fall and spring, parent/advisor/student conferences are held. A report card and teacher comments for each subject are sent to parents at the end of each semester.

For students in Grade 4 - 8, the grading system is as follows:

- A - Outstanding
- B - Above Average
- C - Average
- D - Below Average
- F – Failing

Numerical equivalents are as follows:

A+	97-100	C+	77-79
A	94-96	C	74-76
A-	90-93	C-	70-73
B+	87-89	D+	67-69
B	84-86	D	65-66
B-	80-83	F	0-64

### **Academic Probation**

A student will be placed on academic probation when he/she earns a 69% or lower average in a core academic class anytime during the semester. The student's advisor or homeroom teacher will schedule a conference with the child, his or her parents, and the academic teacher to discuss solutions for raising the child's grade in that class. Options available may include meeting with the teacher after school, during recess and in grades 7 & 8, not participating in school-sponsored after school activities or athletics until the student's average improves. An eighth grade student playing on an U.S. sport will follow middle school policies in regards to participation.

### **Honor Roll**

An Honor Roll for students in Grades 5 - 8 is compiled at the end of each semester. Honor Roll distinctions are based on achieving the following criteria:

High Honors      A- or higher in each core subject,

O's and G's in Computer, Sports and Electives, and P's in Library and Wellness

Honors

B or higher in each core subject, O's and G's in Computer, Sports and Electives, and P's in Library and Wellness

## **Guidance Counselor**

Highland's Guidance Counselor is a full-time faculty member. The counselor's job is to help students in Grades PK - 8 have as successful a school year as possible. This support is offered in a variety of ways, including individual student counseling, classroom activities, parent conferences and teacher consultations.

The role of the Guidance Counselor is critical to Highland's mission of supporting the growth of the whole child. Often, situations arise where it is prudent for the Counselor to visit with a student to ascertain the relevant facts and/or issues in question. It is the policy of the School to allow the Guidance Counselor to meet once individually with any child in the Lower or Middle School without parent notification. Should the Counselor believe that further meetings would be helpful to the student, she will contact the parent for permission to continue. Small group meetings with the Counselor often occur to sort out social issues, and it is the policy of the School to allow the Counselor to use her discretion in scheduling those meetings. Because this activity is considered to be an integral part of the School's program, parental permission is implied through the enrollment contract.

The counselor is available by telephone, e-mail or in person to all members of the Highland community.

The Guidance Counselor also teaches the Wellness program to all students in grades PK-8.

## **Harassment Policy General**

Sexual harassment is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Sexual harassment is any unwanted attention of a sexual nature. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

Highland School is committed to maintaining a learning environment that is free from sexual harassment and sexual violence, where all employees and students can work and study

together comfortably and productively. Highland School prohibits any form of sexual harassment or sexual violence.

It shall be a violation of this policy for any student or employee of Highland School to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. It shall be a violation of this policy for any student or employee of Highland School to be sexually violent to a student or employee.

The School will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual violence and will discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the School.

### **Definition of Sexual Harassment**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually-motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or of obtaining an education; or
- B. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- C. The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's work employment or education, or creating an intimidating, hostile, or offensive employment or education environment.

Examples of prohibited behavior that is sexual in nature and is unsolicited and unwelcome include:

\* **Written Contact** -- sexually suggestive or obscene letters, notes, invitations, drawings. This also includes computer terminal messages of a sexual nature.

\* **Verbal Contact** -- sexually suggestive or obscene comments, threats, jokes (including jokes about racial and gender-specific traits), any sexual propositions, comments about an employee's or student's body or sexual characteristics that are used in a negative or embarrassing way.

\* **Physical Contact** -- any intentional pats, squeezes, touching, pinching, repeatedly brushing up against another's body, assault, blocking movement, or coercing sexual intercourse.

\* **Visual Contact** -- suggestive looks, leering, or staring at another's body, gesturing, displaying sexually suggestive objects, pictures, cartoons, posters, or magazines.

\* **Sexual Blackmail** -- sexual behavior to control another individual's work environment is prohibited. This includes salary, promotions, evaluations, and/or better job assignments or grades.

Every effort will be made to eliminate sexual harassment by non-employees, including parents, vendors, and all visitors to the School.

## **Reporting Procedures**

Any person who believes he or she has been the victim of sexual harassment by a student or an employee of Highland School, or any person with knowledge or belief of conduct that may constitute sexual harassment or sexual violence, should report the alleged acts immediately to an appropriate School official as designated by this policy. The School encourages the reporting party or complainant to make his or her report in writing; however written complaints are not mandatory. Anyone wishing to make a report may make the initial report to any employee of Highland School with whom he or she feels comfortable. The following guidelines will then be implemented:

- A. The School hereby designates the appropriate Division Director to receive reports or complaints of sexual harassment and sexual violence from any individual, employee, or victim of sexual harassment or sexual violence. If the complaint involves the Division Director, the complaint shall be filed directly with the Head of School. If the complaint involves the Head, the complaint shall be filed with the Director of Guidance, who shall report the complaint to the Chairman of the Board of Trustees.
- B. Submission of a complaint or report of sexual harassment or sexual violence will not affect the individual's future employment, grades, or work assignments.
- C. As much as possible, the School will respect the

confidentiality of the complainant and the individual(s) against whom the complaint is filed, consistent with the School's legal obligations and the necessity to investigate allegations of sexual harassment and sexual violence and take disciplinary action when the conduct has occurred.

**School Action**

The School will initiate an investigation of each complaint of sexual harassment. Upon receipt of a recommendation that the complaint is valid, the School will take such action as is deemed appropriate, based on the results of the investigation.

**Reprisal**

The School will discipline any individual who retaliates against any person who reports alleged sexual harassment or sexual violence or retaliates against any person who testifies, assists, or participates in an investigation proceeding or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

**Right to Alternative Complaint Procedures**

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with Virginia's Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

**Sexual Harassment or Sexual Violence as Sexual Abuse**

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under state statutes. In such situations, the School will comply with its state reporting procedures.

Nothing in this policy will prohibit the School from taking immediate action to protect victims of alleged sexual abuse.

**Homeroom Teachers**

Students in PK – 6 have Homeroom teachers. The homeroom teacher is the parents' first point of contact for all issues involving their child.

**Homework  
Lower School**

Homework is an integral part of each student's work at Highland. Students in Grades 1 - 4 are assigned homework on Monday – Thursday. The purpose of homework is to reinforce skills learned in the classroom and to establish independent work habits. Homework requires a consistent home-study schedule with a regular time and place to satisfactorily complete the work.

While it is difficult to determine how long each student will spend on homework, the following guidelines are recommended:

Grade 1	10 - 15 minutes/day
Grade 2	15 - 20 minutes/day
Grade 3	25 - 30 minutes/day
Grade 4	45 - 60 minutes/day

If your child is spending significantly more or less time on homework than these guidelines suggest, the homeroom teacher/advisor should be informed.

## **Middle School**

Homework is an integral part of every student's work at Highland. The purpose of homework is to reinforce skills learned in the classroom, to develop individual assignments, and to establish independent work habits. Homework is assigned for the purpose of study, practice, drill, and reinforcement of material covered in class. Homework assignments will be structured so that students develop independence and responsibility while allowing for the appropriate level of parent involvement. Teachers will give clear instructions about the homework's requirements regarding length, amount of time to be spent, and teacher's expectations. Teachers will explain to students not only how to study but how to complete their homework assignments. The daily guideline for the amount of time spent on homework is as follows:

Fifth Grade	1-1 ½ hours (no weekend homework)
Sixth Grade	1 ½ hours
Seventh Grade	1 ½- 2 hours
Eighth Grade	2- 2 ½ hours

Teachers will check frequently with their students to gauge the amount of time assignments take, especially at the beginning of the year.

Homework in each class will be written on the classroom whiteboard and copied by the students into their agendas. All tests and major projects must be listed on the grade level calendar several days in advance (6<sup>th</sup> near Room 5, 7<sup>th</sup> near Room 8 and 8<sup>th</sup> near Room 11). Students should not have more than 2 assignments due on the same day (projects, big quizzes, tests, etc). In addition, homework and tests will be posted on the

Highland website ([www.edline.net](http://www.edline.net)) by Monday afternoon each week. Projects will not be assigned over long weekends or vacations. Assigning a test on the first day back from a holiday break, long weekend, or field study will be avoided.

The Homework Policy for Grades 5 -6 and Grades 7 – 8 are attached herein.

## Homework Policy for Fifth/ Sixth Grades

Homework is an integral part of every student's work at Highland. The purpose of homework is to reinforce skills learned in the classroom, to develop individual assignments, and to establish independent work habits. Homework is assigned for the purpose of study, practice, drill, and reinforcement of material covered in class. Homework assignments should be structured so that students develop independence and responsibility while allowing for the appropriate level of parent involvement. Teachers will give clear instructions about the homework's requirements regarding length, amount of time to be spent, and teacher's expectations. Teachers will explain to students not only how to study but how to complete their homework assignments. The daily guideline for the amount of time spent on homework is as follows:

Fifth Grade	1 - 1 ½ hours (no weekend homework)
Sixth Grade	1 - 1 ½ hours

Teachers will check frequently with their students to gauge the amount of time assignments take, especially at the beginning of the year. Homework in each class will be written on the classroom whiteboard and copied by the students into their agendas. Students should not have more than 2 assignments due on the same day (projects, big quizzes, tests, etc). In addition, homework and tests should be posted on the Highland Edline website ([www.edline.net](http://www.edline.net)) by Monday afternoon each week. It is very important that homework assignments are current. Projects will not be assigned over long weekends or vacations. Assigning a test on the first day back from a holiday break, long weekend, or field study will be avoided.

### Why we assign homework

Homework is assigned to reinforce what we learned in class. It prepares students for the next lesson and/or concept that will be taught. It teaches the students responsibility, self-discipline, and organizational skills. It helps them develop good study habits.

### When homework will be assigned

In Fifth grade only, homework is assigned Monday through Thursday night, with the exception of projects. Highland School policy states that fifth and sixth graders should have between one and 1-1 ½ hours (total of all subjects) each night not including studying for tests and projects.

### Student's homework responsibilities

- We expect students to do their best job on their homework.
- We expect homework to be neat and turned in on uncrumpled paper.
- We expect students to complete the work on their own. (They may ask for help if they have given the work their best efforts.).
- We expect homework to be turned in complete and on time.

### Teacher's homework responsibilities

All homework will be checked. Because we believe in the value that supportive and positive feedback plays in motivating students to develop good study habits, we will recognize students when they do their homework and turn it in on time.

### Parent's homework responsibilities

Parents are the key to making homework a positive experience. We ask that parents make homework a priority. Please provide necessary supplies and a quiet homework environment for your child. Set a daily homework time, provide praise and support, and do not let your child avoid doing homework. Please contact your child's homeroom teacher if you notice a problem.

### If students do not complete homework:

If students choose not to do their homework, they will need to have their parents check and initial their homework diary. We would also like the parents to check and sign the completed homework. If a student does not hand in his/her work, he/she will miss the second recess and/or Sports class to make it up. Late homework will be accepted, but students will receive a **ten point deduction each day** on that assignment. If a student chooses not to make up missed assignments, the student will receive a grade of "0" on the assignment missed.

If there is a legitimate reason why a student is not able to finish homework, please send a note to the teacher on the day the homework was due, stating the reason it was not completed. The note must be signed by the parent.

## **Homework Policy for Seventh/Eighth Grades**

### Why we assign homework

Homework is assigned to reinforce what students learned in class. It prepares students for the next lesson and/or concept that will be taught. It teaches the students responsibility, self-discipline, and organizational skills. It helps them develop good study habits.

### Student's homework responsibilities

- We expect students to do their best job on their homework.
- We expect homework to be neat and turned in on uncrumpled paper.
- We expect students to complete the work on their own. (They may ask for help if they have given the work their best efforts.).
- We expect homework to be turned in complete and on time.

### Teacher's homework responsibilities

All homework will be checked. Because we believe in the value that supportive and positive feedback plays in motivating students to develop good study habits, we will recognize students when they do their homework and turn it in on time.

### Parent's homework responsibilities

Parents are the key to making homework a positive experience. We ask that parents make homework a priority. Please provide necessary supplies and a quiet homework environment for your child. Set a daily homework time, provide praise and support, and do not let your child avoid doing homework. Please encourage your child to seek help from their teacher or advisor when they are struggling with homework and avoid the temptation to complete the homework with/for them. Please contact your child's homeroom teacher if you notice a problem.

### **If students do not complete homework:**

**If students choose not to do their homework they will lose 20% of the grade today and an additional 20% for each following day the homework is late. A missed homework note will be given to the student to take home and get signed by their parents (see next document).**

If a child has accumulated 3 missing or late homework assignments within a two week period, the classroom teacher needs to speak with the student's parents and the child will miss sports to attend the afternoon study hall. If a child accumulates 6 missing or late homework assignments within a two week period **the child will serve an after-school detention with the Middle School Director.**

It is essential that the student's advisor (and coach if the child will be missing practice or games), be kept involved in this new process.

Missing Homework Note  
Highland School  
Grades 7 - 8

\_\_\_\_\_  
(Date)

Dear Parent,

In an effort to encourage timely submission of homework assignments, we have created the Missing Homework Note. Our goal is to ensure that \_\_\_\_\_ (child's name) is completing and submitting quality homework assignments on time. Your child has lost 20 points (or 20% of the grade) today and will **lose an additional 20% for each day the assignment is not turned in.**

Please sign this note and initial the homework assignment.

The homework assignment for \_\_\_\_\_ (class) was to \_\_\_\_\_.

Thank you.

Seventh and Eighth Grade Faculty

\_\_\_\_\_  
Parent's signature

The classroom teacher will notify the student's advisor and the athletic director.

## Honor Code - Middle School

Strength of character results from one's personal integrity and sense of responsibility for upholding the ideals of the School. An Honor Code offers the opportunity for students to develop respect for themselves and for the Highland community. In addition, through support of the Honor Code each student develops his/her character to the fullest potential and helps to establish a tone of integrity at Highland in which the entire school community can take pride. All Middle School students and their parents are asked to sign the Honor Code at the beginning of each year. The Honor Code was updated by students and faculty in Fall, 2004. The Honor Code is as follows:

- A. *All members of the Highland School community are assumed to be honorable. The Honor Code exists to give each student the opportunity to develop and demonstrate his/her own trustworthiness and to maintain a concept of honor at Highland. Personal responsibility is a central theme for middle school students.*
- B. *Each student pledges not to disrupt the atmosphere of trust at Highland or engage in any form of dishonesty. This includes lying, cheating, stealing, using the property of others without their permission and includes plagiarism, or showing disrespect for himself/herself, peers, faculty or school.*
- C. *It shall be the responsibility of each student, upon committing an act of dishonesty, to turn himself/herself in to Director of the Middle School.*
- D. *All Middle School students will be asked to sign the Honor Code at the beginning of each year as a personal pledge to uphold the ideals of honor.*
- E. *All Middle School students will be required to write the words "I pledge" on all major academic work including quizzes and tests. The words "I pledge" stand for "I pledge that I have neither given nor received unauthorized assistance on this work."*
- F. *If a student is found to have violated the Honor Code, he/she will receive a zero for the assignment, be required to apologize to the teacher, notify his/her parents, and receive additional consequences from the Director of the Middle School.*

Allowing a violation of the Honor Code to go unchallenged weakens the effectiveness of the Code. Students have four

options when observing this type of behavior:

- a) The student can go to the offender and acknowledge what he/she has observed, allow the student to give an explanation, and suggest to the student that he/she talk to the teacher (where the offense occurred).
- b) The student can tell the classroom teacher in private what he or she observed in the class. The teacher will then follow up with the student in question, the (offending) student's advisor, and the Middle School Director.
- c) The student can speak with his/her advisor about what he/she observed. The advisor will speak with the classroom teacher, the student's advisor (who will speak with the child in question) and the Middle School Director
- d) The student can speak with the guidance counselor about what he/she observed. The guidance counselor will then follow up with student in question, the student's (offending) advisor, and the Middle School Director.

All conversations will remain confidential. The parents of the child in question will be notified by the child's advisor or the Middle School Director. The Director will seek recommendations from the faculty involved prior to determining consequences. In the case of an academic violation, no credit will be given for the work involved.

## **Learning Differences**

Highland School is committed to providing an environment that fosters academic and personal growth for all of its students. To that end, Highland adheres to the following guidelines for accepting and granting accommodations for students with learning differences and Attention-Deficit/Hyperactivity Disorder (ADD or ADHD).

We strongly advise parents with students who are currently receiving accommodations or who are investigating the possibility of accommodations for learning differences or ADD/ADHD to pursue documentation that complies with the stated guidelines. While a student may have received accommodations at a previous institution, this alone does not guarantee continuation of those accommodations without current and adequate documentation following the guidelines.

The requirements for documentation are adapted from policies used by the Educational Testing Service (ETS).

When granting accommodations on standardized tests, ETS asks that testing comply with their standards. ETS also seeks to establish, when granting accommodations, that Highland has granted similar accommodations for academic work, and that the student takes advantage routinely of the accommodations for academic work.

The guidelines are for the purpose of verifying eligibility for accommodations in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Individuals with disabilities have certain protections and the right to reasonable accommodations and equal access to programs and services. To access these rights, an individual is required to furnish documentation that the disability substantially limits a major life activity, which in this instance would be learning.

### **Learning Resource Testing Policy**

During the course of the year, a student may exhibit a need for individual resource attention. The classroom teacher will submit the name of the child(ren) to the Division Director. The Division Director, classroom teacher and the Learning Resource teacher will review all information on a student and decide on a course of action. In the event that further testing is required, a conference with the parents and learning resource personnel will be scheduled to discuss the child's needs. Upon completion of outside testing, another conference will be scheduled with the parents and the information from the testing psychologist. At this meeting, test results will be discussed, recommendations will be made, and an Individualized Accommodation Plan (I.A.P.) will be created. In order for a sound I.A.P. to be implemented, the school must be given a copy of the outside test results. Highland asks for parent support in this area. In order for students to be exempt from Latin or Foreign Language, current testing (within three years) must be on file in the office and the Division Director must give his/her approval.

### **Lunch**

Students may bring their lunches to school or they may purchase lunch. The Parents Association offers Domino's pizza and Chic-Fil-A lunches on alternating Mondays and lunch from Five Guys and Tropical Smoothie on alternating Fridays.. A catered lunch is contracted with Fauquier Hospital Tuesday - Thursday. All meals provided by the hospital must be ordered on line through FreedomPay. Information on the Highland School web site ([www.highlandschool.org](http://www.highlandschool.org)) guides users through the set up and ordering process. Two cartons of milk are provided daily at no cost to the students. Students who wish

to have more than two cartons of milk must bring their own. Lunch boxes, thermos jugs, etc. must be marked with the student's name.

If the office is informed of a forgotten lunch prior to 11 a.m. the parent will be contacted to bring lunch. If a child forgets their lunch, and we are not informed until lunch time or the parent cannot provide a lunch, the child will be offered a catered lunch from the hospital. The parent will be charged \$5.00 for that lunch for the first lunch. The parent will be required to set up a FreedomPay account after the first lunch is provided.

Middle School students may use the microwaves in the kitchen during lunch. They should only be used for food items requiring 2 minutes of heating or less. They are not to be used for cooking frozen foods. Many students would like to use the microwave during the lunch period and there is not enough time to allow for the cooking of foods for more than two minutes.

Students may bring a snack and a drink for morning recess. Parents are urged to send healthy food with a minimum amount of refined sugar. Sodas and candy are not permitted. Parents may not bring fast food (McDonalds, Pizza Hut, etc.) to school for their children to eat.

## **Medication**

Parents of students who require scheduled medication during the school day must take the medication to the Administration Office. Medication cannot be in the possession of the student during the school day. The medication provided to the School must be in its original container and clearly marked with the student's name, the name of the medication, and when the medication is to be administered. Only the School Nurse can dispense medication to a student.

A signed doctor's order is required for the administration of any prescription drug (insulin, Ritalin, etc.). Parents must complete a form giving the School Nurse permission to administer over the counter medication. Forms are available in the Administration Office.

Teachers will be trained annually in Epi-pen use. Epi-pens for students in PK – 4 will be kept with the homeroom teacher and given to the Physical Education teacher who accompanies the child outside. Epi-pens for students in grades 5-8 will be kept

by the School Nurse in the office. The coaches will pick up the epi-pens when the children go out for sports.

Inhalers will be kept in the School Nurse's office. In order for a student to be able to keep an inhaler on his person, the school must have a letter from the child's physician stating that the child has been taught the correct method of using the inhaler.

A complete copy of the School's "Medication Administration Policy" is available on the web site. It is also in the Directory under the "Medical Information" Tab.

### **National Junior Honor Society**

The National Junior Honor Society is comprised of those Middle School students who have qualified for membership by being exemplary students and by actively making positive contributions to their communities. Applications are submitted during the school year and students who meet the criteria for membership are selected by a faculty advisory committee. A student should have a strong academic grades and at least 12 hours of community service hours to be considered for membership.

An induction ceremony is held to honor the new members. Once selected, a student must continue to meet the criteria in order to remain an active participant. The students in NJHS are actively involved with community service activities throughout the school year. A Middle School faculty member oversees the N. J. H. S. as the faculty advisor.

### **Parents Association**

The Parents Association of Highland School was established to build and maintain a partnership between parents and the school by working closely with the administration to positively affect all aspects of the Highland community. The Parents Association actively supports the School's mission and philosophy for the ultimate benefit of all Highland students. The Association encourages and coordinates volunteerism, and fosters a spirit of inclusion, partnership, and cooperation among the entire school community. Thus, a primary focus of the Association is developing a positive and welcoming climate for all parents.

The Volunteer section of the Directory and Handbooks includes the activities of the Parents Association and the names and contact information for the grade representatives.

## Parent-Teacher Conferences

Conferences between parents and teachers are an important part of the communication between home and the School. A Parent-Teacher Conference Day is scheduled on November 14, 2008 and April 13, 2009. There is no school scheduled for these days. All parents are expected to make an appointment with their child's teacher(s) for a conference. Parents are strongly encouraged to meet with their child's teachers/advisor on these days. In Grades 5-6, the student and parent meet with the student's homeroom teacher, while in Grades 7 and 8, they meet with the child's advisor.

## Parking and Pick-Up/Drop-Off

It is important that students be dropped off and picked up at school in a safe and orderly manner. For morning drop-offs and afternoon pick-ups, drivers should form one lane of traffic in the service drive at the drop-off/pick-up area. Vehicles should move forward up to the wide yellow band painted crossways on the pavement to allow the maximum number of vehicles to safely drop-off or pick-up students.

We ask that drivers be considerate of other drivers waiting patiently in the service lanes and try to keep the lanes moving forward. Please be aware that students are crossing the service drive between vehicles.

During the morning drop-off, "greeters" will help keep traffic moving at the drop-off area. Once your child/children are safely on the sidewalk, please depart so that the lanes continue to move. If you need extra time to drop off your child, please park your vehicle in the parking lot. **Do not park in the semi-circle service drive or on any other service drive.** For the afternoon pick-up, drivers should stay in their vehicles and follow instructions from the teachers who will escort and supervise students getting into vehicles.

Safety rules to observe when driving on School property:

1. Obey posted speed limit of 10 mph.
2. Drive slowly and defensively. Be aware of children.
3. Do not change lanes while you are dropping off and picking up students.
4. Do not leave your vehicle unattended in any of the service drives or in the pick-up/drop-off area.
5. **Do not use your cell phone while dropping off or picking up children.** You should be fully attentive to the students and faculty.

The drop-off/pick-up service drive is one-way only.

**Parking is not allowed along yellow curbs, along any service drive, or at areas signed “No Parking.”** Handicapped parking spaces are available only for vehicles displaying appropriately identified license plates or a rear view mirror tag. The parking space signed as “Reserved – Auction Parking Space Only” is reserved only for the successful bidder for the space. Overnight parking is not permitted without the School’s written approval.

**Parking violators are subject to towing at the owner’s expense.**

### **Police and Press/Student Conferences**

If and when representatives of the law enforcement establishment or the press arrive on campus to interview students, no such interview may take place until the Head of School or his designee has met with the representative.

In the absence of a warrant or a court order, no interview will take place until the parent/guardian of the student has been informed and has given permission for the interview. Parents may ask for a School employee to be present, have the interview delayed until they arrive, or simply decline permission.

### **Records**

As Per Virginia State Code, 20-124.6, “Notwithstanding any other provision of law, neither parent, regardless of whether such parent has custody, shall be denied access to the academic, medical, hospital or other records of that parent’s minor child unless otherwise ordered by the court for good cause shown.”

### **School Boundaries**

No student may leave campus during the school day without parental permission and without first signing out in the school office. Students must be supervised by a teacher during the school day or a parent after school at athletic or social events. Students are not allowed to be in classrooms without a teacher. In addition, students should stay in designated recess and athletic areas during the school day. **Students are not allowed to enter the Upper School unless accompanied by a parent or teacher.** Special circumstances can be discussed with the Middle School Director.

The School does not recommend that parents allow their children to walk off campus after school. However, if the parents choose to allow their child to walk off campus, the parents must sign a “Request to Leave School Grounds” form.

School policy states that the child may not independently return to the school grounds once having left, and the school has no responsibility or supervisory capacity for the child once the child leaves campus, or after he/she returns if he/she violates this policy. By signing the Request to Leave School Grounds form, the parents accept any and all risk resulting from the request, both on the parents' behalf and on behalf of the child.

## School Closings

Highland School **does not** operate on the same schedule as Fauquier County Public Schools.

When weather conditions warrant a school closing or a change of time for a school opening or closing, the following local radio and television stations will broadcast the appropriate advisory announcements by 6 a.m.:

WINC 92.5 FM  
WTOP 103.5 FM  
NEWS4 NBC  
Channel 9 Eyewitness News  
ABC News Channel 7

You may also call the School (540-878-2700) after 6 a.m. to listen to a recorded message with appropriate updated information. (option #6), or check the school web site under the emergency announcements section on the left of the home page.

While every effort is made to ensure that travel is safe when there is inclement weather and school is open, **it is the parents' responsibility to determine whether it is safe for their children to come to school, arrive late or leave early.**

## Skateboards, Rollerblades, Bicycles and Scooters

Skateboards, Rollerblades, bicycles and scooters are not allowed in buildings, on campus sidewalks and/or service roads at any time. These items create safety hazards for the students.

## Social Services Visits

Section 63.2 – 1518 (Authority to talk to child or sibling) of the Virginia State Code indicates that a representative from the Virginia Department of Social Services may come to the school to speak to a child. The code reads “Any person required to make a report or conduct an investigation or family assessment, *pursuant to this chapter may talk to any child suspected of being abused or neglected or to any of his siblings without consent of and outside the presence of his parent, guardian, legal custodian, or other person standing in*

loco parentis, or school personnel.” The School’s responsibility is to introduce the child to the Social Service representative and to ensure that they have a comfortable place to talk. No one from the School is allowed to monitor the interaction between the child and Social Services, nor will the School notify the parents/guardians of the visit. Social Services will handle all communication with the parents/guardians of the child.

### **Standardized Testing**

The Educational Records Bureau (ERB) Comprehensive Testing Program is given to students in Grades 3 - 8 in the Spring each year. These tests measure the students’ verbal and quantitative aptitudes and achievement in vocabulary, mechanics of writing, English expression, reading comprehension, and math concepts and computation. The results of the tests are considered in combination with teacher appraisals, portfolios of student writings, artwork and other means or measures of achievement.

### **Student Conduct**

The development of good character is an integral part of a Highland education. It is expected that both the student's family and the Highland faculty will work together to instill traditional values and responsibility toward the school, the community, and beyond.

Students are expected to behave in a responsible manner. Students are reminded that they represent Highland School at all times and will be held responsible for their individual actions. Any misconduct will be handled on an individual basis. Parental support of disciplinary action is expected.

Serious infractions of School rules include dishonesty; profanity; stealing; cheating; physical harm; possession or use of tobacco, alcohol, or drugs; and threatening behavior and speech. While Highland School cannot be responsible for the conduct and behavior of its students outside of the school year or off-campus during the school year, students must realize they represent the School at all times. Any behavior, at any time, that reflects negatively on the School may affect a student's continued enrollment at Highland.

### **Student Conduct Rules**

1. Academic dishonesty or any other dishonesty will not be tolerated.
2. Unkind, disrespectful or threatening/bullying behavior is unacceptable within the School community. Physical harm

- to another person will not be tolerated.
3. No student will abuse or misuse the property of another student, the School or the community.
  4. Disruptive behavior in the classroom will not be tolerated.
  5. Profanity is not allowed anywhere on the school premises, in school vehicles, or at any school-affiliated activities.
  6. In the Lower and Middle School, students are not allowed to bring radios, televisions, computer games, tape recorders, personal CD players or other electronic devices to school. Cell phones are allowed in the Middle School but must be turned off during school hours. Cell phones are not allowed in the Lower School.
  7. Gum chewing is not permitted anywhere on the school premises, in school vehicles or at school activities.
  8. The use of tobacco in any form (e.g., cigarettes, cigars, “dip,” smokeless tobacco, etc.) is prohibited on school grounds, in school vehicles or at school activities.
  9. Students may not use, consume, deliver, sell, have in their possession, or be under the influence of illegal drugs or alcohol while on school grounds, in school vehicles, or at school activities.
  10. No dangerous, unsafe, or poisonous objects shall be brought on the school campus. This includes fireworks, firearms, knives, explosives or combustibles.
  11. Unlawful use of emergency alarm systems may be reason for suspension.

**Student Representatives**  
**Lower School (Grades 3 – 4)**

The purpose of the Lower School Director’s Council is to enhance the enjoyment of school, to address student issues, and to allow students to participate in making decisions that affect school and community life. All students will be asked to serve on the Council for a 9 week period.

**Middle School**

The Middle School Student Council is charged with improving school life for Middle School students. The Student Council sponsors dances and fundraising activities.

Revisions to this program may occur during the school year based on a program review.

**Telephone Use**

There is a school business telephone in the Lower/Middle School Administration Office for students to use for emergencies only. Homework left at home or discussion of social events are not considered emergencies and are not reasons to use the office telephone. It is the sole discretion of

the faculty and/or office administration as to what is considered an emergency. Parents should not expect to have students called to the office telephone during school hours; however, messages will be delivered.

## **Visitors**

All visitors and parents are required to sign in at the Lower/Middle School Administration Office immediately upon arrival and to obtain a visitor's pass. Visitations must not interfere with the academic environment of the school.

