

Highland Christian School

# Parent/Student Handbook 2014-2015

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Highland Christian School  
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# **Parent/Student Handbook 2014-2015**

## **Introductory Statements**

It is part of God's plan for parents to be responsible for the education and development of their children (Deuteronomy 6:6-9; Ephesians 6:4). The general purpose of the Highland Christian School and Daycare is to assist parents with this God-given responsibility and to assist the student in discovering and developing his or her individual uniqueness and talents. The school will establish learning experiences that will guide each student in becoming a maturing Christian person, as well as an educated and productive member of society.

## **Parent/Student Handbook Statement**

As you read and pray about the contents of the Highland Christian School and Daycare Parent/Student Handbook, please understand that the contents are exceedingly important. Our purpose and our practice is set before you in order to secure your agreement as we set ourselves to the awesome task of bringing sons and daughters up in the nurture and admonition of the Lord. The beliefs, values, and practices of home and school must be congruent. This official handbook is the basis of understanding between home and school.

## **Purpose**

The purpose of Highland Christian School is to provide a creative, loving academic environment for children to grow spiritually, socially, emotionally, physically, and academically through individual and group learning experiences under the guidance and nurture of carefully chosen Christian teachers and administrators under the Lordship of Jesus Christ. It is the purpose of the Highland Christian School and Daycare to encourage all students to grow in a personal relationship with Jesus Christ, to emphasize the value of the eternal soul, the worth of the individual, and the love of God for man as taught in the Holy Scriptures. It is also the purpose of Highland Christian School and Daycare to provide students with the opportunity for achieving academic excellence.

## **Mission Statement**

The mission of the Highland Christian School is to foster the academic excellence of its students in a secure Christ-centered environment.

## **Philosophy**

Highland Christian School exists primarily to assist parents in fulfilling their divine responsibility to thoroughly train each child to obey God in every area of their lives.

Every subject, whether scientific, historical, mathematical, literary, or artistic is taught with consciousness that Jesus Christ is to be central in all living and

learning. Our program is geared to meet not only the academic needs of the student, but also his/her social and spiritual needs.

Highland Christian School and Daycare provides an environment which encourages each student to discover his/her unique abilities, to develop those graces and skills demonstrated in the life of Christ, to achieve educational excellence in all disciplines, and to exercise their God-given gifts in the expanding opportunities of his/her Christian development.

### **Statement of Faith**

1. **We believe** the Bible to be inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15, 2 Peter 1:21).
2. **We believe** that there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. **We believe** in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. **We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that people are justified on the single ground of faith in the shed blood of Christ and that only by God's grace, through faith, in baptism, for good works are we saved (John 3:16-21; John 5:24; Romans 3:23; 5:8-9; Ephesians 2:8; Titus 3:5; Colossians 2:12; Ephesians 2:10).
5. **We believe** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of death (John 5:28-29).
6. **We believe** in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).
7. **We believe** in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

## **Basic Educational Goals**

Our basic educational goals consist of the following:

- \* Give God the glory in all things.
- \* Develop an understanding that Jesus Christ is the Son of God and our Savior.
- \* Teach the fundamentals of Arts, Bible, Language, Math, Science and Social Studies.
- \* Equip students with the ability to communicate clearly, logically and effectively through reading, writing, speaking and listening.
- \* Encourage creativity and curiosity.
- \* Help students realize their capabilities and how to make the most of them toward growth and service.
- \* Provide a safe and secure school environment that will be conducive to learning.
- \* Encourage moral and joyful living.

## **Admission Policy**

The Highland Christian School and Daycare will admit students of both sexes regardless of race, creed, color or national origin, until the enrollment limit has been reached. The student and parents must agree to abide by the Parent/Student Handbook of the Highland Christian School and function appropriately within the school environment. Admission will be granted on the basis of administration interview.

## **Enrollment Policy**

Application forms are to be filled out completely by a parent or guardian and turned in to the administrative office with the registration fee, which is non-refundable. Applications for returning students must also be filled out completely. Any applications marked "same as last year" will not be accepted and returned to the parent or guardian.

Applicants will also need to furnish the following:

- Birth Certificate**
- Social Security Card**
- Immunization record certified by the Commonwealth of KY**

## **Tuition Policy**

Student book fees will be billed and due on July 1, 2014. Tuition may be paid in 10 equal monthly installments. The first payment will be due on August 1, 2014 and the last payment will be due on May 1, 2015. **Payments are always due by the 1<sup>st</sup> of the month but may be paid sooner. We do not invoice you for your payment so please mark your calendar accordingly. Payments received after the 1<sup>st</sup> of the month will be charged a \$50.00 late fee. There will be a \$50.00 charge on all checks returned by the bank.**

Should a problem arise concerning payment of tuition, parents are asked to notify the school office and work out a suitable arrangement. Should payments become as much as three (3) months delinquent, the student may be dismissed from school.

Highland Christian School assumes no responsibility for money (such as tuition payments) sent to school in care of children.

**All tuition payments and fees are non-refundable and non-transferable. Any use of a day in a month will be counted as using an entire month and charged accordingly. Parents using the installment plan are obligated to pay the month's full tuition payment regardless of the number of days a student has attended school for any given month.**

**Please Note:** Report Cards and/or school records will not be released until all school fees, tuition and other school obligations have been met.

## **Textbooks**

All new textbooks and workbooks will be ordered through the school office. Parents are to pay annual book fees in full by July 1, 2014.

## **Attendance Policy**

It is the responsibility of the student and the parent to create the habit of being punctual and regular in attendance. The school believes that faithful attendance is necessary to achieve maximum benefits.

### **Excused absences:**

- a. Personal illness, injury or doctor's appointments that cannot be scheduled after school hours.

- b. Illness in the immediate family which requires the student's presence.
- c. An educational trip validated in advance with the administrator. Parents must realize that students are responsible to make up all schoolwork that is missed; however, parents and students must also realize that not all work may be able to be made up.
- d. Death in the family.
- e. A family emergency.

An absence may be excused with a note from an authorized person explaining the absence.

#### **Unexcused Absences:**

Absences for shopping, out late the night before, tiredness, haircuts, baby-sitting, needed-at-home, etc, will be unexcused. If a student accumulates three (3) unexcused absences, a parent conference will be scheduled and further attendance at the Highland Christian School may be denied.

### **Daily Schedule**

7:00 – 8:30 a.m. Arrival for students  
8:30 a.m. School begins  
12:00 p.m. Half-day preschool & Jr. Kindergarten pick-up  
3:30 p.m. School ends  
4:00 p.m. – 6:00 p.m. Late pick-up (see “after-care plan”)

### **Arrival**

Preschool and Junior Kindergarten students must report to their classrooms by 8:30 a.m. **Students arriving at 8:15 a.m. or later will not be given a morning snack as class work will begin promptly at 8:30 a.m..** Please make sure your child has eaten breakfast if they are arriving late.

### **Pick-up**

Half-day Preschool and Junior Kindergarten students are to be picked up at 12:00 p.m. Full-day Junior Kindergarten, Kindergarten students are to be picked up at 3:30 p.m. After-care charges begin at 4:00 p.m. Any student remaining after 4:00 p.m. will be charged a flat rate of \$10.00 per day.

### **After-Care Plan**

Early arrival begins at 7:00 a.m. Late pick-up is from 4:00 p.m.-6:00 p.m. After-care fees will be invoiced periodically. The after-care rate is \$10.00 per day and applies to all students remaining after 4:00 p.m.

### **Visitors**

Parents or other visitors are welcome to visit the school or daycare at anytime. When visiting the school or daycare, please check in at the office first. Do not go

directly to any classroom. Prospective students may schedule a time to visit the school or daycare by calling the office. When parents or guests visit the school or daycare or attend a school/daycare function, we ask that you please respect the rules concerning the school/daycare. We will observe a No Smoking Policy on the school grounds. Students are not permitted to bring visitors to class without obtaining permission from their teacher and the administrator.

## **Lunch**

Full-day Preschool and Jr. Kindergarten students will be provided lunch from the school/daycare cafeteria. Your monthly tuition payment includes breakfast, lunch and an afternoon snack.

**Note: If your child has food allergies or any other medical condition that prevents him/her from eating a school/daycare lunch, you are required to pack their lunch from home.**

## **Snow Days**

In the event of inclement weather, the school/daycare may close for that day.

This information will be broadcast on the following stations:

WFTM-Maysville FM 95.9

WLEX Channel 18-Lexington

WFLE-Flemingsburg FM 95.1

WKYT Channel 27-Lexington

WCPO Channel 9-Cincinnati

## **Medication Policy**

Highland Christian School and Daycare assumes no responsibility for a student's medication that is sent to school/daycare. Highland Christian School asks parents to schedule medications around school and daycare hours if possible. In the event that a medication has to be administered during the school/daycare day, parents must complete a medication permission form. This is also required for over-the-counter medications. Students are not permitted to keep medication with them or with their belongings during the course of the school or daycare day. All medications must be delivered directly to the teacher by the student's parent. Highland Christian School does not keep any over-the-counter medications on the school and daycare premises and must be provided by the student's parent.

## **Student Sickness or Injury**

If a student becomes ill during the school/daycare day, he/she will not be permitted to stay at school or daycare. There are no exceptions! This is for your own child's safety as well as the health of other students and HCS & D

staff. The office will contact a parent to have the student picked up. For this reason, it is important that the school/daycare have the correct home and office telephone numbers of both parents.

## **Academic Evaluation and Standards**

### **Faculty**

All faculty members of the Highland Christian School and Daycare have been carefully selected on the basis of their education, experience and integrity. The most important qualifications for the instructional staff are a love for teaching children, belief that the Christian School ministry is their service to God, and a personal acceptance of the Lord Jesus Christ as their Savior.

### **Progress Reports**

Progress reports for Preschool and Jr. Kindergarten students will be distributed at the end of each nine-week grading period. Parents should review the progress reports carefully. You are welcome to schedule a conference with your child's teacher anytime during the school year.

### **Student Dress Code**

School uniforms will be required at Highland Christian School. (See attached regarding dress code.)

## **School/Daycare Conduct and Discipline**

To ensure the spiritual and educational benefits for all students, each student will be required to conform and obey all rules and regulations of the Highland Christian School and Daycare. Our primary objective will be to develop respect for authority and to develop self-discipline on the part of the student. All students are subject to the authority of any staff member at any time on the school/daycare grounds or during school functions.

School/daycare students will be given time-out for behavior that must be corrected. The length of time-out will be determined by the student's age. For example, a two-year old child will receive a two minute time-out, a four-year old will receive a four minute time-out, etc.

### **Damage to School**

It is expected that any person damaging school property will acknowledge all intentional damage involved, and the family will make a plan for reimbursement

## **General Information**

### **Supervision of Students During After-care**

It is understood that students being supervised on school/daycare property during after-care are the responsibility of the Highland Christian School and Daycare. We retain the authority to exercise supervisory disciplinary measures. Parents should bring and pick students up promptly. Please have an emergency back up, and call the school/daycare if something unusual arises which detains you from picking up your child(ren).

### **Transportation**

Due to cost and liability factors, parents are responsible for supplying transportation for their children to and from the school and daycare.

### **Use of School Name in Fund-raisers**

The Highland Christian School and Daycare Board will approve all fund raising. No one, including parents, may use the school or daycare's name in connection with private fund-raising.

### **School Calendar**

The school calendar will be sent to parents along with the supply list for the following academic year during mid-summer.

### **Special Days**

During holiday seasons special events will be held at the school and daycare. These include the following: Thanksgiving, Christmas, Valentine's Day and Easter. The Christian significance of each holiday and special occasion will be recognized. Highland Christian School and Daycare does not celebrate Halloween because of the non-Christian practices attached to that occasion. Fall or Harvest activities will be encouraged to replace Halloween.

### **Decisions for Christ**

It is very normal for young children to ask spiritual questions and become concerned about their relationship with Jesus Christ. Although these questions may come up in the classroom, we believe the foundation for a child's spiritual life is established in the home. We encourage these first discussions to be held with parents and we stand ready to be partners with the family in enhancing attitudes and understanding spiritual matters.

If a child shares with their teacher that they want to accept Christ as their personal Savior, our staff will encourage the child in this decision and urge them to discuss this with their parents. Although children at Highland Christian School and Daycare are taught to love Christ and to follow Him in their daily lives through prayer, daily study and weekly chapel, at no time will our staff force a child to make a decision for Christ.

The Highland Christian School and Daycare staff is always available to aid your child and your family in spiritual matters. The school and daycare exists because of our belief that a well-rounded education addresses the soul as well as the mind and body. We encourage parents to address questions about our Christian instruction and practice to any teacher or administrator. We welcome the opportunity to share these important eternal matters with your family.

### **Ending Remarks**

Parents make the decision to apply for admission to Highland Christian School and Daycare. It is our position that those who decide to do so, and who are accepted, thereby agree to abide by the standards and principles of the school and daycare. For us to pursue any other course would be to abandon the responsibility of a Christian school and daycare.

We appreciate the confidence you have shown in us to consider placing your child(ren) under our authority to guide and teach them academically, socially, and spiritually. We will, by God's grace, try to fulfill that trust with diligence and excellence.