

# HIGHLAND SCHOOL



## UPPER SCHOOL HANDBOOK 2009-2010

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**The mission of Highland School is to provide a demanding academic and co-curricular program that develops the skills and character essential for students to meet the challenges of college and leadership in the twenty-first century.**

### **Philosophy**

The philosophy is informed by the Mission and rooted in four core beliefs.

**1. A WELL-ROUNDED EDUCATION DELIVERED IN A NURTURING ENVIRONMENT IS THE BEST PREPARATION FOR COLLEGE AND LIFE BEYOND.**

A program comprised of challenging academics, exposure to fine and performing arts, and the opportunity to participate in team sports and lifetime fitness activities allows students to develop in a balanced way. Educational experiences emphasize cooperation and problem-solving while developing essential skills of literacy, creative thinking and critical inquiry. A variety of experiences including competitive athletics and non-competitive activities challenges students to extend their physical limits and develops self-discipline. A nurturing learning environment is achieved by measures that provide physical, emotional and intellectual safety. Physical safety is maintained by properly designed facilities, policies and community standards. Time devoted to small and large group assembly and interaction helps build an emotionally safe environment. The encouragement of intellectual risk-taking and differentiated instruction designed to meet the needs of a diverse group of learners, creates a safe intellectual environment.

**2. THE SCHOOL STRIVES TO DISCOVER THE PROMISE AND POTENTIAL IN EACH STUDENT.**

The School enrolls students who demonstrate the potential to benefit from the Highland program and provides an environment that fosters intellectual and personal growth. Each student is recognized as having unique gifts, and is appreciated as a valued member of the School community. A fundamental expectation is that all students have the potential to be successful and will be meaningful contributors to school life. To that end, Highland offers a wide range of opportunities where students may discover and develop their potential.

**3. THE STUDENT-TEACHER RELATIONSHIP AND COMMUNITY RESPONSIBILITY ARE AT THE CENTER OF THE LEARNING EXPERIENCE.**

The Highland experience is based on small class size and a caring community that provides attention to the individual. Faculty value working closely with the individual student and utilize a variety of methods to empower all kinds of learners. The relationship that begins in the classroom is developed into a broader connection to other adults and students across divisions. Students are taught that the quality of school life depends upon the unselfish contributions of every community member. Parents are an important part of our learning community and are expected to work in partnership with the School. Highland believes in the power of community service to remind students they also have a commitment to people outside our immediate community.

**4. CHARACTER DEVELOPMENT IS EQUAL IN IMPORTANCE TO ACADEMIC DEVELOPMENT.**

At the heart of character is self-knowledge. As a community of learners, Highland believes in reflective practice and the importance of knowing oneself, as this becomes the basis for growth. One of the most important ways our students come to know themselves is through the interaction with students of diverse views, abilities, interests, and life stories. A sense of personal responsibility and the appreciation for the dignity of hard work are key tenets of a Highland education. By providing leadership and character-building activities, Highland ensures that each student receives the instruction and experience necessary to become a responsible citizen. We define leadership broadly so all students can see potential in themselves as a leader. The honor code and the school-wide character themes are the covenants necessary for students to participate in the Highland community where trust and integrity are essential.

### **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.*

## Table of Contents

<b>Section I- STUDENT CODE OF CONDUCT</b>	1
Honor Code	2
Honor Council, Prefect Board & Student Council	2
<b>General Policies and Guidelines</b>	3
Conduct	3
Dress Code	3
Dress Down Days	5
Dress Up Days	6
Disciplinary Actions	6
Driving and Parking	6
Drug and Alcohol Policy	7
Health Track of the Drug and Alcohol Policy	7
Electronic Equipment	7
Food and Drink	7
Gambling	8
Limited Access	8
Lockers	8
Lunch	8
Public Displays of Affection	9
Tobacco Policy	9
Vandalism	9
<b>Attendance</b>	9
Academic Guidelines for Absences	11
Tardiness	11
<b>Discipline</b>	12
Disciplinary Action	12
Detentions	12
In-School Suspensions (ISS)	12
Disciplinary Intervention	12
Out-of-School Suspension (OSS)	13
Dismissal	13
College Counseling and Notification of Disciplinary Action	13
<b>Section 2 – ACADEMICS</b>	15
Introduction	16
Advisor Program	16
AP Exams	16
Senior Attendance at AP Classes during the Senior Project	16
AP Exam Attendance	16
Books	17
College Counseling	17
Community Service Program	18
Course Changes	19
Course Load	20
Regular, Honors, or AP: What’s the Difference?	20
Course Placement	20
Course Placement For Transfer Students & New Freshmen	21
Transfer Credits	21

Course Placement and Prerequisites	21
Exams	21
Senior Exams	22
Field Trips	22
Grading	22
Letter Grades	22
Grade Point Average (GPA)	23
Graduation Requirements	23
Academic Requirements	23
Other Requirements	24
Physical Education/Participation	24
Freshman Wellness	24
Community service	24
Junior Internship	24
Senior Project	24
Homework	24
Honor Roll	25
Learning Center	26
Library – Hazel Library General Information	26
Library Resources	27
National Honor Society	27
Parent/Teacher Conferences	27
Study Hall	27
Senior Study Hall Privilege	28
Remediation	28
Standardized Testing	30
ACT	30
PLAN	30
PSAT	30
SAT	30
SAT Subject Tests	30
Summer Reading	30
Students with Academic Concerns	30
Make Academic Progress Successfully (M.A.P.S.)	30
Academic Probation	31
<b>Section 3 – GENERAL POLICIES &amp; GUIDELINES</b>	<b>33</b>
<b>Upper School</b>	<b>35</b>
Athletics and Physical Education	35
Athletic Program	35
Ninth Grade Physical Education	35
Physical Education Clothing	35
Upper School Athletic Boosters	36
Communication	36
Edline	36
HawkSquawk	36
HIGHNOTES	36
Website	36
Email	36
Voice Mail	37

Experiential Education Program	37
Philosophy	37
Objectives	37
Field Studies	37
Character and Leadership	37
Leadership Development Program	38
Guidance Counselor	38
Medication	38
Senior Lounge	39
Technology Acceptable Use Policy	39
Telephone Use	39
Upper School Parents Committees	40
Visitors	40
Wellness	40
<b>All School</b>	41
Access to Child's Records	41
Business Office	41
Bus Transportation	41
Communicable Diseases	42
Computer Use	42
Dangerous Objects and Fire	42
Dogs and Other Pets	43
Fundraising	43
Annual Fund	43
Highland Auction	43
Endowment Fund	43
Golf Tournament	43
Capital Campaigns	44
Planned Giving	44
General Information Forms	44
Harassment Policy	44
General Policy	44
Definition of Sexual Harassment	45
Reporting Procedures	45
School Action	46
Reprisal	46
Right to Alternative Complaint Procedures	46
Sexual Harassment or Sexual Violence as Sexual Abuse	46
Learning Differences	47
Parents Association	47
Police and Press/Student Conferences	48
Respect for Others	48
School Closings	48
Skateboards, Scooters, and Roller Blades	49
Social Services Visits	49



**Section 1**

**STUDENT CODE OF CONDUCT**

**Honor Code**

**Honor Council, Prefect Board and Student Council**

**GENERAL POLICIES AND GUIDELINES**

**Conduct**

**Dress Code**

**Philosophy**

**Guidelines**

**General Prohibitions**

**Dress Down Days**

**Dress Up Days**

**Disciplinary Actions**

**Driving and Parking**

**Drug and Alcohol Policy**

**Health Track of Drug and Alcohol Policy**

**Electronic Equipment**

**Food and Drink**

**Gambling**

**Limited Access**

**Lockers**

**Lunch**

**Public Displays of Affection**

**Tobacco Policy**

**Vandalism**

**ATTENDANCE**

**Academic Guidelines for Absences**

**Tardiness**

**DISCIPLINE**

**Disciplinary Action**

**Detentions**

**In-School Suspension (ISS)**

**Disciplinary Intervention**

**Out-of-School Suspension (OSS)**

**Dismissal**

**College Counseling and Notification of  
Disciplinary Action**

## **Student Code of Conduct**

### **Honor Code**

During the 1998-99 school year, a council of Upper School students was elected by the student body to rewrite the School's Honor Code. The new Code was implemented in the 1999-2000 school year, at which time the Honor Council developed the School's first Handbook regarding Honor Council rules and procedures.

At the beginning of each school year, every student is asked to sign the Honor Code, pledging to uphold its dictates and its spirit. A copy of the Honor Code follows:

*This Honor Code, which entails standards regarding integrity, respect, and decency, is the center of the Highland School community. The Code is implemented not for the sake of a select few, but for the benefit of the entire School community.*

*The foundation of this Honor Code is based on the principles of individual responsibility concerning honesty and respect. As a member of the School community, each individual will recognize the need to respect others and their property. Each individual will be forthright and truthful, and will not encourage or participate in any act of dishonesty.*

*As a member of the Highland community, I understand that if I make a conscious decision to violate School rules or if I encourage others to do so, I will be in violation of the Honor Code and will be subject to appear before the Honor Council. In signing this Honor Code, I take full responsibility for all of my actions.*

On all major academic work, students must write "I pledge" and sign.

### **Honor Council, Prefect Board And Student Council**

The Upper School has an Honor Council, a Prefect Board and Student Council.

The Honor Council, which consists of three members of the Prefect Board and three faculty members, is presided over by the Dean of Students. The Council acts as a fact-finding body that investigates potential Honor Code violations such as lying, cheating and stealing and makes recommendations to the Upper School Director for an appropriate institutional response to the incident.

The primary responsibility of the 10 members of the Prefect Board, elected by the students and teachers and advised by the Dean of Students, is to serve as positive role models in both the academic and social arenas. They are the moral leaders of the school. They lead by example and also through educational programming in forums such as assemblies and advisories.

The primary responsibility of the 20 members of the Student Council,

elected by the students and teachers and advised by the Dean of Students, is to enrich the social life and school spirit of Highland School. They create and host a variety of events for all students and fundraisers to support those events.

## **General Policies And Guidelines**

### **Conduct**

The primary goal of the School is to provide a learning environment where diligent students can focus during class without unnecessary interruptions. For this reason, Highland School takes very seriously the conduct of its students during the academic day. Any inappropriate conduct will result in disciplinary action. Note: The use or possession of alcohol or drugs on campus or at a School sponsored event will result in immediate dismissal from Highland School. This policy applies as well to students who come to School or to a School sponsored event under the influence of alcohol or drugs.

### **School Conduct Rules**

1. Academic dishonesty or any other dishonesty will not be tolerated.
2. Unkind or disrespectful behavior is unacceptable within the School community.
3. Violence of any nature, even threats of violence, and hazing will not be tolerated.
4. No student will abuse or misuse the property of another student, the School or the community.
5. Disruptive behavior in the classroom will not be tolerated.
6. Profanity is not allowed anywhere on the School premises, in School vehicles, or at any School-affiliated activities.
7. Personal CD players and MP3 players are allowed in the Upper School as long as they do not interfere with the academic climate. Cell phone use is permitted before and after school and during break times only.
8. Gum chewing is not permitted anywhere on the School premises, in School vehicles, or at School-sponsored activities.
9. Smoking by students is not allowed on the School premises, in School vehicles, or at School activities. Highland School maintains a smoke-free campus and requests all its visitors to respect this policy.

While Highland School cannot be responsible for the behavior of its students outside of the school year and off School property, students must realize that they represent the School at all times, and any behavior, at any time, which brings the reputation of the School into jeopardy can affect their enrollment at Highland.

### **Dress Code**

#### **Dress Code Philosophy**

Clothing reflects the culture of the school. A dress code reminds students that school is a serious working environment. Students are expected to dress and groom themselves in a way that reflects

traditional standards of **neatness, moderation, modesty, and appropriateness for school.** Clothing may reflect individual taste, but it is inappropriate to wear clothing to school that was designed for either a more casual or a more formal environment. Overly casual or revealing clothing not only distracts from academics, but is inconsiderate of other people's sensibilities and attitudes. The dress code is in effect from the time students walk through the doors of the school in the morning until the end of the academic day, even if students are out-of-doors. We expect your cooperation concerning this important matter. If you are in doubt as to whether a particular garment is acceptable or not, follow the guidelines below and **ask before you wear it.** **Extremes** in fashion, hairstyle or hair color are unacceptable.

Below are guidelines for all Upper School students to observe. The interpretation of these guidelines will at all times remain in the hands of the Dean of Students and the Upper School Director. Our primary goal is that our students dress appropriately for school.

### **Men**

- A collared shirt such as polo/golf shirts and button-down oxfords. Shirts are to be firmly **tucked in** at the waist and buttoned to the second button.
- Trousers, slacks, or shorts of appropriate length (September until Homecoming; April 15- The End of the School Year)
- Slacks with belt loops must be worn with a belt.
- Blazers, sport coats, sweaters and official Highland sweatshirts must be worn with a collared shirt.
- Face must be clean-shaven.

### **Women**

- A collared shirt or blouse such as polo/golf shirts, oxford shirts, or jackets with collars must be worn at all times. Sleeveless shirts and blouses are not allowed. Girls must always wear a collar. The only exception to this rule applies to dresses on dress up day.
- Girls' blouses and shirts, which are not designed to be tucked in, must cover the waistband and must not have the conventional "tails" of boys' shirts. There shall be no bare midriffs.
- Trousers, slacks, or shorts of appropriate length (September until Homecoming; April 15- The End of the School Year).
- Slacks with belt loops must be worn with a belt.
- Dresses with sleeves and collars, skirts, or jumpers of appropriate length

### **Both Men and Women**

- Clothes, which comply with the dress code, may be of any color or fabric except blue denim, mesh, or terry cloth.
- "V"-neck sweaters or sweatshirts may be worn only with a clearly visible collared shirt or blouse underneath.
- **SWEATERS, HIGHLAND WIND JACKETS or SWEATSHIRTS (NO HOODIES)** must be worn over a **collared**

dress code shirt.

- Coats, fleece vests, or jackets may be worn inside the school building but must be worn with a collared shirt.
- All clothes must be neat, clean, and without holes.

### ***Shoes***

- Shoes must be well structured with either full covering in the front or supportive straps in the back.
- Casual shoes in brown or black are appropriate.
- All shoes must be neat and clean and without holes or tears.
- Plastic or rubber-strapped shoes, slippers, or flip flops of **any kind** are not permitted.

### ***Shorts***

(September until Homecoming; April 15- The End of the School Year): Tailored, knee-length, Bermuda-style shorts or capris. Shorts and capris with belt loops must be worn with a belt.

### ***Hair***

Hair should be neatly groomed, and longer hair should be combed away from the face or worn in a ponytail.

### **Here is a Short List of What is NOT PERMITTED**

- Hats, caps or bandannas in the building
- Pajamas, slippers, or clothes resembling underwear
- Visible body piercing other than ears
- Clothing with promotional advertising beyond normal product insignia like “Nike” or “LaCoste.” Only Highland logo sweatshirts (no hood) are permitted
- Any other “over garment” (e.g. flannel shirt) unless it follows the guidelines stated above.
- Midriff tops, bare midriff or midriff visible when arms are lifted above the head
- Cleavage, bare shoulders, or strapless shirts, dresses, or blouses.
- Tank tops or t-shirts
- Sheer fabrics, blue denim, mesh, or terry cloth.
- Cargo or carpenter-style pants
- Pants made to be zipped apart
- Pants with a drawstring or elastic waist: sweat or athletic pants or shorts.
- Plastic or rubber-strapped shoes, slippers, athletic shoes specifically designed for sporting activities, or flip flops of **any kind** are not permitted.

### **Dress Down Days**

**Men and women:** All general prohibitions apply. The following exceptions are allowed:

Denim, Highland-logo athletic apparel, athletic shoes, knee-length shorts, t-shirts, hoodies, flip flops, and casual sandals. **Dress Down Day Dress Code applies to Exam Period Dress.**

### **Dress-Up Days**

**On dress-up days and other special occasions students are asked to dress in more formal attire.**

**Men:** Shirts with a tie and dress pants with a sport jacket or blazer and dress shoes with socks. Jackets must be worn all day.

**Women:** Dresses, dress code shirts with skirts, dress slacks with blazer, or suits in a formal style and dress shoes.

**Disciplinary Action:** Students are subject to disciplinary action for not adhering to the dress code.

- 1. Students who are in egregious violation of the dress code will be given two options: acquire a change of clothes from home or wear appropriate clothing from the Dean's Office.**
- 2. The first time a student is out of dress code, parents will be notified.**
- 3. The second time a student is out of dress code, he/she will lose lunch privileges.**
- 4. The third time a student is out of dress code, he/she will receive a detention.**

**Compliance with the Dress Code will be the final decision of the Dean of Students or her designated representative.**

### **Driving And Parking**

All students who drive to school must first complete the Driver Registration Form and submit it to the Main Office with a \$25 fee to obtain a parking permit. All student vehicles must be parked in the area designated for student vehicles and drivers must display their parking permit by hanging the permit from the vehicle's rear view mirror. Illegal parking or failure to adhere to School driving and parking guidelines will result in a fine, suspension or termination of parking privileges, and/or disciplinary action. All student drivers must use the lower entrance at all times unless they are dropping off younger students at the Lower/Middle School building.

Violations of any of the following rules will result in the loss of privileges or disciplinary action:

1. Parking anywhere other than the designated student parking area of the parking lot.
2. Failure to register a vehicle with the Main Office.
3. Exceeding the campus speed limit of 10 mph.
4. Careless or reckless driving.
5. Taking up more than one parking space or parking in a travel lane.
6. Failure to use the lower service drive entrance.
7. Failure to display permit from rear view mirror.
8. No loitering in the parking lot during school hours.

The Dean of Students will determine the disciplinary action which may include loss of driving and parking privileges in addition to other sanctions.

**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 this 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.

Any student who is charged with a violation of the policy and guidelines will be brought before the Dean of Students, who will investigate and review the charges. The student's parents will be informed of the charge and of the Dean's recommendation.

**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 on behalf of a student. The initial step will be to secure professional assessment in order to establish a baseline for other decisions.

**Electronic Equipment** The use of electronic equipment (e.g., MP3 or personal CD players, cellular phones, etc.) must not interfere with the academic climate of the School. Students may only use cell phones before and after school, during break, and at lunch. Cell phones must be turned off at all other times. Electronic devices that become disruptive in any fashion will be confiscated and brought to the Dean of Students. Cell phones will be confiscated if they are disruptive.

Use of iPods and mp3 players during tests and exams is only permitted if a student has a documented accommodation and is testing in the Learning Center or in a special testing condition. Such personal players are limited to simple, music-only players such as the iPod Shuffle and must be approved by the Dean of Students.

**Food And Drink** Food and drink are not allowed inside The Rice Theater or The Lise Hicklin Black Box Theater unless specifically authorized under special circumstances by a faculty member. Gum is not allowed on campus at

any time. Water in clear bottles is allowed in classrooms; however, no food or other liquid is allowed.

Students are responsible for cleaning up after themselves in both the Senior Lounge and in the lounge in the Humanities Wing.

**Gambling**

Gambling of any nature is prohibited on the School grounds or at any School activity.

**Limited Access**

Students must obtain permission from a faculty/staff member to enter the following areas:

1. Parking lot during school hours, unless the student is leaving School or returning to School with authorization from the Dean of Students or the Upper School Director;
2. The Rice Theater, Theater Shop, Control Room, Green Room, The Lise Hicklin Black Box Theater, and elevator;
3. Any administrative, staff or faculty office that is unattended by a faculty/staff member;
4. Gym without a faculty/staff member;
5. The second floor (i.e., the weight room) of the Upper School building;
6. The Lower/Middle School campus.
7. Students are not allowed in the faculty lounge at any time.

**The building is closed after 6:00 p.m.**

**Lockers**

Hallway and gym lockers are Highland School property. The School or its designated representatives may inspect a locker at any time. Students may only use magnets and/or FunTak to affix things to the inside of their lockers. The outside of the lockers are to remain free of decoration.

**Lunch**

Students are required to remain on campus for lunch. Students may bring their lunches to school or purchase lunch. The Parents Association and various student groups offer lunches on different days during the week. Students may bring a snack and a drink for morning break.

The lobby of the Rice Theater remains our main “cafeteria” where meals are eaten. However, if you are invited to a teacher’s classroom you may eat there. A number of student leaders will be assisting faculty members in monitoring the Lunch Room. Please give the students the same respect that you do the faculty and staff. Please be sure to clean up after yourself by removing all trash from your eating area; this includes the floor. Also please be sure to restack your chairs when you leave the table.

When you have finished eating you may be excused to other areas of the building. There will be faculty supervision in the Library and in the Gym. However you may not eat in these places nor may you eat in the

hallways. Hallways, the Gym, the Library, the Lounges, and the Class of 2008 Patio must be neat and clean by the time classes resume after lunch.

During lunch students are encouraged to take advantage of the great outdoors on the Class of 2008 Patio in the vicinity of the Lunch Room. The upper field closest to the building is a great place to play games and simply hangout. No one is allowed in the parking lots or the on the driveways for any reason. This means that you must bring your lunch into the building with you in the morning. You will not be excused to the parking lot to get your lunch from a car.

The following areas are off limits during lunchtime:

1. The Rice Theater
2. The Green Room
3. The Black Box
4. The Gallery (food is limited to tables)
5. Practice rooms
6. Classrooms without teacher permission and supervision

**Public Displays Of Affection**

Public displays of affection (PDA's) are inappropriate in the school setting. Students are expected to exercise discretion in their personal interactions. Behavior of a romantic nature that causes discomfort to others is a form of sexual harassment and is subject to discipline.

**Tobacco Policy**

The use of tobacco in any form (e.g., cigarettes, cigars, "dip," smokeless tobacco, etc.) is prohibited on the School grounds and at any School function, either on or off campus. Violation of this policy will result in disciplinary action.

**Vandalism**

Willful destruction, abuse, or misuse of School property or the property of others on campus or at School-sponsored events will not be tolerated. Restitution will be expected and disciplinary action will be taken.

**Attendance**

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 being of the school community. If your child is absent, please contact the Reginald Ryder, the Director of Guidance, by 8 a.m. with the reason for the absence.

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 Upper 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. It is important to avoid any unnecessary absences since individual and class progress can be impaired by such parental 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 must be in their advisory by 8:00 a.m. Repeated tardiness causes the students and his/her teachers problems and is to be avoided. **Students who arrive late must check in with the Upper School Office to avoid being marked absent for the day.**

### **Notification of Absences**

When a student is absent from school due to illness or unforeseen circumstances, a parent **MUST NOTIFY** the **Director of Guidance** before 8:00 a.m. on the day of the absence.

### **Unexcused Absences**

An absence will be considered unexcused unless the Upper School Office receives a phone call or note from the parent no later than the end of the academic day.

Sleeping in or skipping a class, assembly, or any other School function is unacceptable and will result in disciplinary action.

### **Anticipated Absences/Early Dismissals**

In order for anticipated absences (i.e., doctor's appointments) or early dismissals to be approved by the Dean of Students, an **Anticipated Absence Prior Approval Form** must be completed by the student and turned in to the Upper School Office at least 24 hours in advance of the absence. The form must be 1) signed by the student and parent, 2) approved by the Dean, and 3) signed by all appropriate teachers.

### **Emergency Situation**

In an emergency situation, only the Upper School Director, or another member of the Administration, may grant permission to leave school early. Students must always sign out in the Upper School Office before leaving school early.

### **College Visits**

The College Counseling Office must approve any college visits during regular school time. **College Visit Absence Approval Forms** are available in the College Counseling Office. Forms must be completed and turned into the Upper School Office at least 24 hours before the absence. Students must be in good academic standing.

### **Extracurricular Activities**

Daily attendance at school must be fulfilled in order to participate in extracurricular activities (i.e., prom, homecoming, games, practices,

concerts and plays). To participate in these activities, students must arrive at school no later than 10:40 a.m. on the day of the activity with an acceptable written excuse for the tardiness. Those who arrive after 10:40 a.m. may not participate in the activity on the day of the absence unless otherwise approved by the Dean of Students.

Students who leave school early or miss class due to illness may not participate in extracurricular activities on the day of the absence.

## **Academic Guidelines For Absences**

### **Student Responsibility**

If a student knows in advance he/she is missing a class, it is the student's job to get the work before the missed absence. **It is also a student's responsibility to notify teachers, in advance, of any classes that will be missed due to athletics.** If a student misses a day, he/she can find assignments on the web and can talk directly to teachers. If a student is absent, it is his/her responsibility to make up missed work. The student should obtain homework assignments from a fellow student or from [www.Edline.com](http://www.Edline.com). Parents should not phone the Upper School office for assignments. The only time an advisor gets involved is when a student is missing for an extended time.

In the event of an extended absence (three or more days), the student must meet with all appropriate teachers and his/her advisor to establish a timetable for all missed work to be completed. If a student fails to complete the make-up work as scheduled, the teacher, advisor, and Director of Studies will determine the appropriate action.

### **Consequences for Unexcused Absences**

Work missed due to unexcused absences will be graded at 50-80 percent value.

### **Chronic Absences**

**Chronic absences may result in loss of credit. A student who is absent from any class more than 18 times in a school year (10 classes for a semester course) may not receive credit. NC (no-credit) will appear on the transcript. For extenuating circumstances summer work may be assigned.**

### **Senior Exams**

Any Senior who misses six (6) or more class periods during the second semester (not including school-sponsored trips or pre-approved college visits) must take that course's final exam regardless of the grade in the course.

## **Tardiness**

### **Definition of Tardiness**

Students arriving after the beginning of the 8:00 am Advisory Period will be marked tardy. **Students arriving after 8:07 a.m. must sign in with the Upper School Office before reporting to class.** Students who arrive late to class without a note are marked tardy; however, any

students who arrive more than halfway through the class without a note are marked absent. In addition, any student arriving unprepared for class and having to go to his/her locker for materials or to make adjustments to his/her clothing in order to conform to dress code will be marked tardy.

### **Unexcused Tardiness**

A tardy will be considered unexcused unless the Upper School Office receives a phone call or note from the parent no later than the end of the academic day of the tardy. For reasons other than illness or emergency, tardiness may be considered unexcused by the Dean of Students.

### **Chronic Tardiness to School or Class**

If a student is late to school or class four (4) times in one semester, the student will receive a detention. Continued tardiness will result in more serious disciplinary action.

## **Discipline**

### **Disciplinary Action**

The Dean of Students makes most decisions concerning student discipline in Highland's Upper School. However, disciplinary actions involving suspension, disciplinary probation, or dismissal are referred by the Dean of Students to the Upper School Director. All final decisions are made by the Head of School. Under certain situations a student may lose privileges associated with the school day.

### **Detentions**

**Detentions will be held on Tuesdays and Thursdays from 3:15 until 4:15 p.m.** Students who are tardy four times in a given semester will receive a detention. Students who are found in violation of the dress code three times in a given semester will receive a detention. Students may receive detention for other actions that violate the spirit of life at Highland School.

Students serving detention must check with the Dean of Students to receive their assigned work for the detention period. Students arriving late to detention or failing to attend an assigned detention will receive further disciplinary action.

If a student receives four (4) detentions in a semester, the student will serve an In-School Suspension (ISS). If a student receives eight (8) detentions in a semester, the student will receive an Out-of-School Suspension (OSS). If a student receives an OSS, the incident will be recorded on the student's school record.

### **In-School Suspension (ISS)**

In some cases, disciplinary action for a student may warrant a separation from class and after-school activities. A student who is assigned an In-School Suspension (ISS) is required to be on campus

for the entire school day. The student will be allowed to study and complete assignments when serving time for an ISS and will be allowed to take all scheduled tests. A student who receives an ISS is not allowed to participate in or be a spectator at any after-school activity on the day of his/her suspension, including school-sponsored events.

### **Disciplinary Intervention**

Intervention is a disciplinary action that removes privileges from a student while he/she attends school. A student may be placed on intervention as a result of a violation of Handbook Policies. During the period of intervention (to be determined by the Upper School Director and/or the Dean of Students), the student must not commit other violations of the Handbook policies. Failure to adhere to the policies will result in serious disciplinary action. In addition, the student may not hold a School position or be a candidate for any position in Student Government or any other leadership office (e.g., team captain, club officer, etc.) regardless of whether that position is elected or appointed. Seniors will lose all Senior privileges. At the end of the intervention period, the student must meet with the Dean of Students to be removed from intervention status.

The School may use intervention in combination with other disciplinary actions, or suspend or dismiss a student from school without intervention. Disciplinary intervention will be noted on the student's school record.

### **Out-Of-School Suspension (OSS)**

An Out-Of-School Suspension is a disciplinary action that removes a student from the School community. Suspended students are responsible for obtaining all schoolwork assigned while on suspension and for completing class assignments. The faculty is not required to give extra help or attention to those students who are suspended.

During the OSS, the student is not allowed to participate in, or to be a spectator at, any school-sponsored academic or extracurricular activities.

### **Dismissal**

Dismissal is a disciplinary action that terminates the student's enrollment at Highland School. **The Head of School reserves the right to dismiss a student at any time when it is in the best interest of the School.** The decision to dismiss a student is never taken lightly. If it occurs, Highland School will, to the best of its ability, assist with the placement of the student in another school.

## **College Counseling & Notification Of Disciplinary Action**

Many college applications now ask the student and the college counselor whether the applicant has ever been placed on probation, suspended, or expelled from high school. If a college application asks this question, it is incumbent upon the student and the counselor to

answer honestly. At all times it will be up to the student to explain the disciplinary response. Such reporting occurs at the time of the application is submitted, while the application is being reviewed, or after the decision has been made, depending upon when the major rule violation takes place. When a student is suspended or separated from Highland School for any reason, colleges at which the student is applying or holding an offer of admission will be notified. As advocates for our students, the college counselors will work closely with students in reporting these matters to colleges.

## **Section 2**

### **ACADEMICS**

**Introduction**

**Advisor Program**

**AP Exams**

**Senior Attendance at AP Classes during the Senior Project**

**AP Exam Attendance**

**Books**

**College Counseling**

**Community Service Program**

**Course Changes**

**Course Load**

**Regular, Honors, or AP: What's the Difference?**

**Course Placement**

**Course Placement For Transfer Students & New Freshmen**

**Transfer Credits**

**Course Placement and Prerequisites**

**Exams**

**Senior Exams**

**Field Trips**

**Grading**

**Letter Grades**

**Grade Point Average (GPA)**

**Graduation Requirements**

**Homework**

**Honor Roll**

**Learning Center**

**Library**

**National Honor Society**

**Parent/Teacher Conferences**

**Study Hall**

**Senior Study Hall**

**Remediation**

**Standardized Testing**

**ACT**

**PLAN**

**PSAT**

**SAT**

**SAT Subject Tests**

**Summer Reading**

**Students With Academic Concerns**

**Make Academic Progress Successfully (M.A.P.S.)**

**Academic Probation**

## **Introduction**

The mission of Highland School is to provide a demanding academic and co-curricular program that develops the skills and character essential for students to meet the challenges of college and leadership in the twenty-first century.

The Upper School curriculum is college preparatory. The faculty promotes cognitive, affective, physical, social, and ethical growth in each student and fosters responsible action that strengthens the entire student community. The faculty works to develop the skills, knowledge, and judgment of each student so that the student can become an effective, responsible, and caring young adult.

The School has developed a program of studies in the traditional liberal arts disciplines: English, modern and classical languages, fine and performing arts, mathematics, technology, and natural, physical, and social sciences. There is also a strong athletic program that includes interscholastic athletic competition, and a dynamic arts program that incorporates musical and dramatic productions.

Highland School makes a commitment to experiential learning to build community in the school. The program was formed to provide structure and resources for a variety of programs at Highland School. The mission of the program is to strengthen experiential learning throughout the school curriculum and to conduct specific programs. Existing programs include Field Studies, **the** Service Program **and** Community Projects/Work Program.

## **Advisor Program**

Our Advisor Program links parents and students to the School. The advisor follows the student's academic development and, through short daily and longer weekly meetings, forms a strong bond and a trusting relationship with the student so that he/she can feel comfortable discussing other pertinent issues. Parents should freely share any of their insights with, and direct any questions and concerns to, the advisor. When parents, students, and the advisor work together, the advisor can effectively offer guidance and support to the student.

## **AP Exams**

A student enrolled in an AP class must take the AP exam in May. Student accounts will be charged \$85 for each AP Exam.

### **Senior Attendance At AP Classes During The Senior Project**

Seniors must consider their course load when designing their Senior Project. In particular, those seniors who are taking AP classes must create a Senior Project that allows them the flexibility to attend AP classes until the AP exam occurs.

### **AP Exam Attendance**

Students who have a morning AP exam may leave at noon the day before in order to study. Similarly, students who have an afternoon AP exam may miss their morning classes. These students may choose to stay home until

their exam is scheduled to begin, or they may choose to come to school at the usual time and prepare in the library (sign in with the Upper School Office first).

Students may miss practice the day before an AP exam without penalty.

## **Books**

Students should arrive on the first day of school with books. Booklists and course selections are provided to the parents along with information about ordering books with MBS Direct, an online book distribution company. Families are given the option to purchase new or used books.

## **College Counseling**

The purpose of the college admission process is to discover appropriate matches between students and post-secondary institutions, where students will be happy, succeed academically, and have the opportunity to grow. Time and experience have shown that thorough research leads to informed decision-making, which in turn, leads to a strong match. Thus, it is imperative that students begin the process of college planning early in their junior year and that they conduct their research of prospective schools as thoroughly as possible. We realize that no two paths to college are the same, in either practical or emotional terms, and we treat all of our students as the unique individuals that they are. The college admission process, while interesting and exciting, can also be unpredictable. This is a dynamic endeavor where the truths of one year are not necessarily the truths of the next. Accordingly, our counseling office operates with an “open door” policy, working closely with students and parents, providing much individual assistance to each applicant.

The college counseling office provides a central location for college search resources. Individual exploration is encouraged and catalogs, view books, videos, CD’s, an assortment of guidebooks, and other sources are available. The college counseling office also schedules visits for college representatives to meet with students. Additionally, college counselors work with faculty advisors to assist students in scheduling the most challenging and appropriate college preparatory courses according to each student’s abilities, past performance, and interests.

The Sophomore year is one of exploration and learning about “self.” This time should be used to assess individual aptitudes, skills, personality, and possible careers. Students are encouraged to talk more extensively with their parents about college and schedule informal visits with a college counselor. In the fall, the PSAT and PLAN are administered. Results from these tests assess academic areas where the student needs more attention. The PLAN also includes career exploration information. Both of these tests provide additional standardized test taking experience.

During the Junior year, college selection and admission requirements are more formally addressed. This is the year for consideration of options and choices. In November, students and parents are invited to an evening seminar for discussion of the entire college selection process. In the Spring, students participate in a career and college major exploration

workshop, and meet individually with the counselor to discuss the college search process. Students and their families are encouraged to visit colleges during school holidays and summer vacation. In the fall of the Junior year, the PSAT/NMSQT (National Merit Scholarship Qualifying Test) is taken. Results are used to select prospective scholarship winners. Juniors are highly encouraged to take the SAT and the ACT. As a result, by the time students are in their Senior year, they can be confident in making thoughtful, well-researched decisions about where to apply.

Guiding students through the college application process is the focus of the college counseling office during the first term of the Senior year. At this time, students work with the counselor to focus their lists more sharply, visit colleges in session, and work on applications. In September, a meeting with students and parents is conducted to review the final steps in the college application process. In October and November, Seniors can retake the SAT, and they have the option of taking the ACT and/or SAT Subject Tests. During the Senior Seminar, staff works with seniors the application process, college match, and transitioning from Highland to college.

## **Community Service Program**

### **Purpose**

Highland School's community service program strives to facilitate personal growth and community awareness in all students by:

- Engaging them in meeting real community needs;
- Broadening their perspective and range of experiences;
- Developing a sense of civic responsibility, integrity and compassion, and;
- Helping them to recognize their individual strengths and leadership potential through service opportunities.

### **Graduation Requirement**

Students in Grade 9-11\* are required to complete a minimum of 20 hours of approved community service by the end of each school year for a total of 60 during their Highland career. Documentation of these hours must be submitted to the Director of Experiential and Service Learning by the last day of school (or May 1 to be considered for awards.)

### **Guidelines**

Students are encouraged to make the most of this requirement by choosing service activities that expose them to people, environments and experiences beyond their regular familiarity. All service hours must be completed outside of regular school time. No students may be paid or receive other compensation for their service. Please contact the Director of Service Learning with questions about the requirement.

**A maximum of 10 hours annually of Highland-related service may be counted towards the annual requirement.** Examples include ushering Center for the Arts events or helping in the library on weeknights and weekends, and assisting with Highland Summer Camps.

**A minimum of 10 hours annually must be completed in service to the community beyond Highland.** Examples include volunteering for non-profit community agencies such as Hospice, SPCA, Habitat for Humanity, Boys and Girls Club, Fauquier Hospital Junior Volunteer Program, Therapeutic Riding, and the American Red Cross. The Upper School Key Club sponsors one or two service projects a month that are open to all Highland students. Opportunities are also posted in the daily bulletin, on the web, and are available from the Director of Experiential and Service Learning.

#### *Church-Related Service*

Effective September 2007, in the spirit of encouraging students to engage in new experiences, service that benefits the church community (for example: babysitting during church services, choir practice, serving as an acolyte) **does not qualify**. Service that is done in outreach to the greater community (for example: youth group mission trips, church choir performance for a nursing home) generally qualifies towards the requirement.

\* Seniors will complete a Senior Project in place of the 20 hour community service hour requirement.

#### **Consequences for Incompletion**

Students who have not submitted their service hour documentation by the last day of school will be required to complete an agreement, including student and parent signature, articulating how they intend to complete their hours over the summer. Students will have their final grade report held until this agreement is returned. Students who do not adhere to the agreement and fail to complete their hours before the next school year will be suspended from leadership positions, may not participate in extracurricular activities (including sports, clubs and fine arts productions) until the requirement is satisfied, and will not be considered for service awards. Additionally, rising Seniors will not receive Senior privileges nor a Highland diploma until the requirement is satisfied.

#### **Course Changes**

Students have three weeks at the start of each semester to change their classes without penalty.

#### **Semester Classes:**

After the three-week Drop-Add period but during the first quarter, students may still drop a semester class; however, they will incur a W (withdrawal) on their permanent transcript. Students may not drop semester classes after the first quarter has passed.

#### **Full-Year Classes:**

Changes may be made to full-year classes without penalty after the three-week Drop-Add period but during the first quarter. If a student makes a change to a full-year class after the first quarter, however, the student will incur a W (withdrawal) on his/her permanent transcript. No changes may be made after the first semester has passed.

## Course Load

All students must carry a minimum of 6 credits. The Upper School Director must approve any exception to this requirement.

### **Regular, Honors, or AP: What's the Difference?**

- All three are college preparatory classes.
- **Regular vs. Honors**
  - Honors classes present much of the same material and have the same general goals as regular classes BUT students are assessed by higher standards of growth.
  - Honors classes move at a faster pace and often cover material in greater depth.
  - Honors English classes read and write more extensively.
  - Honors classes may be assigned up to 45-50 minutes of nightly homework, as opposed to the more typical 30 minutes allocated for Regular classes.
  - Honors courses require additional reading during summer and school vacations.
  - Honors courses have 0.5 points added before calculating the GPA.
- **Advanced Placement (AP) courses**
  - AP courses are college-level courses and are assessed by college standards.
  - AP courses require more independent work.
  - Students may be assigned an hour or more of nightly homework.
  - AP courses require a significant amount of independent work during summer and school vacations.
  - A student enrolled in an AP class **MUST TAKE** the AP exam in May.
  - Advanced Placement (AP) courses will have 1 point added before calculating the GPA.

Even if your son/daughter is qualified for an Honors or AP course before making a decision it is important to consider:

- The total course load
- The demands of athletics
- The demands of other extracurriculars
- A conversation with your son/daughter in which you share goals and expectations is an essential first step.

## Course Placement

Upper School Departments have created a placement process that allows department members to consider a myriad of factors when determining placement recommendations. In particular, teachers take into account the interest level of the student (determined by the Letter of Intent), the recommendation of the current teacher, the student's performance on the placement test (if applicable), standardized test scores (SSAT, PSAT,

PLAN, etc.), and the student's performance in the current class. Department members meet to discuss each student and the criteria before making a collective decision about placement recommendation. Once the department has agreed on the best placement recommendation for the student, the teacher notifies the student. Additionally, the teacher and/or Department Chair may have conversations with students and/or parents to make sure the best placement for that student has been determined.

Detailed information on our placement process is given to students and sent home to parents immediately following Spring Break. It is our hope that this process is both transparent and fluid.

**Course Placement  
For Transfer  
Students And New  
Freshmen**

Upper School students are placed in their English class based on their grade level. Freshmen take English I, sophomores take English II, juniors take English III, and seniors take English IV. Honors and AP courses are available. If interested, the student must take and pass a placement test.

Upper School students are also placed in their Social Science class based on their grade level. Freshmen take World History I, sophomores take World History II or AP European History, juniors take US History or AP US History, and seniors take a one-semester Government class. Sophomores, juniors, and seniors may also opt to take a social science elective. If students want to take an AP history class, they must take and pass a placement test. Exceptions to the sequence of core social science classes require permission from the Department Chair, the Director of Studies, and the Upper School Director.

All new freshmen must take a math placement test. Any upperclassman interested in taking an advanced or honors math class must also take a placement test.

All students who want to take an Honors or AP class in the Foreign Language Department must take a placement test.

**Transfer Credits**

Transfer credits will be accepted pending placement test performance (where necessary) and with approval from the Upper School Director and the Director of Studies.

**Course Placement  
and Prerequisites**

Students are permitted to take courses from other institutions in order to satisfy requirements for prerequisites. The course curriculum must be approved by the Director of Studies to fulfill Highland's graduation requirements. When the student successfully completes the course, documentation from the educational institution awarding credit or certifying course completion will be attached to the student's Highland School transcript. The course will not appear on the actual Highland School transcript nor will it affect the student's Highland GPA.

**Exams**

Exams are given in all core courses at or near the end of each semester. Exams are valued at 20% of the semester grade. Exams are designed for a

two hour time period, one hour and forty-five minutes for the test and fifteen minutes for review; however, students are allotted two hours and thirty minutes to complete the exams. Students with documented accommodations may have up to five hours to complete the exams. Exams provide our students with the opportunity to synthesize material and demonstrate mastery of a subject.

Exams are to be shared with students on the Exam Discussion Day. At the end of that class period, however, teachers collect the exams. Completed exams will be stored for a period of one year. Exams may NOT leave the building. If parents want to look at the exam they may do that by making an appointment to meet with the teacher.

### **Senior Exams**

Seniors who have at least an 80% in the second semester are exempt from the final exam in that class. Any senior who misses six (6) or more class periods during the second semester (not including school-sponsored trips or pre-approved college visits) must take that course's final exam regardless of the grade in the course.

Senior exams occur on May 3, 2010. While they are designed to last two hours, students are allowed an additional thirty minutes to complete their work.

### **Field Trips**

Field trips can be an invaluable enhancement to student learning and/or an integral part of the curriculum. When teachers find such opportunities, they are encouraged to organize a field trip. However, it must be recognized that participating in a field trip often requires students to miss other classes. Therefore, a student who has been referred to a Grade Level Team Meeting for academic intervention or has been identified in the Make Academic Progress Successfully (M.A.P.S.) program may be required to forego the field trip in favor of attending classes. A student who misses a field trip for any reason should expect to complete a written assignment in lieu of the trip.

### **Grading**

Highland School uses the traditional system of letter grades. \*An A+ may only be awarded in classes requiring exams.

#### **Letter Grades**

- 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

## Grade Point Average (GPA)

The GPA is calculated on the following scale:

A+*	4.30	C+	2.30
A	4.00	C	2.00
A-	3.70	C-	1.70
B+	3.30	D+	1.30
B	3.00	D	1.00
B-	2.70	F	0.00

All GPA calculations are rounded to the nearest hundredth. Final grade points earned in Advanced Placement (AP) courses will have 1.00 point added before calculating the GPA; Honors courses will have 0.50 points added.

## Graduation Requirements

(effective September 2009)

### Academic Requirements

Graduation from Highland requires the successful completion of a minimum of 23 academic credits with a minimum Highland cumulative Grade Point Average of 2.00. One credit is the equivalent of the successful completion of a full-year course. Semester courses carry one-half credit.

Minimum requirements for graduation are listed below. Any variation requires prior approval by the Upper School Director and the Director of Studies.

English	4 credits (must be 4 year-long English classes)
Foreign Language	2 credits (at least through the third year of a language)
Mathematics	3 credits (at least through Algebra II and Geometry)
Social Sciences	3.5 credits (must include U.S. History and Government)
Laboratory Sciences	3 credits
Fine Arts	1 credit
Computer Science	1 credit (must include Technology for the 21 <sup>st</sup> Century) {Note: Students who have taken Computer Concepts or Programming I prior to the 2009-2010 school year do not have to take Technology for the 21 <sup>st</sup> Century}
Electives	5.5 credits
TOTAL	23 credits

**Before receiving a diploma, a Senior who fails either a full-year course or a second-semester elective will be required to make up the credit during the summer at an academic institution approved by the Director of Studies and the Upper School Director.**

## **Other Requirements**

### **Physical Education/Participation**

Students may choose between these two options in order to satisfy this requirement:

- They may take one credit of PE classes at Highland,
- or**
- They may participate actively in two seasons of team sports at the JV or Varsity level.

Any variation requires prior approval by the Upper School Director and the Athletic Director.

### **Freshman Wellness**

All freshmen must take Wellness.

### **Community Service**

Students in Grades 9-11 are required to complete a minimum of 20 hours of approved community service each year. (see Community Service in this section)

### **Junior Internship**

This program provides students the opportunity to explore and clarify potential career interests, discover what skills and education are essential for success, and develop maturity and responsibility. This experience will help students as they embark on the college and academic program selection process, and will allow them to refine their interests before choosing their three week-long Senior Project.

### **Senior Project**

The Senior Project allows students to experience a meaningful closure to their Upper School years. During the last three weeks of school, seniors are given the opportunity to explore a career, academic, or service interest by developing an internship or pursuing an independent project. Projects culminate in an evaluation by the sponsor and a presentation to Highland students and faculty.

Not only does the Senior Project reward Seniors for their hard work and maturity, it also provides them with an opportunity to delve into their individual interests. If the Senior Project is not successfully completed, the Senior may not walk at graduation.

## **Homework**

Homework is an important 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. The goal is to have students learn skills that will allow them to transition smoothly from high school and to survive independently in college. Students should expect to spend between two and three hours on homework each school evening. Students and parents are able to access **class-specific information**, such as homework assignments, test dates, and other resources online, through Edline, a link on the Highland School website. Students are encouraged to budget their time and accept

responsibility for homework assignments. At the high school level, Edline is primarily a tool for students. Students will find Edline most useful when they miss class for any reason. We expect that students who miss class for games and/or field trips will come to class the next day fully prepared. However, it is Upper School policy that what a teacher states in the classroom about homework takes precedence over what appears on the Edline site. Ultimately the student is responsible for knowing the correct assignment and completing it on time.

### **Highland School Homework Policy**

Our homework policy is designed to promote learning beyond the classroom as a means of enriching the educational experience of our students. When a student misses a class for any reason, making up the homework serves as a way to reinforce the material the student did not get to learn in the classroom. Completing missing work for teachers also develops the skills of planning ahead, time management, and becoming a self-advocate.

If a student misses class for an anticipated absence (sports, field trip, field studies, doctor's appointment, college visit, etc.), it is his/her responsibility to meet with all teachers prior to the absence and set up a schedule for completing the work. Generally speaking, if a student plans to miss only one class, the expectation will be that s/he will arrive to class the next day with the assignment in hand and ready to move forward with the rest of the group.

If a student misses class for unexpected reasons (illness, family emergency, etc.), s/he should attempt to stay current with homework assignments by checking out [www.edline.com](http://www.edline.com). Upon his/her return to school, the student should speak with each teacher directly to establish a timeline for making up work. In this case, the general rule of thumb is that the student will receive one day for every day missed. Extenuating circumstances due to longer absences may be discussed with the Director of Studies, advisor, teacher(s), and the student to arrange a reasonable schedule of completion.

If a student does not speak with their teacher or fails to complete the make up work as agreed upon, the teacher has the discretion to take appropriate action based on the homework policy outlined in the syllabus.

### **Honor Roll**

An Honor Roll is calculated at the end of the first semester and at year's end. Honor Roll distinctions are based on achieving the following Grade Point Averages:

High Honors	3.70 and above
Honors	3.30 – 3.69

## **Learning Center**

Highland's Learning Center provides support services for those students who have diagnosed learning differences or who meet eligibility requirements of Section 504 of The Rehabilitation Act of 1973. The Center helps students develop strategies for success in core subjects, provides staff with needed accommodations for students, and maintains contact with parents and staff to monitor progress of students. While students with diagnosed learning differences have priority access to the Center, it is possible that other students may be scheduled for limited periods of time.

## **Library (Hazel Library)**

The Upper School Library is named for The William A. Hazel Family.

### **HOURS**

7:30 AM to 4:00 PM. The Library is usually open when school is in session. If the Library is closed to students during the school day, a sign is posted on the doors.

### **CHECK OUT**

The length of time that a library book or other library materials can be checked out is two weeks. Upper School students may check out three books at a time, although exceptions can be made at the discretion of the librarian. Books in the reference section may not be checked out and must not leave the library.

A student can check out a book in person with the librarian or they can check out the book using the "Self Check Out" clipboard with their name and the barcode of the book. Removing books or other materials from the library without checking them out is a violation the honor code.

### **FINES**

Overdue books/magazines accrue fines of 10¢ a title a day, excluding weekends and holidays, until the book is returned or renewed.

### **RENEWAL**

Students may renew a book in order to keep it longer than two weeks. In order to renew a book, the student needs to see the librarian. Bringing in the actual book is not necessary in order to renew it.

### **PASSES**

Seniors, not assigned to mandatory study hall may use the library for study (not for socializing) without a pass. However, if a senior has a low GPA or is receiving a poor grade in a class, that senior must attend his regular scheduled study hall.

Seniors not on the honor roll and students in grade 9-11 may come to the library during their study halls if they have a blue pass. The blue pass is originally assigned by the student's subject teacher (for example, an English teacher writes the pass so that the student can go to the library and work on a paper.) This pass is shown to the study hall proctor and then taken to the library and given to the librarian.

## **LIBRARY RESOURCES**

**Audio Books** – All audio books are located in the Brook’s Books section of the library and they may be checked out like other library resources.

**Catalog** – everyone who can log into the Highland School computers can access the catalog through a link marked OPAC on their desk top.

**Databases** - The majority of databases used by the Library are located at [www.finditva.org](http://www.finditva.org) and are accessible with a public library card.

**Foreign Language books and magazines** – There is a small foreign language section in the library and the resources may be checked out just like other library resources.

**Magazines/Newspapers** – The Library subscribes to many magazines and newspapers, which are checked in daily and kept in the rear of the library. Magazines may be checked out with the permission of the librarian.

### **National Honor Society**

The National Honor Society Chapter at Highland serves to recognize those students who have shown excellence in the areas of academics, leadership, volunteerism, and co-curricular activities. Membership not only honors students for their many accomplishments, but also challenges them to grow through active involvement in School and community projects. The four key purposes of NHS are: to create an enthusiasm for learning, to stimulate a desire to freely help others, to promote leadership skills, and to develop strong character. To be considered for membership in the National Honor Society, students must meet the organization’s standards of citizenship and scholarship, which includes having a minimum cumulative grade point average of 3.70. NHS includes only Juniors and Seniors.

### **Parent/Teacher Conferences**

Conferences between parents and teachers are an important part of the communication between home and school. Students are advised and encouraged to attend with their parent/guardian. Parent-Teacher Conference Days are scheduled on November 16, 2009 and April 9, 2010. There is no school scheduled for those days. All parents are strongly encouraged to make appointments and meet with the advisor and teachers of their son/daughter.

### **Study Hall**

Study Hall is an opportunity for students to complete homework assignments and general class study during the school day. It allows students to manage their academic commitments in order to free up time after school for extracurricular activities. Quiet conditions must be maintained so that students can concentrate on their work. Students may listen to personal stereos at the faculty member’s discretion. If students persist in talking or misbehaving, they may be referred for disciplinary action. Students are only allowed to go to the Library when they have a note from their subject teacher stating that Library use is required for certain assignments; otherwise, they are to remain in the proctored classroom setting.

### **Senior Study Hall Privilege**

- Begins following Senior Field Studies.
- Is extended to give seniors the opportunity to manage their own time.
- Is extended to any member of the Senior class who has a C+, 2.30, or better GPA and who has completed their community service hours. Any Senior who has less than a C+, 2.30, or who has **NOT** completed their community service hours must attend assigned study hall.
- Frees Seniors from the responsibility of checking in for their assigned study hall.
- Permits seniors to spend their study hall time working or socializing in the Rice Lobby, on the Class of 2008 Patio, or in the Lounge.
- Requires that the library only be used for study & work, not socializing.
- Permits seniors to attend their assigned study hall if desired.
- Expects Seniors to follow the established protocol for leaving campus. All Seniors must sign in and out in the Upper School office.  
*Seniors are expected to use only one study hall off campus during lunch, even if they have 2 study halls contiguous with lunch. Senior leadership is invaluable to underclassmen and therefore Senior presence on campus during the middle of the school day is necessary.*
- Expects Seniors to be responsible for supporting each other in meeting the school's expectations.
- Expects Seniors to clean up after themselves and not leave a mess for the custodial crew to clean up.
- Is a privilege that can be taken away if not respected. Any Senior who does not follow these and all school rules must return to assigned study hall.

#### **Senior Study Hall Privilege Does Not Permit:**

- Seniors to loiter or socialize in the hallways or otherwise disturb the academic setting.
- Seniors to loiter or socialize in the parking lot.
- Seniors to use the library for socialization.

**Senior Study Hall Privilege is just that - a Privilege.  
It can be taken away for violation of any school rules.**

### **Remediation Policy**

#### **Remediation of Failures**

A student who fails a course required for graduation is required to either repeat the course or complete remedial work over the summer. There are several options that may be pursued depending on the circumstances and under the authority of the Director of Studies, Division Director, and Department Chair:

- The student may take and pass the course at another institution with prior approval of the Director of Studies, Department Chair, and Division Director. The transcript from that school will be attached to the Highland transcript, but the grade earned will not be included

in the Highland GPA. The F will still remain on the Highland transcript and will still be factored in the Highland GPA.

- The student may be able to repeat the course at Highland, although the student may not repeat English unless the student is repeating the entire grade. In this case both the new grade and the original failing grade will be included on the transcript, but only the new grade will factor in the Highland GPA.
- The student may choose to receive tutoring over the summer and then take and pass Highland's exam for that course by August 15 with a grade of 70% or higher. (The student may only take the exam once in an attempt to improve the grade.) In this case, the transcript will show the failing grade and a new grade, but only the new grade will factor in the Highland GPA. The new grade will be determined by weighting the original grade at two-thirds and the exam grade at one-third. (Basically, the exam grade will be considered a third semester.)

### **Remediation of Weak Performance**

Although students earn credit for their classes in which they earn a D or a D+, students may not progress to the next level in sequential courses including English, math (with the exception of Statistics and Geometry, both of which are stand-alone courses) and all foreign languages with grades of less than 70% because the student has not mastered enough of the prerequisite material in order to be successful at the next level. If the student wants to move to the next level he/she must complete additional work before doing so. There are several options that may be pursued depending on the circumstances and under the authority of the Director of Studies, Division Director, and Department Chair:

- The student may take and pass the course at another institution with prior approval of the Director of Studies, Department Chair, and Division Director. The transcript from that school will be attached to the Highland transcript, but the grade earned will not be included in the Highland GPA. The original grade will still remain on the Highland transcript and will still be factored in the Highland GPA.
- The student may be able to repeat the course at Highland, although the student may not repeat English unless the student is repeating the entire grade. In this case both the new grade and the original grade will be included on the transcript, but only the new grade will factor in the Highland GPA.
- The student may choose to receive tutoring over the summer and then take and pass Highland's exam for that course by August 15 with a grade of 70% or higher. (The student may only take the exam once in an attempt to improve the grade.) In this case, the transcript will show the original grade and a new grade, but only the new grade will factor in the Highland GPA. The new grade

will be determined by weighting the original grade at two-thirds and the exam grade at one-third. (Basically, the exam grade will be considered a third semester.)

**Standardized Testing** **ACT** – The College Counseling Office recommends that students take the ACT (American Colleges Test) in the Spring of their Junior year.

**PLAN** – Each October, Sophomores will take the PLAN at Highland. Students do not need to pre-register for the test. It is the preliminary ACT.

**PSAT** – Each October, all Sophomores and Juniors will take the Preliminary Scholastic Achievement Test (PSAT) at Highland. Students do not need to pre-register for the test.

**SAT**–The College Counseling office recommends that students take the Scholastic Achievement Test (SAT) in the spring of their Junior year and again in their Senior year.

**SAT Subject Tests** – Not all colleges and universities require the SAT Subject Tests. It is recommended that students check with each college admission office to determine the requirements.

**Summer Reading** Highland School’s summer reading program serves a number of purposes. First, required reading during the summer reinforces the value of reading to obtain knowledge and expand one’s horizons. Next, students are able to begin the new school year with meaningful lessons and dialogue related to the summer reading they have done. In addition, writing assignments serve to enhance students’ understanding of the material, while providing teachers with an opportunity to evaluate each student’s level of comprehension and written expression.

As a college preparatory institution, Highland School expects all of its students, and especially those planning to take Advanced Placement courses, to exhibit a willingness to stretch themselves mentally. While the summer break provides a much-needed hiatus from the intensity of the academic year, it is certainly not to be viewed as an opportunity to abandon all intellectual pursuit. That said, we encourage all of our students to take these next few weeks to embrace the gifts of summer—sleeping in, traveling, visiting with friends, and above all, having enough time to savor a good book.

**Students With Academic Concerns** **Make Academic Progress Successfully (M.A.P.S.)** Participation in extracurricular activities is a *privilege* and being in good academic standing is a *requirement* to maintain eligibility for athletics, theater, clubs, leadership positions, and field trips. Highland School encourages, endorses, and supports our students as they pursue their passion(s) and add energy to the school and larger community. However, students can jeopardize their participation with a less than satisfactory academic performance. In order to provide a web of support for students, any student who has a C- grade or below is placed in the (MAPS) program

and must remain until the next grade report.

The program is operated by the Director of Guidance with the support of the faculty. The program's objectives are designed to provide all interested parties (students, parents, teachers, advisors, coaches, and directors) with immediate feedback and ways to improve a student's academic performance and maintain extracurricular eligibility. Student's academic status is checked weekly by their successful completion of missed work and a form filled out with appropriate signatures.

**The (MAPS) program works as follows:**

1. The Upper School Director and Director of Guidance identify students who have a C- grade(s) or below at each grading period.
2. The student is informed by the Director of Guidance and given a (MAPS) form to complete.
3. Students must discuss their status with their parents, teacher(s) advisor and coach/director and receive their signature or initials as acknowledgment.
4. Complete all outstanding work and return to your teacher(s).
5. Return the form to the Director of Guidance by noon on Wednesday.
6. \*\*The student will receive another form to be completed for the following week.

**Students will be reviewed by Director of Guidance and other appropriate individuals if any of the following conditions are not met:**

- The (MAPS) form is completed weekly and returned to the Director of Guidance.
- Assignments are returned to the teacher(s) with all appropriate signatures.
- The grade has improved.

**The Director of Guidance will follow up with any student who has not completed the process and also be in contact with parent(s), advisor, Upper School Director, Athletic Director, Performing Arts Chair, and coach/director. This will impact your eligibility and participation.**

*\*\*Even if the student's grade improves above a C-, the student will remain on the program until the next grade report.*

**Academic Probation**

Grade Point Averages (GPA's) are calculated at the end of each semester. A student will be placed on Academic Probation when his/her GPA falls below the required minimum of 2.00. The Upper School Director will notify the student's parents of their child's placement on Academic Probation. In the fifth week of the following semester, each teacher will submit an academic progress report to the Upper School Director and the student's advisor. If improvement has not been demonstrated during the five weeks, a conference will be arranged with the student, student's advisor, parent, appropriate teachers, and the Upper School Director to

determine what action should be taken in order for the student to improve his/her GPA and to be removed from Academic Probation. Final semester grades will be used to determine the next appropriate steps.

If the student achieves the minimum Grade Point Average in the following semester, the student will revert to good standing. If the student does not achieve the minimum Grade Point Average, he/she may be asked to leave the School.

## **Section 3 GENERAL POLICIES AND GUIDELINES**

### **UPPER SCHOOL**

#### **Athletics and Physical Education**

**Athletic Program**

**Ninth Grade Physical Education**

**Ninth Grade Wellness**

**Physical Education Clothing**

**Upper School Athletic Boosters**

#### **Communication**

**Edline**

**HawkSquawk**

**HIGHNOTES**

**Web Site**

**E-mail**

**Voice Mail**

#### **Experiential Education Program**

**Philosophy**

**Objectives**

**Field Studies**

**Character and Leadership**

**Leadership Development Program**

#### **Guidance Counselor**

**Medication**

**Senior Lounge**

**Upper School Parents Committee**

**Telephone Use**

**Visitors**

**Wellness**

### **ALL SCHOOL**

**Access to Child's Records**

**Business Office**

**Bus Transportation**

**Communicable Diseases**

**Computer Use**

**Dangerous Objects and Fire**

**Dogs and Other Pets**

**Fundraising**

**Annual Fund**

**Highland Auction**

**Endowment Fund**

**Golf Tournament**

**Capital Campaigns**  
**Planned Giving**  
**General Information Form**  
**Harassment Policy**  
    **General Policy**  
    **Definition of Sexual Harassment**  
    **Reporting Procedures**  
    **School Action**  
    **Reprisal**  
    **Right to Alternative Complaint Procedure**  
    **Sexual Harassment or Sexual Violence as Sexual Abuse**  
**Learning Differences**  
**Parents Association**  
**Police and Press/Student Conferences**  
**Respect for Others**  
**School Closings**  
**Skateboards, Scooters, and Roller Blades**  
**Social Services Visits**

## Upper School

### **Athletics And Physical Education**

Highland considers the development of physical and athletic skills to be an integral part of a student's education. Leadership, sportsmanship, competitiveness, teamwork, physical conditioning, and active participation are important elements of a sports program. Both team and individual sports make up the School's Athletic Program. (See Student's Athletic Handbook for more details.)

#### **Athletic Program**

The following sports are offered at Highland School. \*Pending number of participants

##### **Fall**

Varsity & \*Junior Varsity Soccer (boys)  
Varsity & \*Junior Varsity Volleyball (girls)  
Varsity Cross Country (boys and girls)  
Varsity & \*Junior Varsity Field Hockey (girls)  
Varsity Tennis (girls)

##### **Winter**

Varsity & \*Junior Varsity Basketball (boys & girls)  
Varsity & \*Junior Varsity Cheerleading (coed)  
Varsity Dance (girls)  
\*Varsity Swim (boys & girls)

##### **Spring**

Varsity Baseball (boys)  
Varsity Golf (coed)  
Varsity & \*Junior Varsity Lacrosse (boys & girls)  
Varsity Soccer (girls)  
Varsity Tennis (boys)  
Varsity Softball (girls)

#### **Ninth Grade Physical Education**

In Ninth Grade Physical Education students experience a wide variety of lifetime physical activities. This includes not only traditional sports like basketball and volleyball, but also various types of conditioning classes, group exercise classes and high-energy recreational games. A sampling of classes students may be exposed to include: yoga, spinning, weight room conditioning, kickboxing, aerobics and dance. The goal of the class is to introduce students to a mixture of activities so that when they leave the class they will have a feel for a type of exercise program that fits their own personal needs. Through this class, students should gain confidence to pursue physical activity outside of an educational environment and long after they leave high school.

#### **Physical Education Clothing**

Students must wear standard Highland shorts and shirts. The first set will be distributed in Physical Education class and billed by the Business

Office. Students also must wear suitable sports gear (e.g., shin guards and cleats) as appropriate. Sports gear must be purchased off campus.

### **Upper School Athletic Boosters**

The Upper School Athletic Boosters meets the first Friday of every month in the lobby of the Center for the Arts at 8:30 a.m. This group raises money to assist in purchasing quality uniforms and equipment for our student athletes. In addition, the Upper School Athletic Boosters is the host for all athletic awards assemblies. The group participates in several fundraising endeavors and is always looking for new members who are energetic and dedicated to the success of the athletic program. All parents will receive an informational letter from the group's president prior to the beginning of school.

## **Communication**

**Edline:** Edline is Highland's web portal for student course information. Edline ties to our student information system and allows students and parents to access information about the student's classes. Edline is used to communicate homework and test dates. Students, when they login, will see all their classes, while parents will see a link for each of their children that will take them to an exact duplicate of what the student sees. At the high school level, Edline is primarily a tool for students.

**HawkSquawk:** The HawkSquawk is a publication from the Upper School Director that focuses on information and happenings directly related to the Upper School. The HawkSquawk is sent to each Upper School family intermittently throughout the school year.

**HIGHNOTES:** HIGHNOTES is Highland's weekly publication that is e-mailed every Thursday to each family. HIGHNOTES is also available in all 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)**.

**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 carried on the web site.

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

**All Highland sports information, including schedules, is available on [www.highlandsports.org](http://www.highlandsports.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 mailbox, as listed in the front of this directory. Faculty members may not be able to listen to their messages during the school day due to time constraints, so please allow them 24 hours to respond. Accordingly, all messages that concern an immediate change of plans for a student should be left at the office voice mailbox (Upper School – Ext. 2720).

## **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 **courage**) 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. Last year featured the commander of the USS Cole, Cmdr. Kirk Lippold, and former Secretary of Defense, William Cohen.

### **Leadership Development Program**

The Leadership Development Program makes use of explicit training and course work in combination with existing leadership opportunities to develop leadership skills in Upper School students. This program, open to all students from grade ten onward, is designed to compel students to:

- actively choose to become leaders
- create opportunities for themselves
- challenge themselves in a broad range of activities
- be self-reflective as their leadership skills grow

At the culmination of the program, in the senior year, the students will receive a Certificate of Leadership Development.

### **Guidance Counselor**

The Upper School's Guidance Counselor is a full-time faculty member. The counselor's job is to help students in Grades 9 - 12 have as successful a school year as possible. This support is offered in a variety of ways, including individual student counseling, parent conferences and teacher consultations. The counselor is available by telephone, e-mail, or in person to all members of the Highland community.

### **Medication**

Parents of students who require scheduled medication during the school day must take the medication to the Upper School Office. Medication cannot be in the possession of the student during the school day (with the exception of inhalers and Epi-pens, which may be in the possession of the student with the written permission of the physician). 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 or designated staff member 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 Main Office.

A complete copy of the School's "Medication Administration Policy" is posted on the web page. It is also in this Directory under "Medical Information."

## Senior Lounge

The Senior Lounge, located in the Art Gallery, is for the use of Seniors only. It is an earned privilege for Seniors. Seniors using the Senior Lounge during class periods must meet the 2.70 GPA requirement for the Senior Study Hall Privilege. The Senior Lounge must be kept clean at all times. (See Study Hall Section 2)

## Technology Acceptable Use Policy

The use of technology is an important part of Highland School's educational experience. Our technology infrastructure is community property enabling us to acquire and transmit knowledge. Individuals who tamper with Highland School community property are putting self interest above the needs of the community. Access to Highland School's technology is not a right but a privilege. Abuse of this privilege constitutes an Honor Code violation. Therefore, students who violate the spirit and/or the letter of this policy face loss of all rights to the equipment and resources and potential further disciplinary action and/or appearance before the Honor Council.

All students are required to sign the acceptable use policy (copied below) that is designed to protect both the school and its students. Because of its nature, use and misuse of technology is both public and permanent. As a result we wish to prevent students from naively exposing themselves or Highland School to harm of any kind.

I pledge to do the following when using Highland School technology:

- I will care for the computers and other equipment. This includes **NOT**:
  - downloading or installing software, shareware, or plug-ins.
  - changing computer software or hardware configurations.
  - attempting to compromise the security of the school's computers, systems, or network.
  - having food or drink near a computer.
- I will only use the equipment, materials, and programs I have been given permission to use.
- I will only use Highland School technology for school related work.
- I will use the Internet appropriately and for academic purposes only.
- I agree to respect the privacy, dignity, and intellectual property of others. This includes:
  - Only using the login and password that I have been assigned.
  - Only accessing my files and information.
  - Not copying, moving, or altering any document or file that does not belong to me.
  - Not harassing, insulting, maligning, judging, slandering, or spreading gossip about Highland community members.
  - Not copying or transferring copyrighted materials without permission or proper citation.
- I will use my judgment in all uses of technology, and as new technology arises.

## Telephone Use

There is a school business telephone in the Upper School Office for student use. This is the phone students are expected to use to call home. Students may only use cell phones before and after school, during break, and at lunch. Cell phones must be turned off at all other times. Other than in an emergency situation, parents should not expect to have students called to the office telephone during school hours. Messages will

be delivered. (For policy on cell phone use, please see **Electronic Equipment** in Section 1.)

### **Upper School Parents Committee**

The Upper School Parents Committee (USPC) is an active group. Its main purpose is to assist staff and faculty through support programs and activities, on and off campus. Some examples of volunteer opportunities at Highland are Faculty Appreciation, Hawk Baker, Special Events, Special Interests, and the After-Prom Party.

### **Visitors**

All visitors must sign in at the School's Main Office immediately upon arrival and obtain a visitor's badge. Visits must not interfere with the academic environment of the School. The Upper School Director or the Dean of Students can require visitors to leave campus when their presence at the School is inappropriate.

### **Wellness**

#### **Ninth Grade Wellness**

Ninth Grade Wellness meets during P.E. classes. Freshmen meet twice weekly to discuss topics relevant to establishing and maintaining a healthy and balanced lifestyle. These topics range from dietary tips to stress management techniques to effective communication skills. The purpose of the ninth grade Wellness Education program is to give students an opportunity to learn about themselves and others, to foster connection within the freshman class, and to safely explore issues related to students' physical, emotional and psychological well being.

#### **Tenth Grade Wellness**

Tenth grade is a time when adolescents are maturing rapidly. They are on the verge of many new experiences and are faced with many novel responsibilities and decision making opportunities, such as driving a car and dating to name but a few. We realize the importance of safely guiding our students through these major developmental transitions. To accomplish this, we are organizing a series of educational experiences in September, January, and May to provide our Sophomores with the tools to be successful this year, to prepare them for the next steps in their education, and to develop their class identity.

Meetings in September and January will consist of a series of seminars for the Sophomores that are designed to focus on decision making for adolescents including decisions involving substance abuse and the many factors; biological, environmental, and psychological, contributing to the risk of alcohol and other drug dependence. They will also explore the many protective factors that contribute to overcoming adversity and risk. Students will be introduced to a decision-making framework they can take with them as they wrestle with the pressures of modern-day life including how to help one another adopt health-enhancing behaviors and how to seek additional support from family, friends, trusted adults, and professional caregivers.

#### **Eleventh & Twelfth Grade Wellness**

Throughout the year Juniors and Seniors will participate in a series of

seminars that are designed to focus on decision making for adolescents as they ready themselves for college. In January, they will revisit their Sophomore discussions involving substance abuse and the many factors; biological, environmental, and psychological, contributing to the risk of alcohol and other drug dependence.

## **All School**

### **Access To Child's Records**

Per Virginia State Code, Sec. 20-124.6. Access to child's records. "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 health records of that parent's minor child unless otherwise ordered by the court for good cause shown."

### **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 the stop by someone unknown to the driver.
2. The 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 will not be able to wait if a student is late arriving at the stop. The driver cannot wait more than 5 minutes in the afternoon if someone is not at the designated drop-off location to meet the student. The student will be returned to School on the bus and the parent must pick him/her up there. Parents who wish to have their student 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. 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 enforce order on his/her 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. Kindergarten through Grade 2 students must sit in the front seats of the bus. An Upper School student should sit in the front of the bus so that he/she can assist the driver in case of emergency. The School expects older students to be thoughtful and helpful with the younger students
7. The State of Virginia requires that children under the age of 8 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 8 and for each bus that the student rides on.
8. 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.

### **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 website and is available in both school offices.

### **Dangerous Objects And Fire**

No dangerous objects shall be brought onto the School campus. This includes, but is not limited to, fireworks, firearms, knives, smoke bombs, flammables, or explosives. Any student who participates in the setting of a fire or in any activity that poses the possible threat of a fire, or possesses explosives or any other device(s) presenting potential danger to others, will face dismissal from School and will be reported to the appropriate law enforcement authorities. Tampering with fire alarms or fire-fighting equipment is prohibited. Any student who tampers with such equipment shall be subject to immediate disciplinary action and possible dismissal.

<b>Dogs And Other Pets</b>	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.
<b>Fundraising</b>	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 Advancement Office. All gifts to Highland are tax deductible in accordance with Internal Revenue Service 501 (c) (3) rulings.
<b>Annual Fund</b>	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.
<b>Highland Auction</b>	The Auction is a favorite tradition among our families. This year, the Auction will return to the fall on Saturday, November 21, the Saturday before Thanksgiving. 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. The volunteer kick-off meeting will be held on Thursday, September 24 at 8:15 a.m. in the Loeb Library.
<b>Endowment Fund</b>	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.
<b>Golf Tournament</b>	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 Advancement Office. Or, simply leave a bequest of cash, property, life insurance, IRA or securities to Highland in your will, and notify the Advancement 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 Forms**

A "General Information and Permission to Transport" form for each student is sent to parents during the summer and must be completed and returned to the School before school starts. The information provided on this form is essential to School and emergency personnel when an emergency occurs involving a student. It is important that all information be legible and complete. It is the parent's responsibility to update the information by calling the Upper School Office when there is a change in the information. A student will not be permitted to attend School unless the General Information Form is on file.

## **Harassment Policy**

### **General Policy**

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.

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.

The guidelines are included in the document titled: *Policy for Documenting Learning Differences and the Granting of Accommodations*. This document is available in the Learning Centers.

## **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 of the grade representatives.

**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.

**Respect For Others**

Highland provides and maintains an environment that is free from all forms of discrimination, including sexual harassment and harassment on the basis of race, color, religion, gender, sexual orientation, national origin, age, or disability. Harassment or physical conduct that shows hostility toward a student or staff member because of his/her race, color, religion, gender, national origin, age, disability or sexual orientation will not be tolerated. Copies of the complete policy on harassment are available in the Main Office.

As mutual respect is one of the pillars of the Highland community, disrespect for any member of the School community (e.g., faculty/staff, students, parents, etc.) will not be tolerated and will be addressed severely.

**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 6:00 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, Scooters  
And Roller Blades**

Skateboards, roller blades, bicycles and scooters are not allowed on campus sidewalks and/or service roads or in the building 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.