

# HIGHLAND BAPTIST CHRISTIAN SCHOOL

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**2023-2024**

## Parent / Student Handbook

Approved by



Formally AdvancED/SACS

Maintains Membership with



*HBCS does not discriminate on the basis of race in the administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs. 2023-2024*

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### MISSION STATEMENT

To glorify our Lord in a Christ-centered, bible-based educational environment, to present to our students the gospel of Jesus Christ and to provide an academically excellent education.

### VISION STATEMENT

HBCS provides an environment that promotes spiritual growth and academic success. HBCS equips students spiritually, academically, interpersonally, and socially to provide the opportunity for each student to know Christ in a personal, life changing relationship and to excel in post-secondary environments.

### F.A.I.T.H.

A simple way to understand God's plan of salvation

**Forgiveness.** In Him we have redemption through His blood and the forgiveness of sins. Eph. 1:7a

**Available.** His forgiveness is available to all. John 3:16

**Impossible.** It is impossible for sin to enter heaven. Man is sinful. For all have sinned and fall short of the glory of God. Romans 3:23

**Turn.** Turn means to repent, to turn from sin and self. But unless you repent, you will all likewise perish. Luke 13:3 Where should one turn? Turn to Christ. Christ died, He was buried, and He rose again on the third day according to the scriptures. I Cor. 15:3-4 if you confess with your mouth the Lord Jesus and believe in your heart that God has raised Him from the dead, you will be saved. Romans 10:9

**Heaven.** Heaven is eternal life offered by Christ. I have come that they may have life and that they may have it more abundantly. John 10:10 And if I go and prepare a place for you, I will come again and receive you to Myself, that where I am, there you may be also. John 14:3

After accepting Christ as your Lord and Savior, FAITH takes on a new meaning **Forsaking All, I Trust Him.**

## STATEMENT OF BELIEFS

Archimedes, the famous Greek mathematician and physicist, said that if he were given three things he could move the earth off its axis. "Give me a standing place out yonder in space, a fulcrum, and a lever long enough and strong enough and I will move the world!" *A place to stand* is what we need if we are going to be a moving force in the world.

Highland Baptist Christian School was established to be a moving force in New Iberia and ultimately the world. Peter Marshall, for many years the U.S. Senate Chaplain, once prayed, "God help us to stand for something lest we fall for anything."

The following purpose statement expresses what Highland stands for:

### ❖ **We believe in the Lordship of Jesus Christ.**

We believe that Jesus Christ is the eternal Son of God and both the Savior and Lord of all who believe and trust in Him. (Acts 2:36)

The facts of Christ's life are simple. He was foretold by the prophets (Isaiah 7:14), born of a virgin (Matthew 1:18-23), and lived a life of complete obedience to God (Hebrews 4:15). He preached with authority (Matthew 8:28-29), performed miracles (Acts 2:22), died to pay for our sins (1 Peter 3:18), was raised from the dead (1 Corinthians 15:4), and appeared to people after His resurrection (1 Corinthians 15:5-9). He ascended to heaven to be the mediator (peacemaker) between God and us (1 Timothy 2:5-6). One day He will return to earth to judge it. (Romans 14:10-12). Until then He dwells in the hearts of all believers as the living and ever-present Lord. His death on the Cross was the payment (atonement) for our sins and the means by which we are forgiven and brought into a right relationship with God (saved) (Romans 3:25-26).

By virtue of his life, death, and resurrection, He is the master or ruler of life (Philippians 2:5-11). To Christ is due complete obedience. To be a Christian is not just to accept a philosophy of life, or to seek to live up to a code of ethics, nor to observe certain ceremonies. To be a Christian is to have a personal relationship with the Lord of life. He deserves and demands our complete commitment. Jesus is both Savior and Lord (Acts 2:36). This we believe!

### ❖ **We believe in the free gift of salvation.**

We believe that salvation is the free gift of God which we receive through faith in Jesus Christ. This salvation cannot be earned.

Biblical salvation means the redemption, or recovery of the whole person from the power and consequences of sin, resulting in a right relationship with God. Biblical salvation is past, present, and future. We are saved from the penalty of sin when we trust Jesus Christ by faith. This is called conversion or justification. From the moment of that decision, we are being saved from the power of sin, a process which continues until we die. This is called sanctification. When we die, we enter the presence of God in heaven and are then saved from the presence of sin, because in heaven, there is no sin. This is called glorification.

We are saved by faith in Jesus who died as the substitute for our sins (Hebrews 9:12). We are not saved by being good (moral, honest, kind), nor by being religious (by being baptized, going to church, giving money). These things are but the evidence of salvation, not the means of salvation. We are saved by God's grace (unearned favor) through faith (total trust) and not by our own good works (Ephesians 2:8-9).

There is just one way to Jesus and that is through faith. Saving faith is being sure of what we hope for and certain of what we do not see (Hebrews 11:1). There are not many roads to Christ. It is through faith alone that we come to Christ. Without faith it is impossible to please God (Hebrews 11:6).

However, there are many ways to faith. We can come to faith in any Christian church or in no church. The important thing is not the church attended but the faith possessed. Fellow Christians are all people who follow Christ, regardless of denominational preference.

The simple conditions of salvation revealed in the New Testament are as follows: (1) conviction of sin (John 16:8), (2) repentance from sin - a change of attitude that leads to a change in action (Acts 3:19), (3) faith in Jesus Christ, and (4) confession of that faith (Romans 10:9-10).

Salvation is the free gift of God to all who devote themselves to Jesus Christ as Lord and Savior. This we believe!

#### ❖ **We believe in the authority of the scriptures.**

We believe that the Scriptures, both the Old and the New Testaments, are the inspired Word of God and are the only authority for our faith and lifestyle. The Bible is the "I Am" book. Everything we know about God and the Lord Jesus Christ is written in the Bible. It is an inerrant book meaning without error. Everything in the Bible whether doctrine, history, science, geography, geology, or any other discipline or knowledge is totally true. Inerrancy is a test of God's character, for God cannot lie (Hebrews 6:18). The Bible is also an infallible book. It will never deceive us or give us false counsel. It is totally trustworthy (Matthew 4:3-4).

Finally, the Bible is an inspired book. Every word of Scripture is from the mouth of God (2 Timothy 3:16). Inspiration is the mysterious process by which God worked through the authors of Scripture to produce inerrant and infallible writings (2 Peter 1:21).

God, who at various times and in various ways spoke in times past to the prophets, has in these last days spoken to us by His Son, whom He has appointed heir of all things, through whom also He made the worlds (Hebrews 1:1-2).

The Bible is the inspired, authoritative, eternal, sufficient, and reliable word of God. This we believe!

#### ❖ **We believe in the fellowship of the Church.**

We believe that the church is a local fellowship of Christians who in mutual love for one another gather together for the common purpose of worship, service, and encouragement. The church is divine in its origin. It was organized by Christ Himself (Matthew 16:18) and belongs to God (1 Timothy 3:15). Christ is the head and leader of the church (Ephesians 5:23).

The church is spiritual in its mission. It is composed of individual Christians who are devoted followers of Jesus, committed to the Great Commandment (Matthew 22:37-40) and the Great Commission (Matthew 28:19-20). The church is the pillar and support of the truth (1 Timothy 3:15). The church is like a family in nature. It is not a building or an organization but a family of God's people. It is composed of those who have entered God's family through a salvation experience. Baptism is a symbolic expression of faith in the crucified, buried, and risen Christ (Romans 6:1-4). We believe that baptism is for believers only and that baptism alone does not save. We believe baptism is to be by immersion, following the pattern of Jesus (Matthew 3:13-17).

The church is the Body of Christ, comprised and composed of believers who, in love for one another, meet for the common purpose of worship, service, and encouragement. This we believe!

❖ **We believe in the security of the believer.**

Becoming a Christian does not mean that a person becomes perfect. Being a devoted follower of Christ does not keep a person from temptation or sin. Christians do sin. However, authentic Christians will not knowingly or purposely continue to live in sin. They will confess and repent of their disobedience to God. All true believers endure to the end. Christians do not hold onto God - God holds onto them (John 10:17-29, Jude 24-25). Since we don't earn our salvation by being good, we don't lose it by being bad. Our salvation depends on God's love, power, and forgiveness from start to finish. He keeps us secure. The Christian life is a life of faith, endurance, and assurance. This we believe!

This, of course, is not all we believe or stand for. We believe other great truths in common with various Christian denominations. Some of these are (1) the existence of God, (2) the deity of Christ, (3) the Trinity, (4) the fall of humanity, (5) the immortality of the soul, (6) the resurrection of the dead, (7) personal accountability to our Creator, & (8) the judgment of all who reject Christ.

When Martin Luther, the father of the Reformation, was accused of heresy and it was demanded that he recant, Luther took the position that he could not recant what he believed on the basis of the Scriptures and "evident reason." Then he said, "Here I stand, I cannot do otherwise. God help me. Amen." Here we stand. We can do no other. Come stand with us and together we shall move the world for God.

**ALMA MATER**

In a land of sugar cane and bayous, hanging moss and skies of blue; there's a school that is forever seeking, Lord, to teach this world of You. Through study, discipline and worship, we will polish every gift and tool and we will never forget you, Highland Baptist Christian School. Wisdom, truth and honor, O Lord this is what we seek. As we guard the treasure, make us strong but keep us meek. As we share Your love and message, keep us ever true and bold. Highland how we love you, we'll be loyal to the green and gold.



**SCHOOL COLORS:** Green & Gold

**MASCOT:** Bear

## HISTORY

Founded by members of Highland Baptist Church, Highland Baptist Christian School (HBCS) was incorporated in July 1996 under the provisions of Louisiana's nonprofit corporation law. Although separately incorporated, HBCS is a ministry of Highland Baptist Church.

## PHILOSOPHY

HBCS seeks to provide the opportunity for each student to grow in understanding his relationship with God through Jesus Christ His Son. The school's college-preparatory program is designed to develop skills and attitudes within its students that will well equip them not only for college, but also for a life that is pleasing to God. Students are offered a balanced program with strong spiritual, intellectual, physical, emotional, and social development opportunities. HBCS strives to maintain a Christian faculty, staff, and administration dedicated to developing the individual potential of all students in keeping with the philosophy of the school.

Enrollment of students in HBCS is a privilege, not a right. It is incumbent upon parents to understand that continued enrollment and re-enrollment of their children is dependent on their support of the school, its staff, and its policies.

## NOTICE OF NONDISCRIMINATORY ADMISSIONS

The school's non-discriminatory policy is defined as one which admits students of any race or gender to all the rights, privileges, programs and activities generally accorded or made available to students at this school, and further meaning, specifically but not exclusively, a policy of making no discrimination on the basis of race, religion, or gender in the administration of education policies, application for admission, financial aid programs, and extracurricular programs

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*Let every student be plainly instructed and earnestly pressed to consider well, the main end of his life and studies is to know God and Jesus Christ, which is eternal life, John 17:3; and therefore to lay Jesus Christ as the only foundation of all sound knowledge and learning.*  
*Harvard University Student Handbook in its charter year, 1636*





## PLEDGES



### Pledge to the United States Flag

Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. Romans 13:1

We praise God that we live in a country where we are free to worship Him, to study the Bible, and to tell others about His love. Our United States flag represents these and many other freedoms that we enjoy in America.

**“I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible with liberty and justice for all.”**

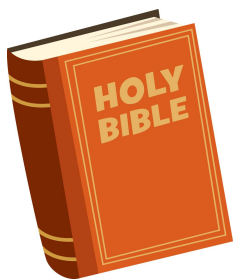


### Pledge to the Christian Flag

*Choose you this day whom ye will serve... but as for me and my house, we will serve the Lord. Joshua 24:15*

Just as the American flag stands for the freedoms we enjoy in America, so the Christian flag is a symbol of all that God has done for us through Jesus. We are praising God and declaring our loyalty to Christ when we pledge allegiance to the Christian flag.

**“I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one brotherhood uniting all Christians in service and love.”**



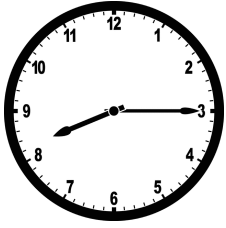
### Pledge to the Bible

*Every word of God is pure; he is a shield unto them that put their trust in Him. Proverbs 30:5*

In the Bible we learn about God’s love for us and His goodness toward us. We learn how God sent Jesus and how we can please Him. Our teachers will help students understand the Bible as the inspired Word of God, wholly and completely without error.

**“I pledge allegiance to the Bible, God’s Holy Word, and will make it a lamp unto my feet, a light unto my feet, a light unto my path, and hide its words in my heart that I may not sin against God.”**

## SCHOOL HOURS



**PK-Kindergarten**

8:15 a.m.-3:00 p.m.

**Grades 1-12**

8:15 a.m.-3:15 p.m.

Students in grades 7 and above may report to school no sooner than **7:45 a.m.** All students must be off campus by **3:30 p.m.** unless under the supervision of a staff member.

## ADMINISTRATION, STAFF & SCHOOL ADVISORY COMMITTEE

*Obey your leaders, and submit to them; for they keep watch over your souls as those who will give an account. Heb. 13:17*

Administration & Staff		
Administrator	Tim Sensley	<a href="mailto:tsensley@hbcnsni.org">tsensley@hbcnsni.org</a>
Assistant Administrator	Brittney White	<a href="mailto:bwhite@hbcnsni.org">bwhite@hbcnsni.org</a>
Guidance Counselor	Colin McAfee	<a href="mailto:cmcafee@hbcnsni.org">cmcafee@hbcnsni.org</a>
Receptionist	Monica Breaux	<a href="mailto:mbreaux@hbcnsni.org">mbreaux@hbcnsni.org</a>
Registrar	Angie Pellegrin	<a href="mailto:apellegrin@hbcnsni.org">apellegrin@hbcnsni.org</a>
Administrative Assistant/Attendance	Andrea Charpentier	<a href="mailto:acharpentier@hbcnsni.org">acharpentier@hbcnsni.org</a>
Financial Secretary	Lynette Gary	<a href="mailto:lgary@hbcnsni.org">lgary@hbcnsni.org</a>

School Advisory Committee (SAC)	
Keith White	<a href="mailto:keithwhite@quailtools.com">keithwhite@quailtools.com</a>
David Denton	<a href="mailto:denton@hbcni.org">denton@hbcni.org</a>
Jeremy Babb	<a href="mailto:jeremy@hbcni.org">jeremy@hbcni.org</a>
Christy Ogea	<a href="mailto:christy@aaronogea.com">christy@aaronogea.com</a>
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Frank Mixon	<a href="mailto:frankmixon3@gmail.com">frankmixon3@gmail.com</a>

# HBCS 2023-24 School Calendar

*There is a time for everything, and a season for every activity under heaven. Ecclesiastes 3:1*

STUDENT ORIENTATION	
<b>PK &amp; K:</b>	<b>Friday, August 11th:</b> In your student's classroom at 1:00 pm Only parents attend. <b>PK &amp; K Meet &amp; Greet: <u>Monday, August 14th</u></b> (Time TBA) in classrooms for PK/K students and parents; student uniforms optional
<b>Grades 1st -6th:</b>	<b>Friday, August 11th: 11:00 am;</b> Worship Center; Will go to your student's classroom after.. Students and parents attend. Uniforms not required.
<b>Grades 7th &amp; 8th:</b>	<b>Friday, August 11th; 1:00pm</b> Gym; Parents(optional); Student uniforms required
<b>Grades 9th-10th</b>	<b>Friday, August 11th; 10:00 am;</b> Gym; Parents(optional); Student uniforms required
<b>Grades 11th-12th</b>	<b>Friday, August 11th; 8:30 am;</b> Gym; Parents(optional); Student uniforms required
<p>MHS Students will rotate to various stations for ID Photos, locker assignments (middle school only), schedules, Chromebook checkout and parking permits. <b><i>Dismissal when rotations are complete.</i></b></p> <p><b><u>Student drivers:</u></b> Bring copies of driver's license, proof of insurance, vehicle registration, \$15 and completed HBCS Parking Permit (available at hbcnsi.org); Athletes see PE teachers for gym parking</p> <p><b><i>MHS Students are to bring supplies on Monday, August 14th</i></b></p>	

Spring Pictures: Feb. 27, 2024	
K cap/gown: Mar. 26, 2024	

Mark your Calendar (Please note: Calendar is subject to change)	
Love My Library Week:	Oct. 2-13, 2023
Homecoming Week:	Oct. 23-27, 2023
Homecoming Dance:	Oct. 28, 2023
Midterm Exams	Dec. 18-21, 2023
Spring Carnival/Open House	TBD
Grandparents' Day	Feb. 7, 2024
Read-A- Thon	Mar. 3-18, 2024
Prom	April 20, 2024
Ring Ceremony	April 26, 2024
Auction	TBD
Teacher Appreciation Week	May 6-10, 2024
Senior Final Exams	May 9-10, 13-14, 2024
Senior Chapel	May 15, 2024
Final Exams (Grades 7-11)	May 17-22, 2024
Senior Graduation	May, 17, 2024
Kindergarten Graduation	May 21, 2024
Elementary Awards	May 23, 2024
MHS Awards	May 24, 2024

STUDENT HOLIDAYS	
September 4, 2023	Labor Day
September 21, 2023	Staff Development
September 22, 2023	Sugarcane Festival
October 20, 2023	Parent-Teacher Conferences
Nov. 20, 2023-Nov. 24, 2023	Thanksgiving Holidays
Dec. 22, 2023-Jan. 5, 2024 (Dismiss @ 12:15 on Dec. 21st)	Christmas & New Year
January 15, 2024	MLK, Jr Day
January 16, 2024	Staff Development
Feb. 12th-16th, 2024	Winter Break
March 22, 2024	Parent-Teacher Conferences
March 29-April 5th 2024 (Dismiss @ 12:15 on March 28th)	Easter Holidays

<b><u>First Day of Classes</u></b> 1st-12th: August 14, 2023 PK-K: August 15, 2023	<b><u>Last Day of Classes</u></b> Seniors: May 15, 2024 PK/K: May 16, 2024 1st-11th: May 23, 2024
<b><u>Early Dismissal Dates: (12:15)</u></b> Dec 18-20, 2023 (MHS only) December 21, 2023 (All) March 28, 2024 (All) May 9-15, 2024 (Seniors only) May 20-23, 2024 (All)	<b><u>Nine Week Quarters</u></b> Q1: Aug. 14th-Oct. 13th Q2: Oct. 16th-Dec. 21st Q3: Jan. 8th-Mar. 15th Q4: Mar 18th-May 23rd
<b><u>Picture Days</u> *subject to change</b> Fall: Sept .14, 2023 Fall Makeups: 10/31/2023 Senior Portraits: Nov.2, 2023 Sr.Makeup Portraits: Dec. 14, 2023 Class Pictures : January 23, 2024	<b><u>Report Card Days</u></b> October 20, 2023 January 12, 2024 March 22, 2024 May 23, 2024

HBCS will close the 2023-24 school year on **Friday, May 24th**. The school office will remain open **Tuesday, May**

**28th thru, June 6th from 8am-3pm**. The office will be closed on **Monday, May 27th** (Memorial Day)

### **CLOSED CAMPUS / SUPERVISION**

HBCS is a closed campus. Students must stay on school grounds from arrival through dismissal. Students are restricted from entering a classroom or any area in which a faculty member is not present. Students shall be supervised at all times. **Gates are locked each morning at 8:12 am**

### **INCLEMENT WEATHER**

HBCS will have announcements made on television when school is dismissed because of inclement weather. Parent alerts are also sent via voicemail/text/email and social media.

### **CHAPEL**

*Worship the Lord in the beauty of holiness. Psalm 29:2*

Each Wednesday is Chapel, an assembly held in the worship center led by the pastors and music minister of Highland Baptist Church. Parents are welcome to attend; the office may be contacted for chapel schedule.

### **VISITORS/VENDORS**

All visitors must first report to the school office to receive a visitor's pass. For the safety of our students, parents and visitors shall not enter a building without being accompanied by a staff/faculty member. **An appointment must be made** to meet with an administrator or teacher. For a meeting with a teacher, the teacher will be called to escort the parent.



- **Lunchroom visitors:** No lunchroom visitors allowed
- **Visitor parking:** When parking in either lot, parents should avoid parking in a space used by car line during student dismissal. Parents with special needs may contact the office for alternate arrangements.

### **BEFORE CARE (PK-6 Only)**

Supervision is available at 7:15 a.m. for elementary students at a cost of \$2.00 per day.

### **AFTER CARE (PK-6 Only)**

After care is offered through 5:30 p.m. every full day of school. Students in after care are provided a light snack and supervision for homework and play. The cost is **\$6.00** per day per student until 5:30. After 5:30, a late fee of **\$6.00** is charged for the first 10 minutes and \$1.00 per minute thereafter.

## GUIDANCE OFFICE

Guidance provides services which enhance student wellness and planning for the future. The school counselor provides educational services to classrooms and to voluntary small groups throughout the year. The counseling office also provides services related to college and career planning for our high school students.

Students may request to speak with the school counselor by receiving permission from his teacher if during class time. If between classes, the student shall notify the next teacher of his whereabouts. Students may also be referred by a faculty member to address academic or social/emotional needs.

## HEALTH

According to the Louisiana Department of Health and Hospitals, each student must have an updated immunization record on file in the school office or a signed waiver for immunizations. **This record must be received within one week after the student's first day of school at HBCS.** If a student has a fever or any other symptoms of illness, he should NOT be sent to school. Students must be 24 hours fever-free/symptom free without the aid of medication prior to returning to school.

Upon having the following diseases, a student should have the consent from either a physician or the Iberia Parish Health Department to return to school:

Measles	Pinworms	Mumps	Scabies	Pneumonia
Ringworms	Whooping Cough	Chicken Pox	Impetigo	Lice (hair must be nit-free)
Fifth's Disease	Eye Infections	Staph infection	Any contagious disease	

**Pink Eye:** Viral *cannot* be treated by eye drops; student cannot return to school until the virus has run its course. Bacterial *can* be treated by prescription antibiotic eye drops; student may return to school once treatment has begun and physician clears the student to return.

\*NOTE: Illness that doesn't require you to seek out medical attention (diarrhea, vomiting etc.), will be eligible for an excused absence if the parent/guardian notifies the school prior to the student returning.

## ACCIDENT

All accidents occurring in a school building, on school grounds, or at any activity sponsored by the school must be reported immediately to the person in charge and to the school office. An Accident Report will be completed by the teacher on duty and maintained in the office. If a student is injured on the playground, he shall report the incident immediately to the duty teacher.

## MEDICATION

Students are not allowed to have medication in their possession at any time on campus or the bus. If it becomes necessary for students to take prescribed medication at school, a written physician's statement allowing HBCS to administer the medication is required. All medications must be kept in its original container in the office or in the classroom with the teacher if ordered by the doctor. Exceptions: MS/HS students requiring the use of epipens or inhalers, must provide documentation to the office prior to carrying in their backpacks.



Medication may be given only in emergency situations and/or only to those students with chronic health problems such as asthma or behavior/attention problems. **Over the counter medications** will not be administered by school personnel without specific administrative approval and only in circumstances with written physician approval given a viable medical need. Student-athletes refer to the athletic department's *Permission to Participate, Travel, and Waiver/Release Agreement*.

## **STUDENT ALLERGIES**

Some students may have specific food allergies, including peanut allergies. Documentation from a medical professional regarding the specific allergen must be provided to the school. Parents of children with specific food allergies must understand that there are risks involved in attending a traditional school setting with a lunchroom, etc. It must also be understood that HBCS does not assume a duty to protect any student from all exposure to a particular food allergen. HBCS does not guarantee or warrant that any student, when in the school environment, will not be exposed to a food allergen. Additionally, HBCS cannot serve as an insurer against all exposure to peanuts or other food allergens.

## **ALCOHOL, TOBACCO, VAPING & DRUG POLICY**

*I urge you therefore, brethren, by the mercies of God, to present your bodies a living and holy sacrifice, acceptable to God, which is your spiritual service of worship. Romans 12:1*

Possession of alcohol or mind-altering drugs of any kind, including tobacco products (traditional cigarettes, e-cigarettes, jules etc.) is not allowed anywhere on campus. HBCS strictly prohibits any possession, use, or transfer of any alcohol or other controlled substance on or off its campus, including bus transportation. Violation of this prohibition may result in suspension or expulsion for up to a period of 12 calendar months.

Student and parental cooperation in the drug screening policy is mandatory for a student's enrollment at HBCS. Drug screening procedures, which involve hair and/or urine sampling, are detailed in the application packet. The cost of drug screening done at HBCS is included in the student's supply fee.

HBCS may test any student for illegal substances multiple times within a school year, randomly or upon reasonable suspicion/evidence in the opinion of the administration and/or faculty. If results are negative, parents will receive an email notification. **If the initial test results obtained at school indicate illegal substance use, the parent will be called and the student will immediately be suspended for up to 3 days until it is determined by the administrator whether an intervention/rehabilitation program and/or professional counseling will be allowed as an alternative to expulsion.** Upon retrieving the student from school, the parent/guardian may choose to corroborate the school results by seeking a repeat drug screen from a medical facility. The school will accept the results of the parent-paid repeat drug screen if:

- the student is tested directly after leaving the school
- the school approves the testing facility

The school determines if the second screen results overturn the school's initial findings.

It is the school's desire that through professional counseling and/or rehabilitation programs, the student may be given grace to return to HBCS. A student who has tested positive and has provided proof of initiation of treatment may possibly be allowed to return to school, but will still be required to submit to periodic testing in a manner approved by the administration at the parent's expense. If allowed to remain at HBCS a student will be placed on a 30 day suspension of all extra curricular activities and will have to complete 30 hours of school approved community service within that 30 day time frame, in order to remain at HBCS. Failure to comply with the previous statement may result in grounds for dismissal from HBCS. The student will then be on disciplinary probation for a duration determined by the administration and School Advisory Committee. Failure to pass a second drug screening at any time during the student's duration at HBCS will result in immediate expulsion. After the initial 30 days of a positive drug test and upon any subsequent round of drug testing yielding a positive result, a student will be immediately recommended for expulsion. Failure to comply with the stated drug policy of HBCS may result in the student being expelled. A zero tolerance policy will be in effect for a lack of cooperation with HBCS or any form of deceit between student and/or parent with the school. ***This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited.***

### STUDENT PICK UP

Changes regarding who has parental permission to pick up a child **may only be made in person** at the school office. This includes any change in afternoon pick up. No phone calls will be accepted.

### ARRIVAL AND DISMISSAL

***Gates are locked each morning at 8:12am***

Students are not to be dropped off before 7:45 a.m. and must be picked up by 3:30 p.m.

- **Elementary students** arriving before 7:45 a.m. must report to Before Care and will be charged for using HBCS Before Care. If a student remains on campus after 3:30 p.m., he will be brought to HBCS After Care and parents will be charged accordingly. A note should always be sent to the teacher when arrangements are changed from that which is routine.
- **Middle/High School students** arriving before 7:45 a.m. must report to the school office. If a M/HS student remains on campus after 3:30 p.m. he/she must report to the school office.

### CARLINE

- **Morning Drop Off**

Morning drop off is at the office car line or gym car line starting at 7:45 am.

PK/K students must use the office car line only. Parents must not park and walk their children to class as this interrupts routines and procedures. In

addition, parents are not allowed to drop in on a teacher; instead parents are to make an appointment to meet by emailing the teacher directly, requesting a time and date.

- PK/K students report to their classrooms.
- Grades 1-6 report to the playground area unless prohibited by weather conditions, or otherwise instructed.
- M/HS report to your buildings



- **Afternoon Pick Up**

**Grades PK-3 students** dismiss at the office car line. Parents must not park and walk to pick up their children from car line as this poses a breach of safety for our students.

**Grades 4-12 students** dismiss at the gym car line. Students with siblings may dismiss together at either car line (**please inform the teacher**). Multi-sibling families with PK/K students must be dismissed at the office car line. Parents with special needs may contact the office for alternate arrangements

## **BUS SERVICE**

Bus riders are picked up at a designated area in front of the youth building.

Parent/Guardian calls IPSB (337-365-2341), Transportation Dept. to find out what bus the student will ride. Parent/Guardian must complete the “Transportation Request Form” and give it to the bus driver the first time the student rides the bus. The form is available on the IPSB website, HBCS website or in the school office.



As per Iberia Parish School Board

### **REGULATIONS FOR STUDENTS RIDING A SCHOOL BUS**

#### **RULES TO FOLLOW WHILE WAITING FOR AND BOARDING A SCHOOL BUS**

1. Keep sidewalks clear for pedestrians.
2. Avoid misbehavior and excessive noise at the bus stop.
3. Wait on the sidewalk, or if a sidewalk is not available, wait a safe distance from the roadway.
4. Arrive at the bus stop at least five (5) minutes before the arrival time of the bus.
5. Be considerate of private property such as flowers, grass, plants, etc.
6. Board in a single line when the bus arrives.
7. Do not push or shove.
8. Anything brought on the bus, including band instruments or projects must be held safely on your lap and may not obstruct the view of the driver.
9. Use handrails when boarding or exiting the bus.
10. Locate a seat promptly and be seated.
11. School rules are in effect at the bus stop.

#### **RULES TO FOLLOW WHILE RIDING A SCHOOL BUS**

1. Do not abuse the privilege of riding the bus.
2. Cooperate with the bus driver at all times.
3. Remain seated at all times while the bus is in motion.
4. Always keep hands and arms inside the bus. Do not throw anything out of the window.
5. Report any emergency to the driver as soon as possible.
6. Keep the aisle free of feet, books or any objects that may obstruct the pathway.
7. Do not fight, push, play or participate in any activity that would cause excessive movement or loud noise on the bus.
8. Do not mark on, cut, tear, or abuse the interior or seats of the bus.



9. Help keep your bus clean.
10. Report anything which is considered unsafe, harmful, obscene, offensive, or in need of repair to the bus driver as soon as possible.
11. Be courteous, respectful, and understanding of one another.
12. Eating or drinking is not allowed on the bus.
13. No toys or pets are allowed on the bus.
14. Keep all materials such as pencils, rulers, etc. in your book bag while riding the bus.
15. Unless you have a written permission slip signed by the principal, you will not be allowed to ride a different bus nor get on or off the bus except at your designated stop or at school.
16. It is permissible for the driver to have a "No Talking" rule on the bus.
17. All school rules are in effect while a student is riding the bus.
18. Students who do not adhere to the rules are subject to disciplinary action, suspension, or expulsion.
19. When a student is suspended from riding the bus he/she will not be permitted to ride any Iberia Parish School bus until the suspension has ended.
20. Exit from the rear door only in the case of an emergency.

### **RULES TO FOLLOW WHEN EXITING A SCHOOL BUS**

1. Remain seated until the bus has come to a complete stop.
2. Only exit the bus at your designated stop.
3. Exit the bus promptly and orderly after it has come to a complete stop.
4. Students who must cross the road after getting off the bus should walk at least ten (10) feet in front of the bus to make sure the driver sees you. Never walk in the back of the bus. Cross only when directed to do so by the driver.
5. Look in all directions when crossing the road and only cross if the traffic has stopped.
6. Walk directly home by the safest route.
7. Avoid trespassing on private property.

### **PROPER REPORTING**

Students who have difficulty with other students while riding the bus should report the problem to the driver as soon as possible. If the problem cannot be resolved by the driver, then it should be reported to the principal of the school where the student attends. Bus drivers will report unsatisfactory behavior to the school principal.

### **SEATING**

The bus driver is responsible for seating arrangements and has the authority to assign students to a seat. Factors such as safety, fairness, physical disability, age, and conduct are major considerations.

### **PICK UP TIME**

Bus pick up times will be determined by the Transportation Department.

### **STUDENTS LIVING ON HIGHWAY 90**

Students living on Highway 90 with no service road near their home must call the Transportation Department at the School Board Office for the bus stop.

### **PARENT NOTICE**

**\*\*Bus stops are not changed for inclement weather.\*\***

Keep this rules and regulations sheet for future reference. Return the attached Transportation Request Form to the busdriver. Students will not be allowed on the bus without the form completely filled out.

## STUDENT DRIVERS

- All vehicles are to be parked in an unused and assigned parking space/lot until the end of the school day.
- There will be no sitting in parked cars at any time.
- Each vehicle must be registered in the school office by license number and owner's name.
- If a student uses more than one vehicle, each vehicle must also be registered by the student.
- When permission is given for a student to drive, the student will be issued a parking tag at a cost of \$15. **Parking tag must be hung on the rearview mirror.**
- Reckless driving offenses and violation of parking regulations will result in loss of vehicle privileges on HBCS grounds and/or suspension.
- Only high school students with a valid driver's license and proof of insurance will be allowed to drive on school grounds.
- Since it is strictly a parental choice as well as an HBCS privilege to allow a student to bring a vehicle to school, the school assumes no responsibility, other than reasonable care, for any vehicle brought on campus.
- The owner of any vehicle illegally parked will submit to escalating fines.
- Student parking is in the fellowship hall parking lot. Student-athletes may park in-season along Victory Street in the gym lot on after-school practice days as designated by an athletic sticker on the parking tag. Vehicles must be parked by backing in or pulling through the parking space so that when leaving, the driver simply drives forward.
- Parking and driving infractions include but are not limited to:
  - no registration in the school office,
  - **parking permit tag not hung on the rear view mirror.**
  - parking in the wrong space,
  - entering and exiting wrong areas,
  - **Not backing** into parking space
  - speeding,
  - reckless operation,
  - offensive bumper stickers,
  - offensive music,
  - and/or not following the flow of carpool.
- All parking/driving offenses are determined as such by HBCS.
  - 1<sup>st</sup> offense = \$10;
  - 2<sup>nd</sup> offense = \$25;
  - 3<sup>rd</sup> offense = one month suspension from driving; 4<sup>th</sup> offense = driving suspended for semester and/or year
- All vehicles are subject to search at any time in the presence of the student unless extenuating circumstances dictate otherwise.
- Denial or suspension of student driving privileges may occur if a student is habitually absent or tardy. "Habitually absent or tardy" is when either condition continues to exist after all reasonable efforts by an administrator or other appropriate authority have failed to correct the situation.



## LOCKERS / BACKPACKS

Unannounced inspections of lockers and backpacks can and will be made at the discretion of the administration. (Elementary, Middle & High School)

### 5th/6th Grade

Lockers are assigned to 5<sup>th</sup> & 6<sup>th</sup> grade students. Only with a teacher's permission may students use their lockers during class periods. Books, clothing and learning tools should not be left on the floor at any time. Any item found around the locker area will be sent to *Lost and Found*. No articles should be left on top of or under the lockers. No sharing of lockers or switching of lockers is permitted without the knowledge and approval of the homeroom teacher. The school will not assume responsibility for lost or damaged personal property.



### Middle School



Each student is assigned a locker with a combination lock. Lost/damaged locks are assessed a \$10.00 fee. No sharing or switching of locks/lockers is permitted without the knowledge and approval of a teacher. Only with a teacher's permission may students use their lockers during class periods. Student books/supplies shall be neatly arranged in lockers. Any item found around the locker area will be turned into *Lost and Found*. No articles shall be on top of or under the lockers. The school will not assume responsibility for lost or damaged personal property.

## DRESS CODE / SCHOOL UNIFORMS

HBCS believes in biblical standards of modesty in dress. An administrator has the authority to interpret or make adjustments in dress code as deemed necessary. **Approved local uniform vendors: School Days, Educational Outfitters; Jenz Trenz (Crest Monogramming)**

Uniforms must be clean, in good condition, and worn daily unless the school or class announces a special dress day. Students not in uniform receive a uniform infraction to be carried throughout the day. Additional disciplinary actions may be assigned for habitual dress code violation. A student may be referred to the office to remain until the parent brings appropriate uniform. **\*Administration has the right to send a student home to change if not dressed according to school uniform policy.**

- Middle / High School: Four (4) uniform infractions will result in a detention (resets after each semester)
- Elementary (2nd-6th): Six (6) uniform infractions will result in a detention

### Shirts

- hunter green or gold **polo shirt** with HBCS crest; **Must be tucked in upon entering school grounds**
- undershirts (including turtlenecks) must be solid white; no writing/design may be visible

### Bottoms

- Elementary
  - Boys:
    - navy blue uniform **pants or shorts** (no shorter than 3 inches above the knee )
    - no denim or cargo

- shorts/pants must have belt loops (no drawstrings)
  - **Belts:** navy blue/black/brown/tan (no 'fashion belts'; no grommets, etc.)
  - **PK & K:** belt loops **not** required
- Girls:
  - HBCS **plaid shorts or skirt**
  - no shorter than 3 inches above the knee
  - girls may wear navy capris (mid-calf)
  - **4th, 5th & 6th** grade girls may wear solid navy blue shorts
    - no shorter than 3 inches above the knee
    - no denim or cargo
    - must have belt loops (no drawstrings)
  - **Belts:** navy blue/black/brown/tan (no 'fashion belts'; no grommets, etc.)
- **Middle / High School (Girls and Boys)**
  - navy blue or khaki uniform pants or shorts
    - shorts/pants must have belt loops (no drawstrings)
    - shorts are to be no shorter than 3 inches above the knee.
    - shorts/pants must not be tight fitting (skin tight)
    - girls may wear capris
    - no denim or cargo

## CHAPEL

Shorts are NOT allowed by any grade level on Chapel days

### **PK-3rd grade girls:**

- white blouse with navy blue piping and plaid jumper no shorter than 3 inches above the knee;
- shorts/bloomers worn under
- pants may be worn when the wind chill is below 40°

### **4th-12th grade girls;** optional for PK-3rd :

- white Oxford shirt with HBCS crest; must be tucked in upon entering school grounds
- plaid skirt no shorter than 3 inches above the knee
- shorts/bloomers must be worn under
- pants may be worn when the wind chill is below 40°

### **PK-6th grade boys:**

- white Oxford shirt with HBCS crest; must be tucked in upon entering school grounds
- navy blue pants. (No shorts)

### **M/HS boys:**

- white Oxford shirt with HBCS crest; must be tucked in upon entering school grounds
- khaki or navy blue pants. (No shorts)

## Shoes/Socks

- non-scuff **shoes**; must be closed-toe and have complete back
- **socks** required with athletic shoes/sneakers
- solid black or solid white; navy knee-highs; "no-shows" acceptable
- visible trademarks/logos in black/white/green/gold permitted
- solid navy or white or black tights/leggings used as an undergarment
- **PK3- K - must wear velcro or slip on shoes- No lace up shoes**

## Outerwear

- must be Highland approved.
- any HBCS hoodie/jacket/etc. in school colors; in class or on campus
- non-uniform outerwear must be solid black in color only in class or on campus
- seniors may wear college sweatshirts or jackets (Seniors ONLY)

## Spirit Friday (every Friday)

- HBCS t-shirt with uniform bottoms & uniform footwear; belt & tucked in shirt not required
- any Highland-related outerwear
- non-uniform outerwear must be **solid black in color only**
- seniors may wear college t-shirts (Seniors ONLY)

## Pay-to-Dress Day / Free Dress Day

- offensive/suggestive appearance in any form prohibited
- leggings are not allowed as a substitute for pants
- no tank tops
- no skin-tight jeans/bottoms (teacher's discretion-if in doubt, do not wear)
- no holes/rips in jeans/bottoms
- **No pajamas**
- **No Costumes**
- any outerwear allowed in class

## Student-Athletes

- Elementary & Middle Schol game day: team shirt/jersey with school uniform bottom
- High School game day: *Highland Athletics* warm-up pants with team shirt/jersey:
- **Except on chapel days or school picture days**

## Hair

- groomed, well-kept, clean & out of eyes; not past collar and earlobe (boys)
- traditional color and style; feathers not permitted
- Girl's hair accessories- only in school plaid, school green, school gold, navy, **black** or white
- boys' facial hair not allowed; referral **to front office to shave** at student's cost (\$3 paid that day); sideburns may not extend beyond earlobes.
- Boys hair must be neat and combed at all times

## PE Uniforms:

- HS (9th-12th) Athletic PE ONLY: Highland issued Athlete Practice Uniforms.

## Every Day

- (M/HS) Student ID (not defaced) on school lanyard free of other accessories; visible and worn around neck ; Students who do not have their ID must purchase a temporary ID for \$1 the same day; or a uniform infraction will be issued. (Temporary IDs CANNOT be billed to the student's account)
- no exposed tattoos or body piercings (includes attendance to school-sponsored events, extracurricular activities, & athletic contests)
- hats, caps, or bandannas prohibited; knit caps allowed outside for cold weather
- Jewelry:
  - girls: only one pair of non-dangling earrings or short (not to exceed 1 inch) dangling earrings may be worn on the lower ear lobe; minimal school appropriate necklaces/bracelets, no nose/mouth/tongue rings
  - boys: no earrings ; no nose/mouth/tongue rings
- **NO necklaces or bracelets in PK - K**
- fingernail polish must be a solid color



## **PHONE / CELL PHONES / MULTIMEDIA DEVICES / STUDENT VALUABLES**

*Lay up for yourselves treasures in heaven... for where your treasure is, there will your heart be also. Matthew 16:20-21*

The office phone is for school business and may only be used in case of emergency with the permission of the office staff. Calls home for assignments or materials may only be made with teacher permission. No long distance calls may be made.

**Cell Phone Policy** Cell phones are not allowed on campus without administrative approval. At no time are cell phones permitted on a student's person during school hours.

### **MultiMedia Devices**

**M/HS**: Electronic readers are allowed only with Administrator's approval. **Elementary**: Electronic readers are allowed to be used as a book; i.e., used for educational purposes as approved by the teacher. All e-readers must be approved by the technology coordinator who will provide a label of approval to be placed on the device. No other electronic/multimedia devices that have the capability of communicating with another device, other than school-issued Chromebooks, including cameras, are allowed on campus during the school day unless for specific use on a class assignment and with prior teacher approval. Watches only with the capability of keeping time and/or monitoring steps for fitness are allowed. **No smart watches ( ex: Apple Watch)**

The student will serve a detention for the first electronic/multimedia device usage infraction and the device will be sent to the office for the parent to retrieve. The student will serve an in-school suspension for a second device usage infraction. Again, the student's device will be sent to the office for the parent to retrieve. Upon the 3<sup>rd</sup> device usage infraction, the student will serve a one day out of school suspension and will lose all device privileges for the remainder of the school year.

Highland declares its right to conduct an investigation of possible violations of school policy or possible criminal conduct by inspecting phones/multimedia devices found on campus. This policy covers entries initiated off campus and brought to school as well as those entries made on campus. Additionally, the school reserves the right to take control of a cell phone or multimedia device that is the subject of an investigation, and may establish a plan to limit the further dissemination of images.

Students are discouraged from bringing large amounts of money to school. Students, not the school, are responsible for their personal property.

## SCHOOL ATTENDANCE



Louisiana Law requires parents/guardians of school age children to assure the attendance of their children at school. To earn the “Perfect Attendance” award at the end of the school year, a student must be in attendance each school day with **no tardies or checkouts (from school)** *Both excused and unexcused absences count as days absent from school.*

### Middle/High School Students:

A student’s attendance is taken per class. Absences are assigned by each individual class. Ex: A student could be present for 3rd-7th periods but accrue an absence in 1st and 2nd period.

In order to be eligible to receive grades and as required by the LA Department of Education, MHS students shall be in attendance a minimum of **27,225** minutes *each semester*.

A MHS student does not meet the school’s attendance requirements if absent more than **5 days per class** for the fall term and **5 days per class** for the spring term.

On the **3rd & 5th absence per class** per each of the fall or spring semesters, an attendance notification will be emailed to the parent/guardian and then contacted for a conference (phone or in person) with school administration to discuss student’s attendance.

### Elementary: (PK-6)

***Students entering PK must be toilet trained. Exceptions will be made for nap time accidents.***

In order to receive grades and as required by the LA Department of Education, elementary students shall be in attendance a minimum of **54,450** minutes during a school year. An elementary student should not miss more than **10 days in the entire school year**. HBCS will notify parent/guardian by email when his/her child has accumulated **4 absences** from school, In addition, at **7 absences**, the parent/guardian will be contacted for a conference (**phone or in person**) with school administration.

At the end of the school year, a PK/K student not meeting minimum attendance requirements will still receive credit for the school year if all other academic requirements for promotion are met.

At the end of the school year, if a student in grades 1-12 does not meet minimum attendance requirements, the student’s excused/unexcused absences will be reviewed by the administrator. If the student’s excused absences and days present meet the minimum number of minutes for attendance as required by the state, then grade level credit will be issued. If not, the details are brought before the School Advisory Committee (SAC) which will review and make the determination regarding issuing that student credit for the school year.

**Before printing the final report card for these students, the SAC decision must have been reached.**

However, a parent may review the grade information with the teachers.

**Exceptions to the attendance policy can be made only in the event of extended personal illness, verified by a physician, and/or at the discretion of the administration/SAC.**

## TARDY POLICY



### MIDDLE / HIGH SCHOOL

**A student arriving in the homeroom after 8:15 is tardy and must report to the office to receive an admit slip.** *The student will not be allowed in class without an admit slip.*

Parental sign-in is required for tardies to school and check-outs. When a *student driver* is tardy, the student must report to the office for an admit slip. Unless the student driver presents a medical excuse for a tardy, the student's parents will be called as notification of the student's late arrival to school.

- **M/HS students arriving to any class period:**
  - less than 10 minutes late will be marked tardy for that class. **(TU)**
  - arrival to any class period between 11-40 minutes late is marked ½ day absence for that course; **(AU ½)**
  - arrival between 41 minutes late and the end of any class period is marked as 1 day absence for that course. **(AU)**
- **M/HS students Checking out of any class period:**
  - Checking out early from a class with in 1 to 10 minutes will be marked absent for that course **(AU)**
  - Checking out early from a class with in 11- 41 minutes will be marked as ½ day absent for that course **(AU ½)**
  - Checking out early from a class with in 42-49 minutes will be marked as a check out for that course **(CO)**
  - Tardies are counted by course. Every four unexcused tardies in a course will convert to a one day unexcused absence in that course. Every four **excused** tardies in a course will convert to a one day **excused** absence in that course.

Every 4 unexcused tardies in a course within that quarter will result in a Saturday detention being assigned to the student. Once a student has exhausted 3 Saturday detentions in a semester, the next step will be suspension. **M/HS: Tardies will reset each quarter.**

### ELEMENTARY

Students who arrive at school after 8:15 must report to the office to be checked in by his/her parent. **Parental sign-in is required for all tardies or check-outs.** An admit slip will be given to allow the student to class.

- Check *in* 8:15-11:45: Tardy
- Check *in* 11:46 or after: ½ day absent
- Check *out* 11:45 or before: ½ day absent
- Check *out* 11:46 or after: early check out

Every four unexcused tardies will convert to a one day unexcused absence.  
Every four **excused** tardies will convert to a one day **excused** absence.

- **PK4-2nd grade:** after 8 unexcused tardies a parent conference is required before the student can return to school.
- **For 3<sup>rd</sup> – 6<sup>th</sup> grade students,** every eight unexcused tardies results in a Thursday detention.
- **Elementary: Tardies will reset each semester**

Allowances for checkouts are made on certain field trip days or holiday party days without counting against the student. The classroom teacher can provide this information.



## ABSENCE POLICY

Excuses must be received by week's end of the student's return

In order for an absence or tardy to be excused, the following written verification is required:

- Doctor/Medical Excuse (illness verified in writing, dr/dentist appointments.etc...)
- Court order
- Death in the immediate family

-Extenuating circumstances will be reviewed and determined whether excused at the discretion of the administration (Vacations, planned trips, non-school related activity, etc....)

-If students are kept at home by their parents due to fever, headache, vomiting, stomach issues, earache, sore throat, congestion, etc..., the first occurrence will be marked as excused with a written note or email from the parent / guardian. A doctor's excuse will be required for all recurring and other absences throughout the school year.

A student whose parent is a member of the U.S. Armed Forces or the National Guard of a state and such parent has been called to duty or is on leave from overseas deployment to a combat zone or combat support posting shall be granted excused absences, not to exceed five school days per school year, for the child to visit with his parents prior to the parent's deployment or during the parent's leave. Upon returning to school, the student shall be permitted to complete all class assignments, including all tests missed while absent.

### • MIDDLE / HIGH SCHOOL

- If a student is absent from school, or will check in later that day **the parent must contact the office by 9:00 a.m.** or a parent alert will be sent out. If calling before school hours, a voicemail may be left. This is very important for the accountability of our students.
- When a student is absent from school, it is his/her responsibility to get missed assignments/homework from Parentsweb or a classmate. If a student needs to check out of school, the parent/guardian must call the school office to authorize the HS student's check out.
- **Juniors and seniors may take up to 3 days** absence per school year for college visits which will be counted as excused absences. Any additional days taken for college visits will be counted as unexcused absences. Any college visit taken during the 4<sup>th</sup> quarter of a student's senior year without administrative approval is considered unexcused. If school attendance continues to be an issue for a student, assistance from the District Attorney's office may be sought. **College days MUST be approved by the Guidance Office prior to the day. Student must bring back letter/excuse from college proving attendance.**

### • ELEMENTARY

- If a student is absent from school, **the parent must email/contact the teacher by 9:00 a.m.** This is very important for the accountability of our students. Following parent request prior to 9:00 a.m., books may be picked up from the school office **after 2:00 p.m.** Homework & classwork assignments are posted on Parentsweb.

## MAKE UP WORK

On the first day back to school after an absence, the student is to make arrangements with each teacher to make up assignments and/or tests. The number of days a student is absent determines the number of days the student has to make up tests. For example, if a student misses one day of school he has one day of school to make up his work. If a student is absent for three days he has three days to make up his/her work. Making up major assignments and quizzes is carried out at the teacher's discretion. If there are extenuating circumstances, an administrator may grant additional time for the work to be completed.

Student illness (even without physician verification) and other reasonable circumstances shall always warrant the opportunity for the student to make up assignments/tests.

## LUNCHES / MILK

Milk may be purchased on a yearly basis only from HBCS. There are no refunds for milk missed for any reason, including student absences or school closures. MILK IS DUE THE FIRST DAY OF SCHOOL

Milk payments made out to HBCS

- Elementary: (PreK -6th)
  - One check per student
  - Money/form given to HOMEROOM TEACHER at Orientation and no later than the first day of school
- Middle/ High School: (7th-12th)
  - Payment goes to school office by the first day of school

\*Note: If your child DOES get milk at lunch, and we don't have a payment recorded, your account will be billed the \$80.00 milk fee.

## LUNCH BOX LIVE

**Lunch Box Live** will provide an optional hot lunch program to our students.

- Menus will be on the Lunch Box Live website.( [Lunchboxlive.net](http://Lunchboxlive.net) )
- In the event you didn't have an opportunity to place your lunch order before 5pm the night before, you must bring your own lunch from home (No fast food or restaurant food)
- Forgotten lunches must be brought to school by 10:00 am. **NO EXCEPTIONS**
- No fast food or restaurant food is allowed, only food from home
- If lunch is not brought to the student by 10am, the parent/guardian may check out their child to go eat then check back in. (Attendance policies apply)
- If you ordered Lunchbox Live and you know your child will be absent, you may cancel before 5:00pm the day before or pick it up at the lunchroom before 12:30 pm at the back door on Prioux Street.
- *Due to the lunch options, lunch delivery service (Chick Fil A, DoorDash, Waiter, Dominoes, etc..) will not be allowed at any time.* Please refer to the Lunch Box Live website for details in reference to refunds or credits. [Lunchboxlive.net](http://Lunchboxlive.net)      [https://www.hbcnsi.org/images/Lunch\\_Box\\_Live\\_1\\_.pdf](https://www.hbcnsi.org/images/Lunch_Box_Live_1_.pdf)

**Any questions please contact the administration.**

## FIELD TRIPS

*Let your light so shine before men, that they may see your good works, and glorify your Father which is in heaven. Matthew 5:16*

### Elementary Field Trips

- Every class at HBCS enjoys the privilege of field trips. In order to assure that such trips will be of benefit to the students, all teachers planning trips for their classes follow specific policies. All trips shall be properly chaperoned. Teachers assign chaperones and groups of students. If a student does not attend the academic field trip, he/she will be marked as an unexcused absence, unless reason for absence is excused as defined in the Student *Handbook*.
  - A student in 1st grade and older is allowed to participate in a field trip only if he has an A or B cumulative average in conduct to date of the field trip.
  - It is at the discretion of PK and K teachers whether to allow students with behavioral concerns to participate in a field trip. If not allowed to participate, the student may be asked to remain at home with absence recorded as excused. In some behavior cases, a student may be permitted to attend a field trip on the condition that his parent attends as well.
  - No refunds are given unless a field trip is canceled.
  - All elementary classes utilize school buses for field trips.
- Middle / High School Field Trips
    - Off-campus trips are considered a privilege and a valuable learning experience that all students are required to attend. Teachers assign chaperones and groups of students. If a student does not attend a field trip, he/she will be marked as an unexcused absence, unless reason for absence is excused as defined in the Student *Handbook*.
    - A student is allowed to participate in a field trip at the discretion of the sponsor of the trip. If a student is a disciplinary problem of any nature at school or on any previous field trip, in addition to receiving disciplinary action, that student may be ineligible for any other field trips for the remainder of the year. In the event that a student is not allowed to participate in a field trip, the student may be required to remain at home with the absence recorded as unexcused.
    - In order to assure that such trips will be of benefit to the students, specific policies are followed by all teachers planning trips for their classes. **NO refunds are issued for field trips, unless the event is canceled.**
    -

## SEARCH AND SEIZURE

HBCS maintains the right of the school to exercise reasonableness under all circumstances in the area of search and seizure. The conditions for reasonableness are twofold.

First, the officials of HBCS shall have reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

Second, the search as conducted must be reasonably related in scope to the circumstances that justified the search in the first place. Reasonably related in scope means (1) the type of search conducted by the officials of HBCS (in the presence of two persons of the same gender as the alleged offender if warranted) is reasonably related to the objective of the search and (2) the search is not excessively intrusive in light of the student's age and gender and the nature of the infraction.

## **STUDENT SEXUAL HARASSMENT POLICY (Employee-Student and Student-Student)**

This school is committed to maintaining an environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Employee-student and student-student sexual harassment is prohibited. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

- Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:
- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

### **Examples**

- Unwelcome sexual conduct may include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct which would violate this policy:
- Unwanted sexual advances or propositions;
- Offering academic benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
- Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes;
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations;
- Physical conduct such as touching, assaulting, impeding or blocking movement.

### **If you Experience or Observe Sexual Harassment**

- Students who feel that they have been subjected to or have observed conduct of a harassing nature must promptly report the matter to a school official.
- Procedure for Investigation of Complaint and Taking Corrective Action
- When a school official receives a complaint, he/she shall immediately inform the administrator who will promptly direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The school administrator and chairperson of the HBCS Advisory Committee are specifically authorized to receive complaints and to respond to questions regarding sexual harassment.
- The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

## Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian as well as appropriate law enforcement/government officials as circumstances warrant.

## Protection against Retaliation

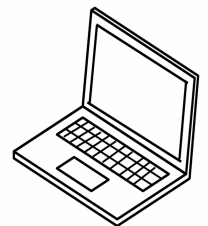
It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

## ABUSE REPORTING POLICY

In accord with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes, mandates that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## COMPUTERS AND CHROMEBOOKS

HBCS encourages the responsible use of computers, computer networks, including the Internet, and other electronic resources in support of the mission and goals of the school. It shall be a violation of this policy for any student to engage in any activity that does not conform to the established purpose and general rules of this Acceptable Use Policy.



HBCS computer systems include, but are not limited to, computers, laptops, Chromebooks, tablets, Smart Boards, wireless networks, servers, Internet access, or any other technology-related device or service provided by the school.

Other devices subject to this policy include any personal device brought from home that is used on campus.

## HBCS CHROMEBOOK POLICY (Middle / High School)

HBCS is providing students with a Chromebook and a charger. These devices are the property of HBCS. The supplied devices will provide each student access to educational materials needed to be successful. The Chromebook allows students access to RenWeb, Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied devices are an educational tool and are not intended for gaming, social networking or high-end computing.



## Receiving your Chromebook

- **Students MUST provide a padded Chromebook case or sleeve.**
- Chromebooks will be distributed within the first week of the school year to 7th-12th grade students.
- Parents/Guardians and students MUST sign and return the Chromebook Agreement document before the Chromebook will be issued to the student.
- Transfer/new students will be issued their Chromebooks and cases on their first day of attendance and after both they and their parents/guardians have completed the Chromebook orientation and signed the Chromebook Agreement.
- Chromebooks will be collected at the end of each school year and students will be **reissued the same Chromebook** every year while enrolled at HBCS.

## Returning your Chromebook

- Students must return Chromebooks & chargers to the IT Room by the end of the last day of final exams. Seniors will return Chromebooks & chargers by the end of the last day of senior final exams.
- Students leaving HBCS must return Chromebooks & chargers to the IT Room on the last day of attendance.
- Any student not returning the Chromebook & charger at the end of the year or upon withdrawing from HBCS, will be billed the full replacement cost.
- Chromebooks will be examined for damage and fees may be issued if damage is found to be beyond normal wear and tear.

## IF A STUDENT LEAVES THEIR CHROMEBOOK AT HOME

**First time “Freebie”**: Students are allowed to have a parent bring their Chromebook to school one time without it being counted against them.

After the “Freebie” is used they will be allowed to phone their parent/guardian to bring it to school. ***This must happen only before the school day starts and the Chromebook must be on campus before the first bell,*** If the Chromebook is not on campus by the first bell, students are to request a loaner from the IT Room

## CHROMEBOOK LOANER

If a student leaves his/her Chromebook at home or brought it to school without being charged, they are to get a loaner from the IT room

- First occurrence: FREE
- The second occurrence: \$5 fee billed to account
- The third occurrence: \$10 fee billed to account
- The fourth occurrence: \$15 fee billed to account and disciplinary action.
- Repeat violations of this policy will result in disciplinary action.

Students who obtain a loaner will be responsible for returning the borrowed device to the IT Room by 3:30 p.m. the same day.

## Charging your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.

- Students whose Chromebook battery does not last for a full day will be issued a loaner from the IT Room
- Students who obtain a loaner are responsible for returning the borrowed device to the IT Room by 3:30 p.m. the same day.

### **Taking Care of your Chromebook**

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly, must be submitted to the Tech Desk as soon as possible so that they can be taken care of properly. ***Do not take any HBCS-owned Chromebooks to an outside computer service for any type of repairs or maintenance.***

### **General Guidelines**

- Chromebooks & chargers must have an HBCS asset tag on them at all times; **these tags must not be removed or altered in any way.** If a tag is removed, disciplinary action will result.
- No food or drink is allowed next to a Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport a Chromebook with the power cord plugged in. Never store a Chromebook in its carrying case while plugged in.
- Never carry a Chromebook while the screen is open.
- Chromebooks must remain free of any writing, drawing, or stickers.
- Vents cannot be covered.
- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day. Chargers must be left at home.
- Any “pranking” of another student’s Chromebook (hiding, switching , etc.) will be subject to disciplinary action, up to and including possible suspension.

### **Carrying Chromebooks**

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- Case use is required when transporting the Chromebook to and from buildings and from classroom to classroom.

### **Screen Care**

Chromebook screens can be easily damaged. **Screens are particularly sensitive to damage from excessive pressure on the screen.**

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not place objects (textbooks, backpacks, etc.) on top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.

- Do not poke the screen with anything that will mark or scratch the screen.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, or disks). Do not place the device near magnets or anything with high electric current.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth; cleaning solvents can damage the screen.

### **Chromebooks Needing Repair**

- Chromebooks needing repair will be brought to the IT Room to have a repair ticket created. **All repairs will be handled by the technology department staff.**
- Students and families should never attempt to fix a broken Chromebook nor should they have anyone else attempt to fix their Chromebook.
- ***Loaner Chromebooks will be issued to students when their Chromebook is in the IT Room for repairs (without fee or penalty).***
- Students using loaner Chromebooks will be responsible for any damages incurred while in their possession. Damage to a loaner is not covered by the Safeware Product Protection Service Plan.
- Students will be required to reimburse HBCS for the replacement cost if a loaner Chromebook is lost or stolen.

### **At Home Use**

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is the same as at school; refer to the care section.
- Always transport a Chromebook in its carrying case.
- School-supplied filtering is not available at home.
- Chromebooks are to be used for educational purposes only and usage can be audited at any time.
- Students will be bound at all times by HBCS technology policies, administrative procedures, acceptable use policies, and all other guidelines in this document.

### **Chromebook Technical Support**

Technical support is available as follows. Additionally, if repair is necessary, students will submit a request for repair at the IT Room

The Technology Coordinator will provide the following:

- Password resets
- User account support
- Coordination and completion of warranty and Safeware repairs or replacements
- Loaning of Chromebooks while a student's Chromebook is out for repairs, left at home or not charged when brought to school.

**Contact Brent Dugas with any questions: [bdugas@hbcnsi.org](mailto:bdugas@hbcnsi.org)**

**For more detailed information see Chromebook Policy available on our website  
[www.hbcnsi.org](http://www.hbcnsi.org).**



## INTERNET USE POLICY



Internet access is reserved for academic or administrative use. The school's intention is to maintain an environment that promotes responsible conduct in all online activities by both its faculty and students. All users on school property or of devices accessing the internet through HBCS computer systems shall adhere to the established purpose and rules of the network. The privilege of using the network will be canceled for those who do not use it properly and appropriate disciplinary action will also be taken, up to and including suspension or expulsion. Guidelines for use are provided to make all HBCS users aware of the responsibilities that they accept. In general, what is required is efficient, Christ-honoring, and legal utilization of network resources. HBCS cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. When required, HBCS will give proper authorities full access to email communication and other files.

### Eligibility

Students enrolled in courses in which Internet use is being taught as part of the course or where access is required are eligible for access.

### Acceptable Use

HBCS seeks to protect the civil, personal, and property rights of those individuals using network computing resources. All use of the school's computer systems must be in support of education and research and consistent with the objectives and mission of the school. Use of another organization's network or computing resources must comply with the rules established by that network.

- **Email** - School email accounts are to be used to communicate with teachers and peers. Disciplinary action will be taken for students who violate the HBCS Code of Honorable Conduct through the use of email. The administration reserves the right to view all email accounts. Students are not allowed to access personal email at school.
- **Internet** - HBCS uses a content filtering system to block or filter content that is not in accordance with the mission or values of HBCS. If students are in need of a site that is blocked, they should contact the Tech Desk. Hacking or attempting to visit sites that are blocked are against the Code of Honorable Conduct. The administration reserves the right to monitor Internet usage of all students.
- **Social Networking** - Students are not allowed to access social networking sites on school campus without teacher oversight. Information posted on the sites should not represent the school, teachers, or use the HBCS logo. Postings on sites by HBCS students should be in accordance with the Code of Honorable Conduct.
- **Video Sharing Sites** - Videos or podcasts related to HBCS can only be uploaded to the internet with an administrator's approval.
- **Photo or Video Productions** - Students are only allowed to photograph or film appropriate material. Using a webcam or other photo or video application during class without teacher permission is a violation of the Code of Honorable Conduct. Permission is required to record the voice, photograph, or video of a teacher or student.
- **Instant Messaging** - Students are prohibited from using instant messaging while on campus.

- **Passwords** - Students are responsible for protecting the confidentiality of all passwords. If there is an issue with a password, see the Tech Desk. It is a violation of the Code of Honorable Conduct to attempt to use or obtain another person's password.
- **Sharing Laptops or Chromebooks** - Laptops or Chromebooks should remain with the assigned student unless otherwise directed by a teacher. Students are prohibited from accessing faculty computers without permission.
- **Drinks & Food** - Drinks and food should not be placed near any electronic device. After eating, hands should be cleaned before touching electronic equipment.
- **Storage Devices** - Contents of flash drives or other storage devices shall contain appropriate material. Students with flash drives that contain games or other inappropriate material are subject to disciplinary action.
- **Games** - Students may not download or play games unless directed by a teacher for educational purposes.
- **Copyrights** - Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution that would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- **Cyberbullying** - HBCS prohibits the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, with the intention of harming another or others. Tormenting, threatening, harassing, humiliating, embarrassing or otherwise targeting others using the Internet or other interactive and digital technologies will not be tolerated.
- **Objectionable Materials** - Students may not access content that is obscene in nature (i.e., pornography and/or child pornography) any material that is deemed "harmful to minors," or any materials otherwise inappropriate for educational uses or contradictory to the school's mission. The use of profanity or personal attacks on the school network is not permitted.
- **Vandalism** - Any malicious attempt to harm or destroy data of another user, the Internet system or any of the agencies or other networks connected to the Internet is prohibited. This includes, but is not limited to, the uploading or creating of computer viruses.

## **Privileges**

The use of Highland Baptist Christian School computer systems is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges as well as disciplinary action.

## **Disclaimers**

HBCS makes no warranties of any kind, whether expressed or implied, for the use of its computer systems. HBCS will not be responsible for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by a person's own negligence, error or omission. Use of any information obtained is at the user's risk. HBCS specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

## **Disciplinary Action**

The failure of any student to follow the Internet policies as outlined will merit disciplinary action as determined by the administration.

## CRISIS MANAGEMENT PLAN INCLUDING DRILLS AND EMERGENCY CODES

Numerous events may constitute a crisis for a school. There are natural disasters, such as hurricanes, floods, tornadoes, or lightning; there are man-made disasters, such as civil riots or bomb threats; and there are other situations such as a fire or explosion.

Fire drills are held monthly. Exit routes are posted in each classroom; all personnel must evacuate. Students exit in single file, staying close to the wall unless otherwise instructed. Teachers see that all students have safely left the building, checking roll after students have taken their positions outside. The administrator shall be notified immediately if any student is not with his class.

Middle school students report to the gym parking lot for fire drills, including drills that occur during a class change or any non-class time. High School students report to the football field for fire drills.

Emergency drills utilizing *codes* are posted in each classroom and reviewed on a routine basis to prepare the students, faculty and staff of HBCS for crisis situations. Teachers take class rosters/cell phones with Renweb app when exiting a building due to an emergency. The administrator or designee will announce over the intercom using the following codes as applicable:

- **Code Red** (Evacuation Drill) is announced to initiate immediate evacuation of all students and faculty/staff due to situations such as a bomb threat, gas leak, etc. Evacuation occurs to an area of no less than 300 feet from the nearest building.
- **Code Yellow** (Tornado Drill) is announced to notify students and faculty/staff of a tornado or other dangerous weather condition that requires immediate cover. Teachers lead students to designated areas (hallways, or administrative offices). Each student sits facing the wall with his knees to his chest, head between knees, and arms wrapped over his head. Students and staff remain silent and wait for further instructions from the office staff.

Parent Alerts will be sent via email/text/voicemail and/or announcements made on local TV and radio stations when school is dismissed or canceled due to inclement weather or otherwise.

- **Code Green** (Lockdown) is announced as notice of an intruder on campus. This initiates lock down. All students remain in their classrooms OR report to the nearest building with a teacher. Teachers lock classroom doors, close the blinds, turn off lights/electronics emitting light, and cover windows on doors. Teachers by exterior building doors check to verify doors are locked. Teachers direct students to assume the best protected position. Teachers and students remain in classrooms until receiving the all clear notice. For Code Green in lunchroom/worship center: students get under tables/on floor by pews; teachers lock lunchroom/worship center doors.
- **Code Orange: Soft Lockdown** (a possible threat is identified in the surrounding area) All exterior doors are locked. Students do not leave their building. Teachers by exterior building doors check to verify doors are locked. Teachers and students remain in classrooms until receiving the all clear notice
- **Code Purple: Lockdown** (threat is identified in the surrounding area, but not on campus)
  - All exterior doors are locked
  - All classroom doors are locked
  - Students do not leave their classroom

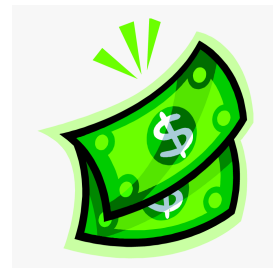
- Blinds should be closed
- Covering should be placed on classroom door window
- Class should continue as normal, but everyone should remain in that classroom until code purple is lifted
- If outside, students are to be brought into the building right away.
- Wait for All Clear with the code word.

Teachers whose classrooms are by exterior building doors- lock them and turn off hall lights. Each building pre-determines a “back up teacher” to verify exterior doors are locked.

## FINANCIAL

### Charged Fees and Payments

Monthly tuition payments as well as before/ after care fees processed by FACTS are due **by the 10th** of each month; payments become delinquent after the 10th of each month with a late fee of **\$25.00** accrued. If tuition **or any other charge** is not paid by the 15<sup>th</sup> of the month by 9 a.m., **the parent should not send the student to school**. The student may return only after fees are paid.



### Refund Policy

A full refund of prepaid annual tuition will be made if a student transfers out before school begins. Half of pre-paid annual tuition will be refunded if a student transfers before the start of the spring term. No refund for prepaid annual tuition will be given if a student transfers after the spring semester begins. If a student who pays monthly transfers from HBCS in the middle of the school year, the responsible party is responsible for the balance of the unpaid monthly payment(s) remaining for that semester. **In the event of a student transfer out of HBCS, records will not be released until all fees are paid by cash or money order.** All fees are non-refundable.

### NSF Policy

Non-sufficient funds (NSF) checks are charged a **\$35.00** fee. Payments of the NSF check and fee are due to FACTS within five business days of the NSF notice sent by FACTS. Payer **must log on to the FACTS account and make payment** within 5 business days in order for the student to remain at school. If this fee is not paid within five business days, the student will not be permitted to attend HBCS and may return only after fees are paid. HBCS reserves the right of collection, including forwarding the check to the district attorney’s office for collection. **In the event that more than two NSF checks are received from the same family in a school year, all subsequent payments must be made in cash or by money order to the school office not later than the 10th of every month.**

### Library Fines

Overdue items from the HBCS library will be charged .10 cents daily. Six weeks past the due date of an item, the student will be assessed the replacement cost of the item.

## WITHDRAWAL AND TRANSFER

The cumulative folder is filled out by the teacher and registrar; all school property returned. As stated on the Parent-School Contract, there is a remaining tuition obligation for students who attend one day of school. **Student records are not released until all fees are paid** (see Refund Policy on this page).

## GRADING POLICY

*Wisdom is supreme; therefore get wisdom. Though it costs all you have, get understanding. Proverbs 4:7*

### HIGH SCHOOL GRADING SCALE

In an effort to uphold the virtues of responsibility and personal accountability, students are expected to turn in assignments by the due date given. A student will receive no less than a letter grade deduction per day on late major assignments. When a teacher chooses to grade homework, partial credit may be given for partial completion.

<b>High School College Prep Grading Scale</b>	<b>Honors and Dual Enrollment Grading Scale</b>  All courses that go on permanent transcript will follow the scale below. *Note: 8th Grade Science
A 92-100	A 90-100
B 83-91	B 80-89
C 74-82	C 70-79
D 65-73	D 60-69
F 0-64	F 0-59

To schedule an honors course, a student must have earned no less than 87 as a final average in the subject taken the previous year. **If a student's average in an honor's class for a quarter is below 70, he/she will be placed back into the CP class.**

\*A student taking a junior level course is exempted from taking that course's end of year final exam if he has earned no less than an A in each-quarter's grades for that course. A student taking a senior level course is exempted from taking that course's midterm or final exam if he has earned no less than an A for the course in each quarter grade for that semester.

An 8<sup>th</sup> grade Algebra I Honors student must earn a minimum course grade of 78 to be eligible to receive high school credit.

### ELEMENTARY & MIDDLE SCHOOL GRADING SCALE

Grades are entered on FACTS for grades K-8th according to the following scale

<b>A 94-100</b>
<b>B 87-93</b>
<b>C 77-86</b>
<b>D 70-76</b>
<b>F 0-69</b>

## REPORT CARDS

Study to show yourself approved unto God, a workman that needs not to be ashamed, rightly dividing the word of truth. 2 Timothy 2:15



**K-6 Grade:** Report cards are issued quarterly and posted on Renweb for Kindergarten-6<sup>th</sup> grade. If the final report card of a student is not posted due to excessive absences or due to a delinquent account, the parent may meet with the teacher to review the final grade information.

**Middle / High School:** Report cards are issued quarterly. If the final report card of a student is not issued due to excessive absences or a delinquent account, the parent may meet with the teacher to review final grades.

After each nine week grading period, the school will publish the honor roll and principal's list in *The Daily Iberian* according to the following criteria:

## HONOR ROLL & PRINCIPAL'S LIST

### Elementary

***Honor Roll*** = no grades below B- (including conduct); O or S in areas in which those letters are assigned, good attendance  
***Principal's List*** = no grades below A- (including conduct); O or S in areas in which those letters are assigned, good attendance

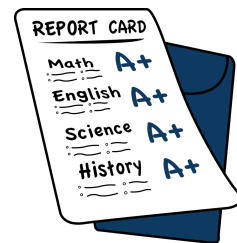
***Principal's List*** = no grades below an A and good attendance

A kindergarten student's quarter grade in penmanship does **not** count toward earning Principal's List or Honor Roll as long as the student has achieved all As or As and Bs in all other academic areas, including conduct.

### Middle / High School

***Honor Roll*** = no grades below B and good attendance.

***Principal's List*** = no grades below an A and good attendance



## ELEMENTARY Subjects and Character

Building Christian character traits is accomplished through traditional Christian teaching methods. Character-building habits and attitudes are formed as HBCS teaches traditional subjects in an orderly, structured way. **These traits and habits are noted as follows.**



### Phonics

*For it is: Do and do, do and do, rule on rule, rule on rule; a little here, a little there. Isaiah 28:10*

Listen carefully; obey willingly; respect authority; apply myself; develop habits of thinking, analyzing, and organizing; build a background for confident reading; learn to wait my turn; help others; listen to my classmates; respond when called upon; speak so others can hear and understand me; cooperate with others in a kind, orderly way.

### Reading and Literature

Do my best; build a foundation for independent learning; learn to read the Bible on my own; apply myself to the task at hand so I can comprehend what I read; learn about great people like me who did right; learn to know and base my life upon eternal values; forget myself and be wrapped up in the lives of others; learn to understand love and appreciate other people; rejoice in the richest expressions of human language; appreciate excellence; learn important guidelines for choosing reading material; pattern my life after those who show qualities of loyalty, honesty, dignity, love, and humility; focus my mind on things that are true, honest, just, pure, lovely, and of good report (Philippians 4:8); form habits of searching diligently for the truth on a matter.

### Penmanship

Whatever your hand finds to do, do it with all your might. Ecclesiastes 9:6

Work slowly and carefully; have a standard to follow and work diligently to meet it; be thoughtful enough of others to write to them in a script that can be read quickly and with ease; learn to be careful, orderly, neat, clean, responsible, thorough, exacting, and persistent.

### Science

*It is the glory of God to conceal a matter; to search out a matter is the glory of kings. Proverbs 25:2*

See the orderliness and reasonableness of God's universe; use the mind that God has given me to find out about the physical universe; follow God's command to subdue the earth and exercise dominion over it (Genesis 1:28); know that I am fearfully and wonderfully made (Psalm 139:140); learn how to classify, analyze, and quantify; learn to work in a systematic way.

## **Grammar, Spelling, Vocabulary and Composition**

*How forcible are right words! Job 6:25*

Learn and apply the rules of English/language arts; learn that there is a right way to do things; do right because it is right to do; see patterns and work analytically; learn how to use words effectively to express God's love to others; see the structure and orderliness of language and learn to do things according to pattern; apply knowledge of grammatical structure to my own thoughts and words; develop a body of thought in an intelligent and orderly manner; evaluate what I read, hear, and observe.

## **Mathematics**

*Let all things be done decently and in order. 1 Corinthians 14:40*

Communicate my beliefs clearly, confidently and persuasively; work up to the standards and pace set by my instructor. Pay attention; do my best; learn to embrace hard work; learn to be fast and accurate in my thinking; see how things work together; be prepared; finish the job; learn to believe in absolutes (2+2 always equals 4); participate in healthy competition; work hard to get the right answer; know that there is a right answer; learn to see the addition and multiplication tables as part of the truth and order that God has built into reality; study one aspect of the order of the real world and indirectly learn more about the God who created the world; establish the extremely important skill of learning things by learning to go from the concrete to the abstract, from the particular to the general, from the content to the concept; learn to be thorough, orderly, careful, alert, obedient, persistent, cooperative, and honest; learn to see relationships between one truth and another; learn to be precise and exact in thinking; learn to apply mathematics skillfully in order to function in life daily; learn to master a received body of knowledge and apply it as to obey the command of Genesis 1:28.

## **History and Geography**

*The highest heavens belong to the Lord, but the earth he has given to men. Psalm 115:16*

Know that there is a difference between right and wrong (absolutes) and learn to choose the right; use my reading abilities to learn new materials; use my mind to concentrate on the work before me and to select, analyze, review, memorize, and reorganize material; know that there is an objective meaning to the events in history; know that history began with God's creation of Adam and Eve; see that God directs and permits all things; see the centrality of Jesus Christ in history; learn to love other people and treat them with dignity; learn to love freedom under God; learn the basis of individual freedom and responsibility; learn to love my country and obey its laws; understand that history is the story of what man has done with the time God has given him and that the Bible is the story of what God has done in history.



## FINAL COURSE GRADES

Grades from the first and second semesters account for 4/5s of the final course average. Spring and fall cumulative exams account for 1/5 of the final course average. To pass a subject, a student must achieve at least 1 quality point for the course. Quality points assigned to letter grades are as follows: A=4, B=3, C=2, D=1 and F=0.

## GRADUATION REQUIREMENTS



A student shall successfully complete a minimum of 26 units of credit in an individual program, which shall be cooperatively planned by the student, the student's parents, and the school to meet high school graduation requirements. *Transfer students may receive substitution from Carnegie Units.*

The HBCS high school curriculum is as follows:

English-4 units	English I, II, III, and IV in consecutive order
Mathematics-4 units	Algebra I, Geometry, Algebra II, Advanced Math, Pre-Calculus
Science-4 units	Physical Science, Biology, Chemistry, Physics, Environmental Science, Biology II
Social Studies-4 units	World History, Government (Civics/Free Enterprise), American History, World Geography
Foreign-Language-2 units	2 units of same course in consecutive order
Health and P.E.-2 units	Recommended to be completed by tenth grade; substitution of R.O.T.C. is permissible for transfer students
Art 1 Unit	
Bible 4 units	Religion I, II, III and IV
Electives--minimum of 2 units	Law Studies/Sociology, Publications I and II, PE III and IV, Art I/II, Dual Enrollment and/or other electives TBD

## DUAL ENROLLMENT (HS only)

Dual enrollment classes are offered on campus within the school day. Working in conjunction with LSU and Northwestern State University, qualified juniors or seniors may choose to take online classes during school hours that will give them credit for high school AND college. Students will be notified of eligibility and course choices in the spring of the preceding year. **Dual Enrollment follows a 10 point grading scale.**

**\*\*NOTE\*\* Any dual enrollment student that fails their class/classes will not be allowed to re-enroll in that dual enrollment class the following semester. If the dual enrollment class that was failed is a core class, he/she will have to enroll the next semester into a HBCS approved online class. If a student fails two dual enrollment classes, he/she will be disqualified from taking any further dual enrollment classes.**

## GRADUATION GOALS

- **TOPS**
  - *State scholarship opportunity for LA residents*
  - Must take TOPS University Courses
  - Must meet TOPS grade point average (GPA) requirements for TOPS state scholarship eligibility
  - Must meet TOPS ACT requirements for TOPS state scholarship eligibility
- **TOPS University Diploma Requirements** *Required for 4-year college admittance*
  - Must take Foreign Language I & II
  - Must meet GPA requirements for 4-year college admittance
  - Must meet ACT requirements for 4-year college admittance

For further details, go to: <http://www.louisianabelieves.com/courses/graduation-requirements>

Admission requirements for universities vary. Some universities have higher requirements than others. An individual university's admissions office can provide further details. **It is the responsibility of parents and students to know the TOPS as well as admission requirements/ deadlines of the university in which they are interested.**

## Schedule Change Request for High School Students

Any high school student wishing to change from one class to another must meet with the school counselor and/or administration on or before the **3rd week of each semester**

## Dropping/Adding Honors Courses

Teacher and parent approval is needed in order for a student to drop/add an honors course **unless a student's cumulative average falls below 70 percentile. Student will be automatically dropped from the honors class.** **Friday, September 1st** is the last day to drop/add an honors course. *Following the schedule change, that grading scale (honors or college prep) will be used to determine the final quarter averages*

## RETENTION

The retention policy of HBCS states that a student may repeat only one grade level at HBCS. If a student has repeated a grade and fails again (other than PK/Kg), he will be required to transfer out. An administrator and teacher(s) review all retention.

\*If a student fails a subject area and completes summer school for the subject area, the student will be promoted. However, if the student fails the same subject the next school year, summer school will not be an option unless the student is granted administrative approval. If a student fails the same subject two consecutive years and summer school isn't an option, he/she will either have to repeat the same grade or transfer out of HBCS. Ex. If a student fails math in the 6th grade and completes summer school, he or she will be promoted to 7th grade. If the student fails math in 7th grade, he or she will have to repeat 7th grade (summer school will not be an option).

### Elementary

A student may repeat only one grade level at HBCS. If a student has repeated a grade and fails again (other than PK/Kg), he will be required to transfer out.

- **PK:** A student shall repeat PK if he has not successfully completed the reading/phonics and/or math curriculum.
- **Kindergarten:** A student shall repeat kindergarten if he has not satisfactorily completed the reading/phonics and/or math curriculum. The maturity and overall developmental level is taken into consideration to determine if a child is promoted or retained.
- **Grades 1-6: A student is retained if he fails two major subjects (grades 1-3: Reading, Phonics, English, Mathematics); grades 4-6: (Reading, English, Mathematics, Social Studies, Science) .**
- **If a student fails one major subject (grades 1-3: Reading, Phonics, English, Mathematics); grades 4-6: (Reading, English, Mathematics, Social Studies, Science), he or she must meet failed course requirements through an approved summer remediation program.**
- **\*\*Summer school is only an option if you fail one subject\*\***

### Middle School

- A student is retained if he fails two core subjects (English and/or literature, mathematics, history, science) and doesn't complete summer school.
- If a student fails 3 or more core subjects (English and/or literature, mathematics, history, science), he will be retained and summer school isn't an option.
- A student is retained if he fails one major and two minor subjects (PE, Bible).
- If a student fails a core subject, he must successfully complete a summer school course from an approved summer school program in order to continue as a student at HBCS. A student meeting requirements through an approved summer school program will have his final grade adjusted accordingly and changed on the HBCS report card. Both grades will appear on the student's cumulative record.
- All retentions are reviewed by an administrator and teacher(s) concerned.

**High School:**

- Failure to meet course requirements will result in failure of the course. A student is retained if he fails two core subjects in the regular school year and may be subject to academic dismissal. However, meeting course requirements through an approved credit recovery summer program, independent study, correspondence coursework, etc. may allow the student to be promoted.
- If a student fails three core subjects during the regular school year, the student is retained or asked to transfer out. A rising senior failing 3 core courses will be considered for promotion upon successful completion of credit recovery courses and having been credited with the minimum required credits for graduation from Highland.

A Carnegie unit for failed courses will not be issued until requirements are met as noted above. A high school student who successfully completes course requirements will have his/her grade point average (GPA) adjusted accordingly for the course failed during the school year. Both sets of grades will appear on the student's cumulative record.

**Example:**

Final Average	English I	F	GPA 2.42
Summer School	English I	C	Adjusted GPA 2.71

## AWARDING CREDIT FOR HIGH SCHOOL COURSES

Credit is allocated on the following basis:

The student must earn a final course grade of 65% or above in a college prep class & 60% or above in an honors class in order to receive credit for the course. A semester course earns .5 units of credit and a yearlong course earns 1 unit of credit.

A student may be dismissed from HBCS if his parent(s)/guardian(s) demonstrate an uncooperative attitude with the school and/or disagreement with the philosophy/mission statement of the school culminating in the inability of the school to meet the student's needs.

## ELIGIBILITY FOR DIPLOMA

Since HBCS has a contractual relationship with its parents and students, and since the handbook is an integral part of this contractual agreement, all parties are reminded of the following:



Full participation in the graduation ceremony at HBCS is a privilege and not a right for the individual student and his parents/guardians.

Therefore, the privilege of graduating with one's class on graduation day is governed by the following principles:

- successful completion of the course of studies required by the State of Louisiana,
- successful completion of the course of studies as required by HBCS, and
- certification by HBCS as having followed the rules and regulations of the school, to such a degree that the student is worthy of the privilege of being an active participant in the graduation ceremony.

Transfer students may be given partial waiver on HBCS graduation requirements that exceed state requirements as determined by the administration.

## DETERMINING DESIGNATION AS AN HONOR GRADUATE

- An honor student is one who successfully completes a minimum of 8 honor courses, designated by a gold double cord worn at graduation.
- All honor students graduating with a **3.90 GPA** or above will be recommended for graduation with highest honors.
- All honor students graduating with a **3.70 GPA** or above will be recommended for graduation with high honors.
- All honor students graduating with a **3.40 GPA** or above will be recommended for graduation with honors.

Students not completing the honors program but graduating with a 3.0 or higher will be recommended as Graduates with Distinction, designated by a green double cord worn at graduation.

HBCS will accept advanced course credit only from schools that are state approved.

## Valedictorian and Salutatorian

Candidates for **vaedictorian** and **salutatorian** must be in attendance at HBCS 2 of their four high school years. To qualify for valedictorian (first) and salutatorian (second), candidates must have a minimum of 16 honor courses specifically listed on the transcript. The student with a 4.0 GPA throughout his high school career as well as completion of a minimum of 16 honor courses listed on his HBCS high school transcript will be declared the valedictorian. Should a candidate for valedictorian not have a 4.0 GPA throughout high school, then the student with the highest GPA and a minimum of 16 honors courses listed on his HBCS high school transcript will be declared valedictorian. Salutatorian will be awarded by the same criteria to the runner(s)-up to valedictorian. A tie for either position will be declared if the final transcript reflects a tie in GPA (within .02 point) as well as a minimum of 16 honor courses completed. The GPA requirement for salutatorian is a minimum of 3.4 GPA

## STANDARDIZED TESTING

**TERRA NOVA NEXT 3rd-8th Grades:** HBCS administers the Terra Nova Next standardized test to 3rd through 8th graders in the spring of each school year. The goal of the test is to monitor progress toward college and career readiness connecting each grade level to the next.

**Pre-ACT 9th and 10th Grades:** In 9th and 10th grades, students take the Pre-ACT. “PreACT® assessments offer 9th, and 10th graders an early experience with ACT test items, provides a predicted ACT test score, and offers a wealth of information to help students get the start they need to be college ready. Anchored on the ACT college and career readiness standards, PreACT assessments help educators, students, and parents, identify areas of academic strength and opportunity.”

**PSAT/NMSQT:** The PSAT/NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test) gives select 10<sup>th</sup> and 11<sup>th</sup> graders a chance to qualify for the National Merit Scholarship Corporation’s scholarship programs. The PSAT/NMSQT measures verbal reasoning, critical reading, and math problem-solving and writing skills.

**ACT 11th Grades:** 11th graders are required to take the ACT on or before the April test date if they haven’t done so already.

## STUDENT ACADEMIC RESPONSIBILITY

A signed *Statement of Academic Responsibility for Students* is required for all students in 4th grade and higher. This statement reflects intended compliance on behalf of the student to exhibit academic responsibility by demonstrating consistent class and homework assignment completion. If academic responsibility is not demonstrated in this manner, a SAR (Statement of Academic Responsibility) meeting will be held with the student, parents, teachers, and an administrator. A subsequent meeting is scheduled if student success was not achieved following the initial meeting.

## CODE OF HONORABLE CONDUCT

Let no one look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe. 1 Timothy 4:12

HBCS students agree to abide by the *Code of Honorable Conduct* and the spirit of those expectations; parents agree to support the school on this behalf.

For its validity, the *Code of Honorable Conduct* of HBCS rests on the truth of God's word. To follow this truth is honorable, in that it ultimately brings honor to God, its rightful source.

One of the aims of education at HBCS is personal growth in making wise choices, that is, choices that are pleasing to God. As this handbook clearly defines disciplinary policies, the *Code* expects students to understand that they are accountable for their behavior, their actions have consequences, and they can learn from their mistakes. Furthermore, it must be emphasized that the school's endeavor is to develop the whole student with an integrated Christian lifestyle. HBCS seeks to avoid situations in which students act one way at church or school, but another way on their own time. HBCS students are expected to honor Christ in all behavior and activities 24/7/365.

The *Code* expects students to:

- **Demonstrate honor, integrity and honesty**
- **Support the mission of the school**
- **Promote the safety and well-being of students and others**
- **Reflect a Christ-like image and bring credit to HBCS**



Any grievous offense committed by a student of HBCS, whether occurring in or out of school may result in disciplinary action up to and including expulsion. This includes but is not limited to entries on social media, personal websites/blogs, emails, cell phones, and/or cameras containing material that is deemed inappropriate to the purpose and mission of HBCS. Unless a law is broken, off campus issues are dealt with as a matter of discipleship. Additionally, any behavior, either on or off campus, that indicates a student has little desire to live a life honoring to God, or any conduct that gives evidence of disregard for the spirit of school standards, is sufficient cause for disciplinary action, including suspension or expulsion.

When a shirt with an HBCS logo is worn off campus, a student's actions reflect the school. Students shall handle this responsibility with respect for the values represented by HBCS.

## SOCIAL MEDIA

HBCS will not regulate students' social media platforms, however; if the content on any social media platform conflicts with the mission of HBCS, its policies and/or the HBCS Code of Honorable Conduct, or if the content occurs on school property or in school attire, there will be disciplinary action from administration.

## SEXTING PROHIBITED

Sexting is inappropriate pictures or video images shared with others via text, email, social media post, or similar internet dissemination. Investigation of incidents of sexting is a vital part of the



school's duty to protect students. The school will involve appropriate state and law enforcement authorities when needed. The school asserts its right to take control of a cell phone that is the subject of investigation or violation of school policy, with a priority of eliminating further dissemination of images. Conduct occurring outside of school, such as the initial creation of the image and sending of the sext, is included.

## **DISCIPLINE POLICY**

The fear of the Lord is the beginning of knowledge; fools despise wisdom and instruction. Proverbs 1:7  
In the training of our students to be self-disciplined in accordance with Christ-like standards, the faculty and staff of HBCS refer to the biblical teachings of wise and foolish behavior. It is crucial that the home and school work together and be in agreement with expectation for and reinforcement of Christ-like behavior. "First time obedience" is a phrase you will hear quite often at HBCS. Our students are expected to obey those in authority and to do so "the first time" asked.

*Corporal punishment is not used at HBCS by its employees.* After meeting with an administrator and teacher concerning a student's behavior, parents may choose to administer this form of discipline at their discretion.

The following standards are used as **guidelines**. **The faculty and school administrators have the authority to use and make adjustments to these guidelines as deemed fair and appropriate.** Disciplinary options include but are not limited to demerits, time out at school/home, detention, suspension and expulsion. The administration reserves the right, in all cases, to determine whether and what level of disciplinary action is appropriate for the circumstances. Each teacher will distribute a classroom management plan, approved by the administration, to address policies regarding student discipline, missing/incomplete homework assignments, etc.

## **GENERAL INFRACTIONS**

- Disobedience
- talking in class without permission
- out of seat without permission
- disturbing others in classroom/hall
- arguing or showing disrespect to peers
- habitual violation of the dress code
- disrespect to an adult
- work habit offenses; i.e., lack of needed supplies/books, inattentiveness, not following directions, etc.



The **PK and K Discipline Procedure** involves verbal and tangible warnings and is detailed in a parent letter sent out at the beginning of each school year. Rules are made clear to the students as are the consequences of disobedience. Students are trained to seek the benefits that obedience brings. PK and K teachers send behavior reports to parents when a significant infraction occurs. After multiple behavior reports are issued for a child, the parents will be called for a meeting to develop a discipline plan for the student. If positive change is not demonstrated after the implementation of the discipline plan, a meeting will be scheduled with the parents, teacher and administrator to discuss options moving forward.

The **Lower Elementary (Grades 1-4) Discipline Procedure** for general infractions involves four steps after the initial period of giving a verbal warning is removed. Training of class and school rules is provided at the start of each school year. Verbal reminders are provided during this period with no points deducted for such warnings. Once the classroom teacher determines that the student understands class/school rules and procedures as well as the consequences for non-compliance, then verbal warnings are no longer given.

The four step disciplinary procedure is then utilized as follows with points *deducted* from 100. This system runs weekly for lower elementary; i.e., each student starts off with 100 points every Monday. In a given week, points are deducted daily as follows:

Steps	Consequence
Verbal Warning	0 point
Tangible warning (ex.: name on board)	1 point
Demerit	3 points (1 check by name)
Demerit + note to parents	5 points (2 checks by name)
Demerit + referral to administrator	8 points (3 checks by name); documentation in Parentsweb

Some infractions may warrant (an) automatic demerit(s). As noted in the Grading Policies section, conduct grades follow the same chart for conversion from numerical grades. Nine weekly conduct grades are averaged to reflect the conduct grade for each grading period. If a student is assigned to detention, the student's weekly conduct grade will be lowered by one letter grade.

The **Upper Elementary (Grades 5-6) Discipline Procedure:** Students will receive a weekly conduct grade of 100 points per quarter (math, science, social studies, reading, and English); conduct will be posted weekly in Renweb. If a student earns a B in conduct, a recess detention will be issued along with a "Dear Mom and Dad" note. (This note will explain to the parents what events led up to the infractions that were issued.) The note must be signed and returned the next day. If the note is not signed and returned, an additional consequence will be issued. For every 5 points deducted after the student has earned a C in conduct, a recess detention will be issued along with an additional "Dear Mom and Dad" note. An after school detention or other consequence will be issued if a D is earned in conduct. Details of infraction categories can be found in the orientation packet.

**Middle / High School students** are trained to seek the benefits that obedience and respect for authority brings. Rules are made clear to the students as are the consequences of disobedience. It should be made clear that any pupil, by his own failure to comply with school rules and regulations may lose his right to be educated at Highland Baptist Christian School. Every student shall comply with all rules and regulations of student behavior.

## **DETENTION**

### **Elementary Detention**

Elementary detention will be served once a month on Thursday from **7:00 am- 8:00 am** unless declared otherwise.

Detention for 1<sup>st</sup> graders and fall semester 2<sup>nd</sup> graders shall be assigned sparingly and with great caution for this age student. The nature of the infraction, its repetition in occurrence, and the developmental maturity of the student will be considered in assigning a detention or any other disciplinary consequence.

- ❖ No homework is to be done during detention.
- ❖ If a student misses detention, he/she is assigned detention for the following **two sessions**
- ❖ Any misbehavior in detention will result in an automatic one day suspension.
- ❖ **\$10 fee;** to be paid the day of or account will be billed

### **Detention may be assigned for the following reasons:**

- disrespect to an adult
- 6 uniform infractions in a grading period (grades 2-6)
- Every 8th unexcused tardy (3rd-6th)
- minor vandalism
- lying
- cheating (could result in suspension)
- stealing (grades 2-4)
- profanity
- leaving class or assigned area without permission
- failure to report or immediately absent oneself from the area in which misbehavior is on going
- 1<sup>st</sup> multimedia device usage infraction
- Repeated non-completion of homework



From the beginning of the school year, rules are reviewed and expectations for student behavior are discussed and reiterated. Grace is given for a time, but ultimately it is the student's responsibility and a mark of discipline to follow school policies. Once a student begins receiving infractions, he is choosing disobedience versus personal responsibility. Multiple/continued infractions indicate a lack of respect for teachers, self, and school; therefore, a suspension may be issued because the behavior warrants a more firm approach to encourage positive change.

***\*\*After three (3) detentions have been served within a semester, the student will no longer have detention as a means of discipline for the remainder of that semester. The disciplinary actions will be a 1 day suspension per occurrence for the remainder of that semester once all three detentions have been served. It will reset at the beginning of the next semester.***

### **Middle/High School Detention**

Detentions are held once per month on pre-scheduled Saturday mornings from 7:00-9:00. Date to serve is emailed to the parent the week prior to the specific detention date.

- Student **MUST** wear school uniform (school ID *not* required)
- Detention students meet in high school building
- **\$15.00 detention fee** (may be paid the morning of detention or billed)
- \$1 per minute late fee
- **\$20 fee and a 1 day suspension for missing detention**
- Excused absences same as for school with detention rescheduled
- (Any change must be approved by the administrator)

Detention may include written seatwork (not homework), exercise such as running, or acts of service as determined by the detention teacher. It may also include but is not limited to picking up trash on the school grounds, cleaning walls/cabinets/shelves in classrooms, etc.

### **Detention may be assigned for the following reasons:**

- 4<sup>th</sup> uniform violation (per semester)
- 4<sup>th</sup> unexcused tardy in a course (per quarter) (M/HS)
- minor vandalism
- lying
- profanity
- leaving class or assigned area without permission
- failure to report or immediately absent oneself from area in which misbehavior is ongoing (could result in suspension)
- 1<sup>st</sup> multimedia device usage infraction
- cheating/plagiarism (could result in suspension)

**DETENTION**

***After three (3) detentions have been served within a semester, the student will no longer have detention as a means of discipline for the remainder of that semester. The disciplinary actions will be a 1 day suspension per occurrence for the remainder of that semester once all three detentions have been served. It will reset at the beginning of the next semester.***

## **SUSPENSION**

- ❖ A suspension is entered in Renweb by the administrator with documentation emailed to the parent.
- ❖ An administrator will also attempt to contact the parent by phone.

**IN-SCHOOL (ISS):** Marked as present. Any graded assignments during ISS will receive 70% of the grade attained. Students may participate in after-school activities for single day in-school suspensions. Students serving multiple-day in-school suspensions may participate in after school activities, including athletics, on the last day of the suspension.

**OUT-OF-SCHOOL (OSS):** Marked as an unexcused absence. Students can make up any missed graded assignments on the day they return from their suspension for 50% of the grade attained. If the graded assignments aren't made up on the 1st day of their return, they will receive a grade of a 0. Students may *not* participate in any after school activities including athletics, prom, etc.

*If suspended, the weekly conduct grade of a lower elementary student is lowered by two(2) letter grades. The quarterly conduct grade of an upper elementary student is lowered by one letter grade for an in school suspension or two letter grades for an out of school suspension.*

### **A suspension may be assigned for the following reasons**

- Willful disobedience or defiance
- Theft
- Severe disrespect
- Unacceptable behavior in detention
- Physical violence toward another student
- Positive result on drug screening
- Falsifying the signature of a parent or other authority figure
- Plagiarism/cheating (could result in detention)
- Stealing (grades 5 & higher)
- Failure to report or immediately absent oneself from an area in which misbehavior is ongoing
- Multiple behavioral detentions
- 2<sup>nd</sup> multimedia device usage infraction (in-school suspension)
- 3<sup>rd</sup> multimedia device usage infraction (out-of-school suspension)
- Missing detention 1st time offender: subject to an in-school suspension; repeat offenders: subject to out-of-school suspension; decision made by administrator
- **Destruction/Defacing/Altering/Tampering with school property**

## **EXPULSION**

The school administrator has the authority to suspend and recommend expulsion for any student found in possession of a weapon on school grounds, on school buses, and/or at any school-sponsored event, during or after regular school hours. The weapon shall be confiscated and retained by the administrator who will notify the student's parents or legal guardian.

A student expelled from HBCS must wait one year from the date of transfer/expulsion before applying for re-admission. If said student has achieved success by demonstrating exemplary conduct that is reflected in conduct grades, disciplinary reports, teacher/administrator/counselor reports, he may then apply for re-admission during the regular registration period for the following school year. An applicant will be considered if the pupil cap in a class has not been reached.

The school generally follows its discipline procedures contained herein. **However, the offenses with consequences named above are a guide. There are circumstances in which the school administration and/or board may determine, in its sole discretion, that it is appropriate not to follow progressive discipline steps.** Furthermore, in cases in which a student has engaged in egregious, immoral, or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately.

### **Expulsion may occur under the following circumstances:**

- possession of a weapon, firearm, alcohol, tobacco, or illegal drugs anywhere on campus or bus or school sponsored trip
- three suspensions in one school year
- use of any implement as a weapon
- 2<sup>nd</sup> positive result on non-repeated drug screening
- extreme physical violence
- participation in any form of sexual impropriety while on campus or at a school-sponsored activity
- falsifying documents

## **WEAPONS AND THREATS**

HBCS takes all threats seriously, even when students make comments in jest, on social media and/or away from campus toward or about another student, employee, or the school. Students are prohibited from bringing any type of weapon on campus (including parking lots) or school-sponsored events, including knives, guns (all types), fireworks, etc. Any such item will be confiscated and, if appropriate, turned over to law enforcement. Any pictorial depictions of weapons or verbal or written comments that the administration determines in its discretion appear to be threatening in nature will result in disciplinary consequences. The administration reserves the right, in all cases, to determine whether and what level of disciplinary action is appropriate for the circumstances.



## **BULLYING**

Bullying, cyberbullying, or rough housing will not be tolerated and will be dealt with in the same manner as school personnel are informed of such behaviors.

## **EXTRA CURRICULAR ACTIVITIES**

- All athletic programs and school clubs must be approved by the administrator and must fulfill some part of the mission statement of HBCS.
- No athletic program or practice or club meeting/event shall conflict with any regularly scheduled Wednesday church activity and must be concluded by 5:00pm
- No club meetings or athletic practices/games may occur on Sundays. In certain situations and on rare occasions such as out of state travel, exceptions may be made to this policy after approval by the associate pastor and/or pastor of Highland Baptist Church.
- Facility usage must be approved through the school administration and church office if applicable.
- All video presentations and music must be approved by the administrator.
- Music must be Christian music or “family friendly”.

## **POLICY FOR SCHOOL EVENTS**

- All spectators are to be within the confines of the area where the event takes place.
- No alcoholic beverages, tobacco products, weapons, or illegal substances are permitted on campus (including parking lots).
- No one is allowed to remain in a parked vehicle; loitering is not allowed anywhere on campus.
- HBCS reserves the right to refuse admittance to anyone who appears to be under the influence of alcohol, drugs, or any other mood-altering substances.
- Proper attire is required.
- Obscene or argumentative language, and/or actions will not be tolerated, and the person or persons responsible for such may be required to leave the premises.
- Anyone involved in a fight will be immediately removed from the premises. Local authorities may be contacted.
- Outside coolers and/or containers of any type are not permitted.

## CLUBS AND ORGANIZATIONS

- **Beta Club (6th grade & higher)** is an honors organization whose members participate in civic affairs as well as school activities and service to others. A student with a GPA of 3.0 or better is invited to join.
- **Key Club** Key Club International is the oldest and largest student-led service program for high school students. In partnership with the New Iberia Kiwanis Club, students are making a positive impact as they serve others in our school and community. HBCS Key Club provides our students with opportunities to serve, build character, and develop leadership. The goal of Key Club is to fulfill the mission of the school in the sense that we are exemplifying Christ through our service to others. *In all things I have shown you that by working hard in this way we must help the weak and remember the words of the Lord Jesus, how he himself said, "It is more blessed to give than to receive."*  
Acts 20:35
- **4-H Club (grades 4 & higher)** members have opportunities to broaden their experiences in a wide variety of areas outside of the school setting.
- **Student Council** represents the high school student body and supports the school in various ways.
- **National Honor Society (NHS) (High School)** has as its basis for membership the following: character, leadership, scholarship, and service. To be eligible for membership a student must have a minimum cumulative grade point average of 3.5 on a 4.0 scale. Students will be inducted into NHS during the spring semester of their sophomore year. To be considered an active member, students must maintain a minimum cumulative grade point average of 3.5 **and a minimum of 8 honors classes**. Inactive members are not included in NHS activities nor will they receive an NHS stole at graduation.
- **STEM Club (Grades 4th & higher)** The HBCS Science Technology Engineering and Math (STEM) Club provides students with opportunities to discover and create through scientific inquiry. Students are involved with exploration, practical experiments and investigations, discussions, creations and reflections in a fun and collaborative learning environment.
- **Math Club** is open to 7<sup>th</sup> and 8<sup>th</sup> grade students who enjoy learning new math strategies and stretching their logical thinking patterns. Students meet weekly to learn and apply strategies for math problems that require high-level processing and efficiency. Students also compete with others in the nation in five monthly competitions. **Upper elementary Math Club meets once per month**
- **Highland School of Music** offers classes in acoustic guitar, electric guitar, bass guitar, piano, snare drum, drum set, and voice.
- **Drumline** performs at athletic and other school events.
- Members of school clubs and organizations may wear their "club shirts" on meeting days with all other components of the regular school uniform (uniform shorts/pants with belt and appropriate school shoes).

## **ELIGIBILITY / GUIDELINE FOR ATHLETICS** (HBCS Sponsored Teams)

Team sports include softball, volleyball, basketball, football, baseball, track, cross country, soccer, cheer,

### **Eligibility**

- LA High School Athletic Association (LHSAA) sanctioned sport as per LHSAA Handbook:
- 1.11.2 To be eligible for the first semester of the school year, a student shall have earned at least six units from the previous year, and shall have earned at least a C average.
- 1.11.3 To be eligible for the second semester of the school year, a student shall pass at least six subjects from the first semester. A senior attempting four units in the first semester must pass all four units to be eligible in the second semester. Likewise, a senior attempting five units in the first semester must pass all five units, and a senior taking six or more units in the first semester must pass six units for second semester eligibility.

### **Non-LHSAA sanctioned sport:**

Any student who has below a C average for two consecutive grading periods or does not meet the academic eligibility requirements set forth by the league in which HBCS is participating will be ineligible to participate in athletics for at least one grading period.

### **Guidelines**

- The athletic director evaluates all grades at the end of each grading period to determine students not meeting the above criteria rendering those students ineligible for game participation.
- \*Student-athletes are expected to complete class work/homework assignments regardless of practice/game schedules (any exception would be at the teacher's discretion)
- The school policy concerning student participation in extracurricular activities (athletics, clubs, etc.) requires school attendance for at least four periods on the day of participation. Extenuating circumstances must be approved by the administrator.

## **ATHLETIC PHYSICAL EXAMS**

All athletes of middle/high school teams are required to have an annual medical exam and submit the approved medical form to the athletic director prior to participation in school sports. Free medical exams are available on scheduled dates in May annually.

## **LETTERMAN JACKETS** (High School ; Fall & Spring Ordering)

### **Criteria for athletic lettering:**

Any student who completes a full season on a varsity team (including cheerleaders) and satisfies the sport specific requirements set by his/her head coach and/or athletic director will be eligible to receive a letter. Drumline students may only earn a letter as a high school student. Upon receipt of a letter, the student will be eligible to order a letter jacket through HBCS.



### **Criteria for academic letters:**

**Students must have a 3.5 cumulative GPA** for the 9<sup>th</sup> and 10<sup>th</sup> grade years at the time of ordering the academic jacket (during the spring of the sophomore year.) Additionally, in order to earn an academic bar/stripe for the following year(s), no additional Cs may be earned on the report card.

### **STUDENT RELATIONSHIPS**

Christ-honoring relationships are encouraged at HBCS. Relationships shall demonstrate common courtesy, openness, friendliness, and a positive attitude. Students who are not desirous of practicing Christian virtues and who demonstrate a negative influence may be asked to withdraw from HBCS.

HBCS encourages wholesome friendships between students. Intimate physical contact is not permitted. Healthy relationships between girls and boys are encouraged. HBCS does not permit married students to attend.

Students who participate in any form of sexual impropriety while on campus or at a school-sponsored activity may be expelled.

### **SEXUAL PURITY**

The faculty and staff of HBCS seek to teach and encourage students to live a God-honoring lifestyle that reflects His holiness and goodness (Matthew 5:13-15). With that in mind, our students are taught God's standards for personal and relational responsibility. When lived out, these standards lead not to a life of oppressive rule-keeping, but to a life of true freedom and abundance (Proverbs 3:1-2; John 8:31-32; John 10:10).

The Bible reveals that sexuality is a gift from God to be enjoyed within the context of marriage between a man and a woman (Genesis 2:22-25), and when this gift is abused and God's standards ignored, the Bible calls this "sexual immorality" (1 Corinthians 6:18-20; Ephesians 5:1-3; Leviticus 20:13; Romans 1:27).

When students engage in sexual immorality, we will partner with parents to address inappropriate behavior in a way that best serves the family and honors God, and we believe that God is honored when relationships are reconciled –relationships with Him, with fellow students and family members (2 Corinthians 5:18-20).

Ultimately, the school reserves the right to respond to inappropriate student sexual conduct with any combination of discipline and accountability that leads toward reconciliation of these relationships (Hebrews 12:7-11). However, in some cases sexual immorality may result in a student's dismissal from HBCS. The school, in its sole discretion, retains the right to refuse enrollment to, or to expel any student who engages in sexual immorality.

## **PREGNANCY POLICY**

Children are gifts from God. The school wants to be clear in its dealing with pregnant students- we are not confusing the immoral act with the value of the child (Psalm 119:13; Psalm 127:3-4). We believe in the sanctity of life for both mother and child. The school desires to offer genuine support to those students who are facing the prospect of pregnancy and parenthood. Pregnancy cases will be evaluated on a case-by-case basis for the involved female and male. HBCS reserves the right, in its sole discretion, to take disciplinary action (including dismissal from school) if deemed by the school to be in the best interest of the student and/or other students and mission of the school.

HBCS students shall not obtain or knowingly facilitate an abortion. Violation will result in immediate expulsion.

## **DANCE POLICY**

At any dance sponsored by HBCS, all students and guests shall follow all school policies and must:

- present his ID to enter the dance
- abide by arrival and departure policies
- wear modest attire
- display NO inappropriate or provocative dancing
- ALL guests shall agree to accept the authority of school administration, faculty and staff while in attendance at the dance.
- ALL guests must be in high school OR under 20 years of age *and* no more than one year out of high school.
- Breath subject to be checked at dances/functions
- The school assumes no liability for privately held social activities for members of its student body. Announcements, ticket sales, or school newsletters will not be used to advertise private functions/activities.

## **Dance Dress Code:**

### **Girls' Dress Code for Dances:**

- All dresses must be approved before the dance. HBCS students and outside guests must do ONE of the following:
- Send in a picture of the student wearing the dress (back and front view) to the event sponsor
- Students must bring the dress to school to try on after school at a time previously arranged with the event sponsor.
- General Dress Guidelines (however dress must be approved):
- A bra or 'built-in' bra must be worn; the neckline cannot reveal cleavage. Backs of dresses/tops may not dip below the bra line; if the back of the dress is finished with sheer fabric, the sheer portion cannot fall below the waist.
- Dresses must not be 'skin-tight'. Hemlines may not be shorter than fingertip length. No cut outs on front, side, or back of dress which show skin. As per school tradition, only HBCS senior girls may wear white dresses at prom.

### **Boys' Dress Code for Dances:**

- Slacks and button down or collared shirt.
- No jeans or tennis shoes allowed.

### **STUDENT PUBLICATIONS**

Parents/Guardians shall understand and agree that a student has no right to publish and distribute a student newsletter or any other publication and that the school administration has the right, in its sole discretion, to control what is published, circulated, or otherwise distributed to students or staff.

### **FUNDRAISING ACTIVITIES**

- All fund raising activities must be approved by the administrator.
- Organizations, groups, or individuals of HBCS will not participate in and/or accept benefits derived from any fund raising activity, solicited in the name of HBCS that has not received prior administrative approval.

### **VOLUNTEERS**

HBCS is blessed to have tremendous parent support which helps carry out the yearly activities of the school. Chairpersons of volunteer committees shall adhere to the following guidelines:

- Approve all written information with the administrator prior to distribution.
- Approve all media with the administrator prior to event
- Coordinate the usage of any facility on campus with the administrator.
- Pre-approve through the administrator any expenses for which reimbursement will be requested.

### **PARENT / TEACHER CONFERENCES**

One day a year is set aside for conferences at which time report cards are issued. If a parent does not attend the parent/teacher conference, the report card will be given to the student the following school day. Parents may also request a conference with a teacher at any time by calling the school office or emailing the teacher. The teacher will return the call/email that day; conferences are typically scheduled for before or after school or during a teacher's duty free period.

Consistent support of the faculty and administration by parents, both in person and via social media, is greatly appreciated and important to our work of teaching and training students.

### **Course of Action for Parental Concerns**

- Parent contacts teacher.
- Parent contacts an administrator if parent-teacher discussion is less than satisfactory or if matter is non- teacher related.
- Parent contacts the HBCS Advisory Committee chairperson in writing if parent-administrator discussion is less than satisfactory. The board usually meets once a month reviewing all properly submitted matters. The board will respond with a written reply.
- Unsigned correspondence to school personnel will not be considered or addressed



## **Handbook Acknowledgement Form (Parents & Students)**

*This signed form is to be returned to the office within one week of the start of school.*

**PRINT** Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

### **PARENTS:**

*Please read the following statements carefully and sign below to indicate your agreement.*

- I hereby affirm that I have read the Student Handbook and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.
- I understand that the standards of the school do not tolerate dishonor to the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.
- Enrollment of children in Highland Baptist Christian School is a privilege, not a right. I understand that continued enrollment and re-enrollment of my children is dependent on my support of the school, its staff, and its policies.
- Realizing that not everything can be covered in a handbook such as this, the administrator reserves the right to interpret any rule in the handbook or to make a judgment on any situation that might occur not covered in this handbook. This handbook is subject to change without notice by decision of the school's advisory committee.
- Furthermore, I grant permission for HBCS to issue student transcripts to entities such as colleges/universities, award/scholarship programs, etc. as requested.

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signatures of Parent/Guardian**

\_\_\_\_\_  
**Date**

### **STUDENT**

*Please read the following statement carefully and sign below to indicate your agreement.*

- I hereby affirm that I have read the Student Handbook. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.
- I understand that admission to HBCS is a privilege, not a right, and that any behavior, either on or off campus, which is not consistent with the school's standards could result in the loss of that privilege.

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**