



HIGH POINT CHRISTIAN SCHOOL FAMILY HANDBOOK

Educating the next generation of servant leaders who will impact the world.

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SECTION 1: HPCS MISSION, VISION & VALUES

Section 1: HPCS Mission, Vision & Values

1.1 VISION STATEMENT

Educating the next generation of servant leaders who will impact the world.

1.2 MISSION STATEMENT

Our mission is to develop students who are committed disciples of Jesus Christ through an excellent, comprehensive, Biblically-integrated educational program.

1.3 SCHOOL VERSE

“What you heard from me, keep as the pattern of sound teaching, with faith and love in Christ Jesus.” 2 Timothy 1:13

1.4 PHILOSOPHY STATEMENT

HPCS seeks to partner with parents in the education of children. We are committed to excellence in all things, including providing a learning environment in which God’s Word and His truths are an integral part. HPCS encourages and facilitates the spiritual, intellectual, physical and social development of each student for the sake of the child, the glory of God and the furthering of His kingdom.

1.5 CORE VALUES

Core Value: **Biblically-Integrated Educational Program**

Belief: We believe scripture is the word of God, infallible and the basis of all truth. (2 Timothy 3:16)

Application: We integrate the Bible into all aspects of our educational program and extracurricular activities.

Core Value: **Developing Disciples**

Belief: We are called to make disciples of all people. (Matthew 28:19)

Application: We clearly present the gospel of Jesus Christ and nurture the growth of students as disciples of Christ. As students come to know Christ, they are challenged to exemplify behaviors and attitudes which glorify God.

SECTION 1: HPCS MISSION, VISION & VALUES

Core Value:

Partnering with Parents

Belief:

“Train up a child in the way he should go, and when he is old he will not depart from it.” (Proverbs 22:6)

“Two are better than one, for they have a good reward for their labor.” (Ecclesiastes 4:9)

Application:

We will partner with parents by communicating regularly via the school website, email, verbally and/or handwritten notes.

We will listen and respond to parents’ concerns and ideas.

We will work with parents to discern the best course of action when problems or issues arise with a student at the school.

We will give parents every opportunity to fellowship and serve within the school community.

Core Value:

Excellent Education

Belief:

“Whatever you do, work at it with all your heart, as working for the Lord, not for men.” (Colossians 3:23)

Application:

We are committed to employing teachers who are of the highest caliber both professionally and spiritually.

We expect our employees to take advantage of professional development opportunities.

We are committed to using Biblically-integrated curricula which exceed national and state standards.

1.6 VALUES

Our mission statement is our pledge to the families at our school. We will make decisions through the grid of this statement and will function in the office and each classroom in a manner consistent with it. As a staff, we fulfill our commitment to be Christ-centered by living godly lives ourselves and integrating Biblical truths and a Biblical worldview throughout both our curriculum and our behavioral expectations. It is important that the Bible not be relegated to a daily class, for it is an integral part of who we are. We desire that all children leave HPCS not only knowing the truth but living it out in their daily lives.

SECTION 1: HPCS MISSION, VISION & VALUES

We also desire to be a school reflective of Christ's grace while at the same time holding ourselves and our students to a high standard of conduct. It is important in this environment to be specific about expectations so that students may consistently and fairly be held to such standards. It has been our experience that subjective standards result in inconsistent enforcement of rules; therefore, we encourage administrators and teachers to be as objective as possible. This attempt at clarity may sometimes appear as legalism. What we desire is to be honest with our students by carrying through with what we say is important.

Our statement of faith may be found in *Appendix A: Statement of Faith*, and our stance on marriage/gender may be found in *Appendix B: Statement on Marriage, Gender, and Sexuality*.

Neither statement exhausts the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. The High Point Church elders are this organization's final interpretive authority on the Bible's meaning and application of faith, doctrine, practice, policy, and discipline.

SECTION 2: GOVERNANCE

Section 2: Governance

2.1 HPCS & HPC ROLES AND RESPONSIBILITIES

High Point Christian School is a ministry of High Point Church and shares the same mission and vision, but is unique in the way in which we carry out the mission. As such, our faculty and staff are employees of High Point Church; are about both education and ministry; and are concerned with the academic development as well as the spiritual formation of our students.

HPCS is subject to and shares High Point Church's 501(c)3 non-profit status. While the school operates independently of the church, both report to the HPC elders.

- Both church and school budgets are overseen by the Finance Committee of the HPC Elders, both school and church have an annual joint financial full GAAP audit and the combined budget is formally approved by a congregational vote each May.
- HPCS Faculty and Administrators are vetted spiritually and approved by the HPC elders.

2.2 HPCS GOVERNANCE

High Point Christian School is a ministry of High Point Church. It is directed by the School principal, under the over sight and with the support of the High Point Church Board of Elders through the HPCS Campus Advisory Committee. A High Point Church elder shall chair the HPCS Campus Advisory Committee whose members shall be approved by the Board of Elders. The High Point Church Board of Elders has final authority over all school policies.

The principal handles the day-to-day administration of the school. The principal is hired by High Point Church.

The Campus Advisory Committee serves the High Point Church Board of Elders by providing oversight and support to the principal regarding day-to-day operations of the school.

The Association for Christian Schools International (ACSI) is the organization that provides accreditation for our school. Their policy and protocol recommendations and on-site reviews help us to continually improve and maintain accreditation.

Impact Christian Schools (ICS) is a network of Christian schools in which HPCS participates. ICS provides a set of services to HPCS and recommends best practices and operating policies and standards to the HPCS Campus Advisory Committee. These policy recommendations help provide consistency with other ICS schools and efficiency in resource sharing.

SECTION 3: HPCS INFORMATION

Section 3: HPCS Information

3.1 HPCS HISTORY

In 1974, Middleton Christian School (MCS) was birthed through the vision and leadership of Middleton Baptist Church (MBC). Middleton Baptist Church relocated and became High Point Church (HPC) in August 1991. At that time MCS changed its name to High Point Christian School (HPCS). High Point Christian Preschool was added in September of 2005. The fall of 2011, High Point and Abundant Life consolidated and became Madison Christian Schools: one school with two campuses. The campuses retained their individual names. In 2017, the vision of Madison Christian Schools was expanded to areas outside of Madison and the organization was renamed "Impact Christian Schools (ICS). High Point Christian School's participation in ICS is defined by the annual HPC-ICS Services Agreement which details the services provided by ICS.

3.2 SCHOOL MASCOT

Victor E. Eagle

3.3 SCHOOL COLORS

Maroon and White

3.4 THE FAMILY PORTAL (STUDENT INFORMATION SYSTEM)

The internet-based communication and administrative tool we use is called the Family Portal (formerly known as RenWeb). This student information system is where you will find most information that you may need regarding the school. All of the major documents, *HPCS Parent Handbook*, school directory, individual student and classroom information, hot lunch, events, etc. can be found on this website. Every family is given secure login access to the site, and it is crucial that parents use it during the school year, at least weekly, so as not to miss important items.

The Family Portal is tied to our tuition and financial aid management system known as FACTS. Within FACTS you are able to access all billing information regarding three separately tracked categories;

- Tuition payment plan.
- Incidental billing items (sports fees, misc. items).
- Prepay account (hot lunch order records).

Please see Section 12 for billing procedures.

SECTION 4: COMMUNITY

Section 4: Community

Our desire is that HPCS would be more than a place for students to learn. We want it to be a place of community for families. Volunteer opportunities abound both in the classroom and within the school. Parents are needed to volunteer in the classroom, to chaperone field trips, to assist with hot lunch, and to help in a variety of other areas. Participating is the best way to feel a part of the community.

4.1 FUNDRAISING ACTIVITIES

Tuition and fees fall short of covering the costs of educating a student at HPCS. Therefore, it is necessary to do fundraising in order to fill this gap. Examples of fundraisers which go towards filling this gap are RaiseRight, and our annual Joyful Giving campaign, and PSO events. All fundraising activities will seek to provide economic resources to the school both by routine sustained activities and by specific short-term projects whose purposes are consistent with the school's mission statement. All fundraising activities will in every aspect glorify God and further the mission of the school.

4.2 RAISERIGHT

A primary fundraising tool used by the school is the RaiseRight program. This program requires no additional purchasing other than what you would normally buy from gas stations, grocery stores, pharmacies, clothing stores, and restaurants. Simply purchase a gift card from RaiseRight for whatever you would normally buy. You will receive product dollar for dollar just as with any gift card, and there is no additional cost to you.

Each vendor then contributes a certain percentage back to the school for each gift card purchased. If you pay tuition out of pocket, a portion of this "rebate" goes towards your personal tuition reduction and a portion goes to the school. If you do not pay tuition out of pocket (WPCP, SNSP, faculty, community members, etc.) your "rebate" portion can be used to either purchase additional RaiseRight cards, donate to the school, or donate towards tuition of a family in need. This "rebate" distribution happens annually in December.

Our RaiseRight program is volunteer based and is run by a parent volunteer (RaiseRight Coordinator) who works closely with the school Business Office Manager. Communications regarding the Raise Right program will primarily come from the RaiseRight Coordinator, with the exception of the annual "rebate" distribution communications.

SECTION 4: COMMUNITY

4.3 LUNCH SERVICE

A daily lunch period is provided to all students. Since all students eat in the lunchroom and in order to keep costs as low as possible, families are asked to volunteer a minimum of four times per year in the lunchroom.

4.4 PARENT SUPPORT ORGANIZATION

The Parent Support Organization (PSO) is the parent-run, volunteer organization that supports the faculty and staff of HPCS. In the past, the PSO has worked with teachers to organize classroom volunteers, planned community events, provided community care, and facilitated staff appreciation. We welcome all parents to consider how they are gifted and where they can lend a hand!

4.5 ATHLETIC COMMITTEE

Our athletic program depends upon parent volunteers as coaches, to coordinate special events and to sit on the athletic committee. The committee consists of the athletic director and volunteer parents. The committee is charged with the responsibility for athletic financial matters, recommending athletic policy and organizational structure.

SECTION 5: ATTENDANCE AND TRANSPORTATION

Section 5: Attendance and Transportation

5.1 SCHOOL HOURS

Regular school hours are as follows: 8:00 a.m. to 3:23 p.m.

The school assumes no liability for students on the school grounds prior to 7:50 a.m. or after 3:45 p.m. The staff of High Point Christian School (HPCS) will not supervise students other than during these hours. Carpool dismissal will be from 3:23 – 3:35 p.m. Parents may be billed for any time students remain in the building after 3:45 p.m. Students remaining on school grounds after 3:35 will be required to wait inside the double doors near the school office until a parent or carpool driver picks them up. If, for any reason, you are running behind and will not arrive in time for pick-up, please call the office as soon as possible.

5.2 DAILY SCHEDULE

7:50-8:00	Students arrive
8:00	Homeroom Begins
8:00-8:10	Beginning Sundries
8:13-8:57	Period 1
9:00-9:44	Period 2
9:47-10:31	Period 3
10:34-11:18	Period 4
11:21-12:05	Period 5
12:08-12:52	Period 6
12:55-1:39	Period 7
1:42-2:26	Period 8
2:29-3:13	Period 9
3:13-3:23	End of the Day Homeroom
3:23-3:35	Carpool Pickup

SECTION 5: ATTENDANCE AND TRANSPORTATION

5.3 STUDENT A.M. DROP-OFF

Students may be dropped off at either the south (Door #2) or north (Door #3) facing doors of the school in the morning. Preschool and 4k students must be brought to the classroom by the parent. Middle school students may also enter through the east door (Door #11). A map with more information can be found on the school [website](#).

Doors #3 and #11 will be re-locked when school begins at 8:00. Students arriving after this time must use the main (Door #2) school entrance and stop by the office for a tardy slip.

5.4 STUDENT P.M. PICK-UP

Parents arriving for pick-up after school should remain in their cars and queue up along the curb in back of the building near the playground equipment. Do not pull through to the west parking lot until a staff person has moved the cones or waved the first car in. Parents should not leave their car unoccupied in the line under any circumstance.

Elementary classes (K-4th) are picked up on the west side of the facility. Middle school students (5th-8th) are released through the main church entrance (door #1), and may either walk to a parked car or be picked up along the south side of the building. A map with more information can be found on the school [website](#).

Students who will be going to an after school care facility via van or bus will be walked to their designated pick up area by HPCS staff. Other Reminders:

- Please do not use this time to communicate with teachers. It is especially important that teachers be supervising their students at this time and such verbal messages at busy times often are forgotten.
- No student may remain on school property after 3:35 p.m. unless under the direct supervision of a designated adult. This includes students with later athletic practices or music rehearsals. They may not wait at school unsupervised until their event begins.
- Due to several safety issues, pets will not be allowed among students in the carpool line. Feel free to have pets in your vehicle, but not among the students.

5.5 LATE PICK-UP

HPCS does not provide after school care. Teachers have responsibilities after school which preclude them being available to watch children who are picked up late. Please be considerate and be on time. If you know you will be delayed picking up your student, please call the school office no later than 3:35 p.m. If a student is picked up later than 3:35, there may be an **additional**

SECTION 5: ATTENDANCE AND TRANSPORTATION

charge and the parent will need to park and come into the school building to pick up their student.

5.6 AFTER SCHOOL CARE

HPCS does not currently provide after school care on site. Families in need of this type of service may contact the office for a list of private businesses that pick up at our facility.

5.7 CAR POOLS

Parents may want to make car pool arrangements. The school encourages but does not facilitate this.

Students will be released only to parents unless written permission is submitted to the office by the parent. To give permission for caregivers/drivers who will regularly be picking up students, please complete the transportation tab within the Family Portal. If a last minute car pool change is necessary, please call the school office to notify us as soon as possible so that we can let your student and their teacher know of any such changes.

5.8 RAINY DAY PICK-UP

On days of inclement weather, the principal may choose to implement rainy day release procedures. Parents will be notified of this via Parent Text Alert. Middle school (5th-8th) will release through the church main entrance (door #1) as usual. Elementary (K-4th) will exit through the school back entrance (door #3). Queue up as normal regardless of which grade(s) your student(s) is in. All students will be called out to their cars and will be released directly to their car.

5.9 TRANSPORTATION

Because we are a private school and our students come from all over the Madison area, we do not offer a bus service. Parents are responsible for providing transportation to and from school each day. Transportation reimbursement may be available, see Section 12.4 Transportation Reimbursement.

5.10 INCLEMENT WEATHER CLOSINGS

In cases of extreme weather conditions, the principal will make the decision to close or delay school. HPCS will use Parent Alert (a text message system) to alert parents as our primary

SECTION 5: ATTENDANCE AND TRANSPORTATION

communication in these instances. Email may also be used, and if so, will be indicated in the Parent Alert.

School closings or after school activity cancellations will also be announced on the following: WISC-TV Channel 3, WKOW-TV, Channel 27, and WMTV-TV Channel 15.

5.11 ABSENCE

See Advance Request for Excused Absence Form in the Family Portal Resource Documents.

Regular attendance is important if a student is to gain the most from school. The only absences that will be excused are:

- Illness (physical or mental health)*
- Medical and dental appointments
- Attending a funeral
- Prearranged absences (must be approved by the administration)
- Emergency circumstances (to be determined by the administration)

*If a student has excessive absences due to mental or physical health issues, HPCS may request proof of illness from a doctor or clinic.

The school office ((608)836-7170 or office@hpcsmadison.org) must be notified no later than 8:45 a.m. if your child is absent from school. If you call prior to school hours, leave a message on the answering machine with your child's name, grade, date(s) of absence, and reason for absence. If we have not heard from a parent or guardian at that time, the office will call your work or home numbers or send a text alert in an effort to determine where your child is.

If a student needs to be excused during the day for an appointment, etc., the parent should communicate the time and reason for the absence to the following:

- Students in Preschool-4th: the office (office@hpcsmadison.org) and the homeroom teacher
- Students in 5th-8th: the office (office@hpcsmadison.org) and the middle school faculty (middleschool@hpcsmadison.org)

When picking up the student, the parent should come into the school office to sign out the student.

EXCESSIVE ABSENCES

Excessive, non-illness absences can have a significant impact on your child's grades and ability to learn. Under the *Compulsory School Attendance* guidelines, the State of Wisconsin mandates **that no parent may excuse a child from school for a non-medical, parent-excused absence for**

SECTION 5: ATTENDANCE AND TRANSPORTATION

more than 10 days in a school year. Absences not meeting the above criteria will be considered “unexcused” by the administration and teachers and the student may receive a zero for the day or the classes missed. Any student who misses more than three consecutive school days and/or more than five days in any given quarter may be required to bring in a physician’s statement. **(See section 5.13 Truancy)**

<https://dpi.wi.gov/sspw/safe-schools/school-attendance>

5.12 EXCUSED TRAVEL ABSENCE

See Advance Request for Excused Absence form in the Family Portal Resource Documents.

An Advance Request for Excused Absence Form is available in the Family Portal under Resource Documents. **For planned absences of longer than two days, please complete and submit the form at least one week prior to the absence.**

The value intrinsic to the classroom experience and the instruction given cannot be made up solely by the completion of missed assignments. Therefore, whenever possible, parents are encouraged to plan their family trips during HPCS scheduled vacation periods. On the occasions when this is not possible, students may be excused from school to accompany parents on vacation trips outside of the regularly scheduled vacation times. Missed classroom assignments need to be completed at the discretion of the teacher.

HOMework MAKE-UP DUE TO TRAVEL

Middle School (5th-8th) - Students in 5th-8th grade who are absent due to travel will receive anticipated assignments prior to leaving for the time they will be absent. **To avoid falling behind, it is imperative that all work given ahead of time be completed prior to the student’s return to school.** Any missed assignments given to the student upon their return, will be due (at the latest) an equal number of days to the absence +1. If a test is given before the make-up homework is due, which was covering material the student missed, the student will be given the option of postponing taking the test. Assignments given to the entire class before the absence, but due prior to or after the student’s return, are still due on the originally assigned date. Additionally, all work assigned after the student’s return will be due as assigned.

Elementary School (K-4th) - Work may be given in advance of an absence, if requested, at the discretion of the teacher. **All work given in advance will be due upon a student’s return to school.** In all other cases, teachers will compile the work while a child is absent, not prior to the missed days. Students will be given compiled work upon returning to school. The work will be due an equal number of days to the absence +1. If a test is given before the make-up homework is

SECTION 5: ATTENDANCE AND TRANSPORTATION

due, which was covering material the student missed, the student will be given the option of postponing taking the test. Assignments given to the entire class before the absence, but due after the student's return, are still due on the originally assigned date. Additionally, all work assigned after the student's return will be due as assigned.

Please note: Under the *Compulsory School Attendance* guidelines, the State of Wisconsin mandates **that no parent may excuse a child from school for a non-medical, parent-excused absence for more than 10 days in a school year.** (see Excessive Absences in section 5.11)

5.13 TRUANCY

Per Wisconsin state statute (sec. 118.16(1)(a) and (c)), a student is considered truant if they are absent without an acceptable excuse for all or part of one or more days during which school is held. A student qualifies to be habitually truant when they are absent without an acceptable excuse all or part of five or more days in a school semester.

If a student is deemed "habitually truant", a truancy referral may be made by HPCS against the student under Wis Stat. sec. 118.15(5). A parent or guardian in control of a child who fails "to cause the child to attend school regularly" may be subject to sanctions.

(See also 5.11 Absence and 5.12 Excused Travel Absence)

5.14 TARDINESS

Tardiness to School

Parents are expected to make arrangements to ensure that their child(ren) arrives at school on time. Tardies have a negative impact on academic achievement, both for the child that is tardy and his/her classmates. Late arrivals cause interruptions in the classroom. Breaks in instruction interfere with the learning atmosphere and make extra work for the teacher.

All students who arrive late to school must first report to the office and then bring a pass from the office to their teacher. Tardies may be excused at the discretion of the school administration under certain conditions, such as inclement weather, a road accident, or for medical and/or dental appointments. Tardies will not be excused because a parent was "running late" or a sibling was slow in the morning.

Per Wisconsin state law, if a student misses part of all of five (5) or more days without an acceptable excuse in a school semester, the student is "habitually truant" and a truancy referral may be made by the school against the student. (See 5.13 Truancy)

SECTION 5: ATTENDANCE AND TRANSPORTATION

Tardiness to Class

All students must be in their classroom when the bell rings. If a student (5th-8th) has more than three tardies in any one quarter, he/she may have a conference with the principal to determine consequences or other action.

5.15 DETERMINATION OF TARDY AND HALF-DAY ABSENCE

The following guidelines shall determine whether a student is tardy or absent for ½ day.

- If a student arrives after 8:00 but before 10:00 a.m., they will be marked tardy.
- If a student arrives at school after 10:00 a.m., they will be marked absent for ½ day.
- If a student leaves school prior to 1:30, they will be marked absent for ½ day.
- If a student leaves school after 1:30, they will not be marked absent.

NOTE: A student is determined to be present when they are physically on campus. Any tardy or absence that has been **excused** will still appear on the report card as the child is not truly present on campus during that excused event.

SECTION 6: ACADEMICS

Section 6: Academics

6.1 ACCREDITATION

HPCS is fully accredited with Association of Christian Schools International (ACSI). Following our initial accreditation, we undergo a rigorous process of reaccreditation every six years.

Accreditation is a process by which we look and see what our school is and does, document it, and then invite a team of professionals to come to our school for a site visit in order to verify our documentation. All High Point Christian School (HPCS) staff are involved in the accreditation process. All faculty hold an educator's certificate and many hold advanced degrees.

6.2 CURRICULUM

(More information on our Preschool-Grade 8 Curriculum is available upon request)

It is important that we offer an excellent academic program to our families. Our belief is that a traditional education combined with experiential learning is the most effective method of educating the majority of children. We realize that the most important component of curriculum is not text; however, but our faculty. Other key curriculum points include:

- The HPCS curriculum includes studies in Bible, English language arts, mathematics, science, history/social studies, foreign language, physical education, art, music, and computer science.
- All teaching staff meet ACSI certification requirements and continue their Professional Development by taking both Bible and education classes.
- All curriculum includes intentional and thoughtful Biblical integration.
- Bible is a core subject.

Textbooks

Our texts are carefully selected from both Christian and secular publishers. In grades K-3, core texts are published by Christian publishers. Grades 4-12 use both secular and Christian publishers. In reading, our early grades (K-2) focus on decoding (which includes phonics). Beginning in Grade 3, we change curricula in order to focus on comprehension and critical thinking skills. Our math program is traditional, and based on the best available text at each grade level. It is also an accelerated program.

HPCS has adopted the New International Version as the standard translation of scripture. In some grades, students may be asked to bring their own NIV Bible. (Please check the school supply list.)

SECTION 6: ACADEMICS

Other books owned by HPCS may be assigned by teachers. Each student is responsible for completing a textbook condition form for every non-consumable textbook he or she receives. These forms should be returned to the classroom teacher no later than the Friday of the second week of school. Students will be responsible for paying for lost or badly damaged books owned by HPCS. Writing in books will incur a fine up to the cost of replacing the book. If a student fails to turn in a form for a text book, it will be assumed that the text book was in excellent condition when the student received it and a lost or damaged book will result in up to the full cost of the text being assessed to the family. The principal and/or teacher have the authority to determine the amount of the fine.

Specials Classes

Depending on grade level, we offer specials classes in the areas of Spanish, art, music, physical education, computers, and library.

Additionally, Electives are offered to middle school students.

Music

HPCS students in grades K-4th participate in Christmas and/or spring music programs. These programs are organized by the music teacher and participation is mandatory as they are considered a part of our music curriculum. Middle school students participating in music electives may also be included in these performances.

Beginning in 4th grade, HPCS students may take band. The band program is a contracted program offered through the Overture Band Programs, Inc. Students participate in both private and group lessons. There are two band concerts each year; a winter concert and a spring concert.

6.3 HOMEWORK GUIDELINES

Homework is a valid learning experience. It can be useful in providing:

- Additional practice outside the time limits of class.
- Deferred reinforcement after a time lag.
- Opportunity for application of learned principles to new and varied situations.

A time for homework should be set aside each night free from electronic devices and other distractions. Due to the tremendous differences between the working habits of students, it is virtually impossible to establish time expectations. The following, however, will serve as general guidelines for K-8.

- Kindergarten minimal

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- First 10-20 minutes
- Second 15-30 minutes
- Third 30 minutes
- Fourth 30-40 minutes
- Fifth 45-60 minutes
- Sixth 60 minutes
- Seventh 60-90 minutes
- Eighth 60-90 minutes

At the beginning of each school year homework may seem to exceed these limits. Students usually adjust to these new requirements and are able to complete the assigned work within the suggested time frame. If you have concerns about the amount of homework in a class, please contact the teacher directly.

HOMEWORK MAKE-UP DUE TO ILLNESS

Middle School - Parents of students in 5th-8th grade who are absent due to illness may email the MS faculty (middleschool@hpcsmadison.org) before 8:45 a.m. to request assignments for the day. Teachers will prepare assignments and collect materials throughout the day. Where possible, materials and assignments will be available for pick-up outside the school office at 3:15 p.m. Students may also check the FACTS Family Portal and/or Google Classroom for assignments.

3rd-4th - Students in grades 3 and 4 who are absent may request assignments be collected by emailing the homeroom teacher before 8:45 a.m. Where possible, teachers will prepare assignments and collect materials throughout the day. Materials and assignments will be available for pick-up outside the school office at 3:15 p.m.

K-2nd - Students absent will receive assignments and directions for completion when they return to school. Students absent for an extended period of time due to illness should contact the teacher to discuss alternate arrangements.

For homework make-up due to travel or other planned absences, see Section 5.12 Excused Travel Absence

6.4 GRADING AND REPORT CARDS

Report cards describe the student's progress in school and are prepared at the end of each quarter. The quality of work done is indicated by the following letter grades:

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3-8 Letter grade	Percentage	K-2 Letter Grades
A+	97–100%	E (Excellent)
A	93–96%	
A–	90–92%	S+ (Highly Satisfactory)
B+	87–89%	
B	83–86%	
B–	80–82%	S (Satisfactory)
C+	77–79%	
C	73–76%	
C–	70–72%	S- (Needs Improvement)
D+	67–69%	
D	63–66%	
D–	60–62%	U (Unsatisfactory)
F	0–59%	

6.5 ACADEMIC HONORS

HPCS recognizes two honors categories:

Honor Roll

Academic honors are awarded for each quarter and for full-year honors. Students must have an average 93 or higher and no course grade less than a “B-” to make the honor roll. Students must make the honor roll all four quarters to receive full-year honors.

HPCS administration reserves the right to determine how the grade point average will be calculated for students enrolling at HPCS who have been homeschooled for part of their school years.

Presidential Academic Achievement Award

The President’s Academic Achievement Award is presented to HPCS students in 5th grade and 8th grade, who have high achievement in reading or math on their most recent standardized testing scores, plus a cumulative grade point average of 90% or higher in all subjects across 4th/5th grade for elementary, and 6th/7th/8th grade for middle school, Recipients will be announced during the end of the year awards program for Grade 5 and during Graduation for Grade 8.

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6.6 STUDENT SERVICES

Student Services (SS) has been established to provide academic, emotional, and/or behavioral support. The Student Services team will collaborate with administration, teachers, parents, and students to implement a plan that best meets the individual's needs.

- If teachers have concerns about the academic, emotional or behavioral development of a student, they will initiate a referral to student services.
- Parents will be asked to provide their permission prior to any formal evaluation by student services.
- All evaluations and assessments will be shared with teachers and parents.
- Parents will receive at least quarterly updates from the SS team as to their child's progress.
- High Point Christian School (HPCS) contracts with Aspire Therapy to provide speech and language, occupational and physical therapy for students. HPCS also partners with the student's "home school district" for additional support and services when appropriate.

6.7 RETENTION POLICY

At the first sign of academic difficulties, the teacher will notify parents and continue to communicate progress, ensuring that parents are aware of what has been tried and that the child's report card accurately reflects the child's ability. If applicable, parents will also be made aware of options outside of school for addressing the issue.

If the above does not result in significant improvement, the parents and teacher will then meet with the principal to review the situation and discuss possible outcomes.

A child will be retained under the following conditions:

K – 2nd Grades

- Failed to master the core concepts of Language Arts at that grade level AND
- Receives an "S- or a U" in Language Arts or Reading the last two quarters of the year OR
- Teacher(s) and administration agree that it is in the best interest of the student.

3rd – 8th Grades

- Fails Language Arts or Math both of the last two quarters of the year. OR
- Teacher and administration agree that it is in the best interest of the student.

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If the above conditions are met and the parent does not want their student retained, an appeal may be made to the principal. The principal, teacher, and parent will then meet in an attempt to come to a mutually agreeable solution.

The principal has the authority to make the final decision regarding retention.

6.8 PARENT TEACHER CONFERENCES

Parent-teacher conferences are held for all students at the end of the first quarter of the school year and again in the spring for Preschool – 4th. Parents will be sent an email before conferences instructing them in the use of the online sign-up service which will enable them to reserve a spot to speak with teachers during conferences.

Teachers are available at other times by appointment. Contact the teacher by email (teacher's first initial, last name @hpcsmadison.org). Please do not text or call a teacher unless it is by special request of that teacher.

6.9 POLICY REGARDING PUPIL RECORDS

Parents have authorization, in consultation with school personnel, to inspect the school records of their children. The school maintains the following types of student records:

- Enrollment papers.
- Grades.
- Attendance records.
- Immunization records.
- Progress reports.
- Standardized test results.
- Accident reports.
- Behavior plans or discipline reports.

The office staff is responsible for maintaining these records. Parents or legal guardians of students who wish to review any of their students' records should make an appointment through the office. Parents wanting a copy of items in their child's record may request such in writing through the school office.

When inspecting their child's records, any authorized parent or legal guardian may question the content of the records. If it is agreed to by the administration, the questioned material will be removed, or the parent or legal guardian may place a rebuttal with the material in question.

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6.10 MEDIA VIEWING POLICY

See **Approved Movie List in the Family Portal**.

Media can supplement classroom curriculum and provide a learning experience for the students at HPCS. As well, movies can be a source of entertainment for children in all grade levels. There is a list of movies which may be shown at HPCS upon parent approval. Please look at the list and let administration or the classroom teacher know if there is a movie on the list which you would not want your student to view because of content. Teachers and staff will adhere to the following criteria when showing movies in the classroom:

- When a movie is being shown as entertainment in the classroom or as a school-wide activity, the following ratings guideline will be used:
 - Preschool-Grade 3: G
 - Grades 4-8: G and PG
- PG-13 movies may be shown to Grades 6-8 with parental permission when it is part of a unit of classroom instruction.
- If a movie is not on the pre-approved list, teachers will give parents at least two weeks' notice of what will be shown to the students.
- Teachers will preview all movies and internet videos before showing them to the class. Teachers will also utilize *Plugged In Online Movie Review* (www.pluggedinonline.com) to help in evaluating the content and message of movies.
- If a parent objects to the content of a movie to be shown for entertainment (i.e. class party), the teacher will choose a different movie. If a parent objects to a movie shown for educational purposes, the parent should meet with the teacher and try to come to a common understanding and acceptable solution. If no mutually satisfactory conclusion is reached, the student may be excused from the movie and the assignment modified for him or her.

6.11 PLEDGES

In all homerooms, the pledges are expected to be a part of the morning routine each day.

PLEDGE TO THE AMERICAN FLAG

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.

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PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen and coming again with life and liberty for all who believe.

PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide God's Word in my heart that "I might not sin against Thee."

6.12 STUDENT BILL OF RESPONSIBILITIES

Students, in grades 5-8, will periodically review the Student Bill of Responsibilities:

A student at High Point Christian School is expected to:

1. View attendance at HPCS as a privilege.
2. Desire to learn and to cooperate in the educational process (Prov. 15:14; 17:16; 23:12).
3. Take pride in HPCS, to support its activities and to abide by its regulations.
4. Complete all assignments on time, working up to God-given abilities (Luke 12:48).
5. Respect fellow students (James 3:9-12); and to seek to build them up (Eph 4:29).
6. Seek true wisdom from above rather than the wisdom of the world (James 3:13-18).
7. Willingly submit to the authority structure of the school (Romans 13:1-5).
8. Respect the faculty and staff of HPCS (I Thessalonians 5:12-13), obey them at all times (Hebrews 13:17) and pray for them (Hebrews 13:18, Ephesians 6:19).
9. Not lie (Colossians 3:9), cheat (Luke 16:10), or steal (Exodus 20:15) or tolerate among us those who do (II Corinthians 6:14).
10. Always strive to be an example of proper behavior (I Timothy 4:12).

6.13 EXPECTED STUDENT OUTCOMES – EDUCATION THAT LASTS A LIFETIME

HPCS faculty and staff aspire to support each student as he or she strives to personally attain the following objectives. HPCS students:

Spiritually:

- Can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
- Understand and commit to a personal relationship with Jesus Christ.
- Know, understand, and apply God's Word in daily life.
- Possess apologetic skills to defend their faith.

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- Are empowered by the Holy Spirit, pursuing a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.

Intellectually:

- Have a knowledge and an understanding of people, events, and movements in history (including church history) as well as the cultures of other peoples and places.
- Are well-prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking.
- Are proficient in mathematics and science.
- Appreciate literature and the arts and understand how they express and shape the students' beliefs and values.
- Have a critical appreciation of languages and cultures of other people, dispelling prejudice, promoting interethnic harmony, and encouraging biblical hospitality for the alien or stranger
- Know how to utilize resources—including technology—to find, analyze, and evaluate information.
- Are committed to lifelong learning.
- Have the skills to question, solve problems, and make wise decisions.

Socially:

- Personally respond to carry out the Great Commission locally and around the world in a culturally sensitive manner.
- Understand the worth of every human being as created in the image of God.
- Are actively involved in a church community, serving God and others.
- Understand, value, and engage in appropriate social (community) and civic (political) activities.
- Embrace and practice justice, mercy and peacemaking in family and society.
- Value intellectual inquiry and engage in the marketplace of ideas (open, honest exchange of ideas).
- Respect and relate appropriately with integrity to the people with whom they work, play, and live.
- Have an appreciation for the natural environment and practice responsible stewardship of God's creation.
- Are good stewards of their finances, time (including discretionary time), and all other resources.

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- Understand that work has dignity as an expression of the nature of God.

Physically:

- Treat their bodies as a temple of the Holy Spirit.
- Are prepared to practice the principles of healthy, moral family living.

SECTION 7: GENERAL INFORMATION

Section 7: General Information

7.1 LUNCH PROGRAM

A daily lunch period is provided to all students. Students may choose to bring in a sack lunch from home or may pre-order from a catered hot lunch menu. Hot lunch is provided by an outside caterer and served to students by the HPCS Lunchroom Coordinator along with a daily team of parent volunteers. Families have the opportunity to place an order for hot lunches from the monthly menus approximately every four weeks. All hot lunches must be pre-purchased. Since all students eat in the lunchroom and in order to keep costs as low as possible, **families are asked to volunteer in the lunchroom.**

As a school participating in the DPI School Nutrition 'Special Milk Program', High Point Christian School has the opportunity to offer 1/2 pint cartons of milk at a low price. Milk choices are skim, 1% white and low-fat chocolate and are available to all students at lunch.

<https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights#nds>

Students with special dietary restrictions may request a milk substitute if a statement of disability from a licensed medical practitioner is on file in the school office. Information needed from the medical practitioner for a milk substitution request can be found at

<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/medical-statement.pdf>.

7.2 RECESS

Recess is intended to give students fresh air and an outlet for physical energy. It takes place on the playground **year-round** and in almost all weather conditions. **All students are expected to go outside for recess with their classmates.** When the wind chill is 0 degrees F or less, students will stay indoors; during other extreme weather conditions, the decision to go out for recess is at the discretion of the HPCS recess supervisors. Generally, it is advisable to assume the students **will go outside** and therefore, always send appropriate outside clothing to school with your child. Exceptions will be made for medical reasons if the office is provided with a signed excuse from the student's physician.

7.3 LIBRARY

General Information

The HPCS library database can be accessed through this link:

<https://highpointcs.booksys.net/opac/hpcs/index.html#menuHome>

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A library card application is included in enrollment materials. Checkout privileges will not be given until the form is completed. Library cards are available to parents who complete the card application form and turn it into the librarian.

Check Outs

Kindergartners may check out one item at a time. Students in Grades 1-8 may check out the number of items as high as their grade level. Students in Grades K-3 may only check out G rated DVD's. Students in Grades 4-8 may check out G & PG rated DVD's.

Books are checked out for four weeks and audiovisual materials and magazines are checked out for two weeks with the privilege of one renewal, provided the item has not been requested by another patron.

Fines and Lost Materials

A fine of five cents per day up to five dollars will be charged for late books and audio materials. The late fee for reference books and DVD's is 50 cents per day. This does not include Saturday, Sunday and holidays. Fines will be issued even when the student has an excused absence. In case of an inclement weather day, materials will not be considered overdue if returned the next school day.

The person who checked them out must pay for damaged or lost materials. The charge for books, DVDs/CDs and magazines is a processing charge of \$5 plus the replacement cost of the item. The lost materials' fee must be paid before any more materials are checked out.

Parents will receive notices of overdue materials. Each item is stamped with the due date and it is the student's responsibility to keep track of his/her account. Library privileges may be suspended until records are cleared. Any fines over \$5 must be paid before the student will be allowed to check out any more materials.

7.4 FIELD TRIPS AND OUTINGS

Field trips are a valid learning experience and an extension of the classroom curriculum. Specific instructions for each trip will be sent home prior to the activity. These instructions will include such things as the purpose of the trip, destination, transportation arrangements, fees, dress for the day, lunch particulars and return schedule. If students are returning outside of normal school hours, parents must be present to pick up their children at the designated time so that they will not be left unattended at the school.

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Items of Note:

- **Younger siblings may not be brought on field trips.** The teacher may decide if it is appropriate to bring siblings on class party outings.
- All chaperones must have had an approved background check.
- Chaperones should be informed of any students with severe allergies.
- Chaperones should not bring or purchase special treats for the group they are supervising without first consulting the teacher in charge of the field trip or party.
- Chaperones should abide by the school dress code and dress modestly and appropriately for the field trip/activity/weather.

The signed Enrollment Contract grants blanket permission for student participation in field trips at the time of enrollment. All regular rules of student conduct apply to field trips as well. (See Section 8: Conduct and Discipline). Student participation on field trips is a privilege. HPCS reserves the right to deny this privilege to students who are not in good academic standing and/or demonstrate improper behavior either in the classroom or during special activities.

Field Trip Accident Procedure

If a bus accident or vehicular breakdown occurs during the field trip, the bus driver will contact the school office and parents will be notified.

Field Trips and Hot Lunch

We do attempt to make parents aware of field trips that take place over the lunch period. Sometimes this is not possible. We are required to have the hot lunch orders to our caterer well in advance, and field trips are occasionally organized after the lunch orders have been submitted. Our caterer will not modify hot lunch orders once they are in. However, our lunchroom personnel will wrap and save the student's lunch **on request**.

7.5 EXTRACURRICULAR ACTIVITIES

During extracurricular activities (athletics, programs, rehearsals, receptions, etc.) in which there is no coach or faculty directly responsible for the student(s), the parent or another designated adult is expected to supervise the student(s). Students are not to be running through the hallways, in the gym or in classrooms unsupervised.

7.6 ATHLETICS

Our students (Grades 5-8) have the opportunity and are encouraged to participate on a number of sports teams throughout the year. These teams include volleyball, basketball, softball, football,

SECTION 7: GENERAL INFORMATION

cross country as well as track and field. These teams compete with other private schools in the area through the Madison Area Independent Schools League (MAISL). Students participating in interscholastic sports will be required to maintain academic eligibility in order to participate. For more information, please refer to the HPCS Athletic Handbook found in the Family Portal.

7.7 CONTACT INFORMATION

Often parents have questions or concerns and are unsure regarding whom they should contact at HPCS. The following information may be helpful. Problems or issues are best solved at the first point of contact. If an attempt made with the first point of contact is unsuccessful, then contact should be made at the next level. (See also Conflict Resolution, sec. 8.6)

Question or Concern	1st Contact	2nd Contact	3rd Contact
Academic Concerns Preschool	Teacher of class	Preschool Lead Teacher	Principal
Academic Concerns Grades K-4th	Teacher of class	Elementary Lead Teacher	Principal
Academic Concerns Grades 5th-8th	Teacher of class	Middle School Lead Teacher	Principal
Academic Concerns Specials Classes	Teacher of class	Specials Lead Teacher	Principal
Grading Concerns Grades K-4th	Teacher of class	Elementary Lead Teacher	Principal
Grading Concerns Grades 5th-8th	Teacher of class	Middle School Lead Teacher	Principal
Grading Concerns Specials Classes	Teacher of class	Specials Lead Teacher	Principal

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Homework Questions Grades K-4th	FACTS/Family Portal, Class Newsletter	Teacher of class	
Homework Questions Grades 5th-8th	FACTS/Family Portal	Teacher of class	
Homework Questions Specials Classes	FACTS/Family Portal	Teacher of class	
Discipline Preschool	Teacher of class	Preschool Lead Teacher	Principal
Discipline Grades K-4th	Teacher of class	Elementary Lead Teacher	Principal
Discipline Grades 5th-8th	Teacher of class	Middle School Lead Teacher	Principal
Student Services	K-4th: Trisha Pinka tpinka@hpcsmadison.org 5th-8th: Jennifer Kutsunis jkutsunis@hpcsmadison.org and the homeroom teacher	Director of Student Services	Principal
Athletics	HPCS Athletic Handbook	Athletic Director	Principal
Attendance and Illness	office@hpcsmadison.org	Homeroom Teacher	Principal
Business Office- Billing, FACTS, orders	office@hpcsmadison.org	Office Manager	Principal
Admissions	admissions@hpcsmadison.org	Admissions Director	Principal

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Principal: Mr. Luke Anderson (landerson@hpcsmadison.org)

Preschool Lead: Mrs. Cynthia Goodearle (cgoodearle@hpcsmadison.org)

Elementary Lead: Ms. Colleen Bailey (cbailey@hpcsmadison.org)

Middle School Lead: Mrs. Tricia Krumbach (tkrumbach@hpcsmadison.org)

Specials Lead: Mrs. Sarah Jordan (sjordan@hpcsmadison.org)

Director of Student Services: Mrs. Sheila Olson (solson@hpcsmadison.org)

Office Manager: Mrs. Grace Olsen (golsen@hpcsmadison.org)

SECTION 8: CONDUCT AND DISCIPLINE

Section 8: Conduct and Discipline

8.1 PHILOSOPHY

It is the philosophy of HPCS to educate students in and with the truth of God's Word, aiming for their transformation and the renewal of their minds (Romans 12:2). We believe parents have primary responsibility for their children's conduct and discipline (Ephesians 6:4, Deut. 6:4-9). Our purpose, in collaboration with family, faculty, and church, is to provide an environment where students can grow intellectually, spiritually, and socially (Luke 2:52; Romans 8:5-11).

Discipline at HPCS is seen as instruction, training, and correction that shapes and strengthens students (Hebrews 12:5-11). Our conduct policy aims to develop a Biblical worldview, foster optimal learning, and guide students towards self-discipline and spiritual maturity (I Peter 1:13-16; II Peter 1:3-11).

Students are expected to conduct themselves in a Christian manner, respecting authority, others, and property (I Peter 1:13-16; II Peter 1:3-11). Attending HPCS is a privilege, and disciplinary procedures exist to protect that privilege and maintain a focused learning environment.

8.2 BEHAVIOR EXPECTATIONS

Our HPCS behavior expectations are succinctly defined in our school-wide behavior management model, "STAR."

STAR for K-8th grade (S=Sit up, T=Track the speaker, A=Ask and answer questions, R=Respect others) both encourages behaviors which honor God and keeps our learning environment positive, as well as provides a framework for addressing negative behavior. The program makes it possible to use common language and establish consistent expectations and discipline throughout the entire school community.

8.3 CONDUCT EXPECTATIONS AT HPCS

HPCS intends to provide for its teachers and students an environment that is free of offensive kinds of behavior. We expect all persons to treat each other with respect because each person is made to reflect God Himself. This respect translates to authority, peers, and also God's word. The conduct policies for HPCS will guide any discipline responses.

Respect Authority

- All students, school employees, and HPCS parents are expected to conduct themselves with respect for the dignity of others.

SECTION 8: CONDUCT AND DISCIPLINE

- Students are to obey and show respect for faculty members, staff, and volunteer helpers at all times.
- Students, employees, and parent volunteers are to follow the established dress code.

Respect Fellow Students

- Students are to conduct themselves at all times in a manner consistent with the goals and objectives of HPCS.
- Students are to respect the rights and academic creativity of their fellow students.
- Harassment of others including teachers, administrators, support staff, students, or other persons present in our facilities is not allowed. Harassment occurs when conduct creates an intimidating, threatening, or abusive educational environment.
- Sexual harassment is not allowed. This includes making unwelcome sexual advances and/or engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive learning environment.
- Any form of ridicule of others based on race, physical characteristics, ability, family background, age or similar feature is harassment and is not allowed.
- Bullying is not allowed. Bullying is the intentional and repeated attempt to harm another.
- Conduct at recess and lunch should reflect attitudes and principles of Christian living and behavior. Rough play and unkind actions toward others will not be permitted.

Respect Property

- Students are to use school equipment in a careful manner and for the purpose for which it was intended.
- Students are to clean up any mess or litter that they create, including in the lunchroom.
- Students are to respect the property of others. Personal property should not be used without permission from the owner. Students will be required to compensate the school for any property belonging to others that is lost or damaged.

8.4 CONDUCT ON THE SCHOOL BUS/SHUTTLE

HPCS will use buses for transportation to and from field trips and special activities. When using such a bus, the regular rules of student conduct apply. Additionally, the following safety and courtesy rules shall be observed:

- Stay seated during the trip.
- Avoid loud or disruptive behavior.

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- Keep body parts inside the bus.
- Do not touch special equipment or open windows without permission.
- Refrain from eating or drinking without special permission.
- Leave the bus clean.

8.5 CONDUCT AT SPORTING EVENTS

When we are at sporting events, we represent our school. We must keep in mind that our behavior is a reflection of our school; and therefore, Him whom we represent.

- There is to be no booing, use of noisemakers of any kind, or throwing of items by the spectators. Violators will be asked to leave.
- Courtesy demands applause for excellence regardless of which team the player represents.
- Visiting teams are to be treated as our guests. They should be shown the same courtesy as if they were visiting in our homes.
- All trash is to be placed in the receptacles provided.

8.6 CONFLICT RESOLUTION

Based on the principle found in Matthew 18:15-20, it is the policy of HPCS that problems, disputes, and issues involving parents, teachers or administrative staff should first be addressed directly between the individual(s) involved, being certain that the truth is spoken in love, and that every effort is made to minimize the number of individuals involved in resolving the issue.

STEPS OF CONFLICT RESOLUTION

1. Go directly to the staff person with whom there is a conflict.
2. If no satisfactory resolution is reached, go to the principal.
3. After discussing the issue with the principal, a meeting may be set up between the conflicted parties and the principal, with the principal acting as mediator, except in the case of the principal, in which the chair of the CAC will act as a mediator.
4. If no satisfactory resolution is reached, there may be a meeting with the elders of High Point Church and other involved parties. The elders' decision will be final and binding. The elders have the right to decide whether the conflict warrants this step. They may choose to give the CAC chair the authority to make the final and binding decision.

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How to handle conflict in a manner which is conducive to a positive result:

- Do not speak to others about the conflict or people involved. Even if accurate information is initially imparted, it doesn't take long before the information becomes twisted and destructive to the reputation of others and/or the school. The health of the school community depends upon this step being honored. Gossip divides a community and does nothing constructive towards bringing resolution. In fact, the resolution is less likely to be satisfactory.
- If the appropriate steps are followed and a party still desires to go to the next level, do not discuss the issue "informally" at carpool, in the hallway, etc. Instead, let the person know you would like to meet with him or her and set up a mutually agreeable time for the meeting.
- For the sake of children, speak to (and in front of) them as positively as possible about the school, other students and staff. Attitudes of students about the school of which they are a part, peers with whom they associate daily, and the staff to whom they are responsible greatly affect behavior and the overall learning environment. Criticism and negative talk make it very difficult for the student to have a positive experience here at school. We very much desire that every student has a positive experience at HPCS.

8.7 DEFINITIONS OF CONSEQUENCES

Lunch Detention:

The student will eat quietly in a supervised area out of the lunchroom and will miss lunch recess. See minor violations.

Lunch Detention with Limited Probation:

Student will serve a lunch detention as defined above which will accumulate towards the quarterly total. Also, a 7-day consecutive disqualification from taking part in all extracurricular or nonacademic activities, including music programs not required for a class grade, sports competitions, academic competitions, field trips, class plays, and parties.

Behavior Probation:

Student is held closely accountable for behavior via regular check-ins with a teacher or the principal. Another lunch detention or major violation during the time of probation may result in suspension.

Academic Probation:

A student is in danger of not passing two or more classes or not meeting graduation requirements. Academic probation includes a plan for improvement and if goals are not met, the student may not

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be allowed to continue enrollment due to the improbability of academic success at HPCS or the student may be required to repeat a grade.

In-School Suspensions:

In-school suspension will be served in the presence of a staff member. The top grade on work done during any suspension will be an "S-" or a "C" in grades K-8.

Suspension:

Suspensions may be either half a day or the entire school day, in school or at home as determined by the administrator. The student may be asked to either do service or write a paper during the suspension that in some way relates to the offense. For students in grades K-8, any work missed due to the suspension must be made up and the highest grade possible for such work will be an "S-" or "C."

Reverse Suspension:

A reverse suspension is defined as requiring the parent of a given student to come spend time with his/her student within the classroom when the student has engaged in gross misconduct failing to respond to school wide interventions that encourage positive behavior. We believe this is a powerful alternative to out-of-school suspensions because students can continue to be a part of the classroom routines and complete the daily classroom activities. Furthermore, a reverse suspension can be a bridge between home and school; giving way to increased positive communication between parents and school staff. Administration has full discretion in determining when a reverse suspension would be most beneficial for a student.

Temporary Dismissal:

A student is expelled for the remainder of the school year but upon conditions being met, as established by the administrator, may be allowed to enroll for the next school year on conditional enrollment status.

Expulsion:

A student is required to discontinue enrollment during the school year and will not be allowed to return to the school. This goes on a student's permanent record.

CONDITIONAL ENROLLMENT STATUS

The purpose of conditional enrollment is three-fold:

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1. To change behavior by helping the student to understand the seriousness of the issues which have brought him or her to this point and by establishing regular points of accountability.
2. To minimize the impact of the poor behavior choices by the student on the rest of the student body.
3. To establish clearly communicated boundaries which if crossed will result in the permanent removal of the student from the High Point Christian School community.

The administration has the right to implement conditional enrollment status whenever there is a major violation or pattern of minor violations. The administration will be required to implement conditional enrollment status when a student has two separate suspensions in one quarter or visits the office for disciplinary action on more than three occasions in one quarter.

8.8 MINOR AND MAJOR VIOLATIONS OF CONDUCT AND DISCIPLINARY PROCEDURES

No student has the right to interfere with teaching or learning. Students are expected to take responsibility for their actions. Listed below are items defined as either minor or major violations followed by procedures to provide corrective action to encourage a positive behavioral change.

MINOR VIOLATIONS

Examples of minor violations include, but are not limited to:

- Creating a disturbance in class
- Being out of one's seat at inappropriate times
- Inappropriate talking in class without permission
- Littering
- Throwing objects
- Writing, passing, or reading notes
- Lack of courtesy to others
- Inappropriate physical contact (pushing, shoving, etc.)
- Disruptive behavior in the halls, playground, and lunchroom
- Inappropriate language such as vulgarity, sarcasm, or teasing remarks

Repetition of minor violations may constitute a major violation

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DISCIPLINARY ACTIONS FOR MINOR VIOLATIONS

In general, teachers will handle incidents of minor violations with students directly. When patterns emerge, they will involve parents in correcting the behavior. Possible consequences for minor violations include, but are not limited to:

- Loss of recess time
- Parent notification/FACTS behavior log entry
- Student written reflection
- Student/principal conference
- Lunch detention

Most students have little trouble following the rules of conduct that govern HPCS. However, if the behavior is of a severe nature, intermediate warning steps may be skipped and corrective action applied immediately. Severe or repeated offenses may result in an individualized disciplinary program, detention, suspension, conditional enrollment, or expulsion.

MAJOR VIOLATIONS

Examples of major violations include, but are not limited to:

- Insubordination (refusal to comply with a reasonable request or showing disrespect for school personnel).
- Excessive absenteeism, tardiness, or truancy (per law, a parent may not excuse more than 10 absences per school year).
- Forgery, cheating, lying, or plagiarism.
- Not remaining in designated play areas for recess.
- Use of profane or obscene language or actions.
- Demeaning actions, the threat of violence, or physical attack (ie. hitting, striking, punching) directed toward another person.
- Bullying.
- Harassment.
- Theft.
- Displaying pictures, posters, or slogans that are offensive.
- Willful destruction or defacement of school or private property on school premises.
- Discrimination against someone on the basis of race, national origin, sex, or disability.
- Implied or actual possession of fireworks, any weapon, or explosives.

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- Possession of pornographic material.
- Inappropriate use of technology.
- Gambling (exchange of money or goods by betting or wagering).
- Participation in any illegal activity in or out of school.
- Use, sale, possession or distribution of tobacco products, alcohol, or drugs at any time.
- Excessive repetition of minor violations.

DISCIPLINARY ACTIONS FOR MAJOR VIOLATIONS

Depending on the severity and circumstances of the major violation, the administration may enforce one or more consequences. Consequences for major violations include, but are not limited to:

- Conference with parent
- Lunch detention
- Detention coupled with probation
- Suspension: in-school or out-of-school suspension will be determined by principal/parents
- Immediate suspension and/or temporary dismissal
- Conditional enrollment
- Expulsion

The principal has the authority to suspend, remove, put on conditional enrollment, or expel a student from the school without a time of probation.

APPEALS

Parents may request an Appeals Hearing within three (3) school days from the date of the notification of suspension or expulsion. A written explanation (either through email or a written letter) and any pertinent information supporting the appeal should be submitted to the school office to the attention of the Campus Advisory Committee (CAC). After the written Request for Appeal is received from the parent, the CAC will investigate to determine its merit. At the completion of the (CAC) review, one of the following actions will occur within ten (10) school days:

- The CAC will send a letter and/or email to the parent denying the appeal.
- The CAC will send a letter and/or email to the parent approving the appeal.

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8.9 NON-HARASSMENT/BULLYING

HPCS strives to provide an environment where every student feels safe, respected and welcomed; an environment free from significant disruptions and obstacles that impede learning and performance. Bullying can have a harmful social, physical, psychological and/or academic impact on students who are the victims of bullying behaviors, students who engage in bullying behaviors, and bystanders that observe acts of bullying. The schools do not allow bullying behavior toward or by students, school employees or volunteers. We do not allow bullying behaviors on school grounds, at school-sponsored activities, or in transportation to and from school or school-sponsored activities.

Defining Harassment

Harassment is conduct by another student(s) affects a student's ability to benefit from an education program or activity or creates an intimidating, threatening, or abusive educational environment. Any form of ridicule of others based on race, physical characteristics, ability, family background, age or similar feature is harassment.

Defining Bullying Behavior

Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional, or mental harm or suffering on another individual or group of individuals when there is an imbalance of real or perceived power. Bullying behavior creates an objectively hostile or offensive environment. Such an environment may cause, or be likely to cause, negative and harmful conditions.

Examples of actions that create an objectively hostile or offensive environment include but are not limited to:

- Places the individual in reasonable fear of harm to oneself or one's property.
- Has a detrimental effect on the individual's personal, physical, emotional, or mental health.
- Has a detrimental effect on the individual's academic performance.
- Has the effect of interfering with the individual's ability to participate in or benefit from any curricular, extracurricular, recreational, or any other activity provided by the school.
- Creates an environment that intimidates, annoys, or alarms another individual without a legitimate purpose.

Examples of an imbalance of real or perceived power include but are not limited to:

- Physical strength/size.
- Access to embarrassing information.

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- Popularity.
- Age or grade level.
- Athlete, scholar, or other characteristic impacting a student's status.

Bullying behavior can be physical, verbal, non-verbal, indirect or direct. Bullying may occur, for example, in situations involving personal contact, and also electronically, in writing, or by using other persons as intermediaries. Bullying may involve repeated behavior. Examples of bullying behavior include but are not limited to the following:

- Hitting, pushing, kicking, and other acts that physically hurt another person.
- Spreading negative rumors about or falsely accusing another person.
- Excluding someone from a 'group'.
- Threatening another person.
- Manipulating friendships.
- Posting or sending mean-spirited messages about someone using phones, electronic mail, websites, blogs, etc. (also known as cyber-bullying).
- Organizing others to threaten, tease, or exclude a targeted individual.

Prohibiting Bullying Behavior

Bullying is prohibited on all school grounds, at all school-sponsored activities, and on all vehicles used for transportation to and from school. Students who engage in bullying behavior in violation of this policy or in retaliation against an individual for reporting bullying behavior shall be subject to school disciplinary measures. Interactions, including electronic communication, that do not fall under the above list may still be covered by this policy when the impact of these actions are felt in the school environment, as outlined in this section.

Reporting by Students, Parents, and Other Persons

Students, parents, and other persons are encouraged to make a verbal or written report regarding conduct they consider to be bullying. Written reports may be turned in to any teacher, staff, or administrator. An individual receiving a verbal report shall promptly document the complaint in the Family Portal discipline log. The written report shall be forwarded to the Principal and Director of Student Services for the investigation of the complaint.

Confidentiality of Reports of Bullying

A person making a report of bullying behavior may request that their identity remain confidential. If a target of bullying behavior requests that their identity not be disclosed in connection with any investigation of the alleged bullying behavior, the Principal and/or other assigned

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administrator/investigator shall discuss with the student and their parent how such a request may affect the school's ability to investigate and/or resolve a given situation. While the school will protect an individual's confidentiality to the extent possible, the school's priority is to ensure the health and safety of all students and staff.

Investigating Bullying Behavior:

Under the direction of a school administrator, all reports of bullying under this policy shall be investigated and documented in the Family Portal. Investigations shall begin promptly and should generally begin by contacting the identified target(s) of the bullying. The report of the investigation shall identify key facts about the incident, state a determination as to whether acts of bullying were verified, and identify recommendations for intervention, including disciplinary action if appropriate.

Students Subjected To Bullying/Harassment Are Encouraged To:

- Avoid being alone with the aggressor(s).
- If possible, tell the aggressor they do not like her/his treatment.
- Talk to their parents about the bullying/harassment.
- Remember that it is not their fault that they were bullied/harassed.
- Stay in a group. They are less likely to be a target if they are not alone.
- Not reply if they are being bullied or harassed online. Replying may actually make the bullying or harassment worse. Save the evidence. If they get a nasty email, print it out or save it and show it to an adult.
- Report it immediately

Recommended Parental Response for Students Subjected to Bullying/Harassment:

- Listen to and avoid blaming your child.
- Avoid asking leading questions.
- Help your child to learn not to overreact and focus on the individual incident, not incidents altogether. Overreacting can actually encourage bullies.
- Acknowledge your child's feelings and help him/her find a solution.
- Pray with your child.
- Talk to the teacher.
- Ask the teacher to be vigilant regarding the situation.
- Document the times your child tells you about the behavior. Keep a record of what happened, where it happened and who witnessed it.

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- If you choose to contact the other student's parents, do so with an attitude of grace and according to the Matthew 18 principle.
- Students may need help with social signals. Role-play possible scenarios and appropriate ways to handle the situation.
- Show your child how to recognize others' feelings by commenting when someone is happy, sad, worried, etc.
- Ask your child what he or she needs to make school a safe place.
- Help your child identify friends who would be a support to them.

Consequences for a Student Charged with Bullying/Harassment

- The student will be removed from the situation.
- The student will be sent to the principal.
- The student may be required to complete a reflection and/or incident report, which will be reviewed by the principal and classroom teacher. The goal of this is to help the student understand that his/her own actions are what got him/her into trouble.
- The message given to the student is that he or she behaved inappropriately and that it should stop.
- The student will be subject to discipline deemed necessary by the principal and/or teacher.

Recommended Parental Response for a Student Charged with Bullying/Harassment

- Talk to your child about any communication you have had with your child's teacher or principal.
- Listen to your child.
- Empathize with your child.
- Pray with your child.
- Remind your child that he or she did something unkind that was a choice.
- Let your child know that it was not an acceptable behavior.
- When talking about the situation, focus on the behavior, not the child.
- Help your child to recognize how his or her behavior affected the other person. Remind your child that he or she is accountable for his or her behavior.
- Establish effective ways of promoting self-control in your child at home.
- Limit criticism at home.
- Remind your child what is/is not socially acceptable outside of school.

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- Help your child find ways to use their social influence appropriately.

Recommended Response for a Child Who Witnesses Bullying or Harassment (a Bystander)

- Encourage the student to join with others in telling bullies to stop if they feel safe doing so.
- Encourage the student to tell adults when they see bullying or harassment.
- To be successful, bystanders need opportunities to discuss and practice responses outside the heat of the moment. The more options they have, the more successful they will be. Keep it simple. Encourage the child to say, e.g., "(name), cut it out. Nobody thinks that's funny."
- Encourage the student to reach out in friendship to students who may not have friends.
- Praise the student when he or she does these things.
- Remind them that, with God's help, they have the power to help others.

8.10 ISSUES OF GENDER IDENTITY AND SEXUALITY

See Appendix B: Statement on Marriage, Gender and Sexuality.

Biological sex means the biological condition of being male or female as determined at birth based on physical differences, or when necessary, at the chromosomal level.

All students are expected to dress appropriately (as deemed by the school administration and per the dress code) for their biological sex (i.e. cross dressing is not allowed).

Notwithstanding any other board policy, student restrooms, locker rooms, and showers that are designated for one biological sex shall only be used by members of that biological sex. In any other school facilities or settings where a student may be in a state of undress in the presence of other students (that is, changing costumes during school theatrical productions and so on), school personnel shall provide separate, private areas designated for use by students according to their biological sex.

8.11 DRESS CODE

High Point Christian School (HPCS) desires to maintain an appropriate educational environment. Cleanliness, neatness, and modesty (I Tim 2:9 "... dress modestly, with decency and propriety...") are our basic goals. We believe our dress and our actions represent the feelings and thoughts of our hearts. Therefore, our clothing and the way we wear it should represent our desire to please God and honor him. Any apparel, hairstyles, make-up, jewelry, or accessories that interfere with these purposes are unacceptable.

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HPCS does not have an “official” uniform but our dress code is in actuality dictating a uniform with parameters as broad as possible. It is not necessary to order clothing from a specific catalog or wear a certain color but there are dress requirements/standards. All students K-8 are to abide by these standards because in the early grades we are training our students to make appropriate choices when they reach the upper grades.

HPCS DEPENDS ON OUR PARENTS to work with the school in maintaining these appearance standards by checking your child before he or she leaves for school, making sure he or she is dressed and groomed properly. It is understood that enrollment at HPCS means a pledge on the part of both parents and students to abide by this dress code. Please have your child(ren) read, understand, and agree to follow the HPCS Dress Code.

Teachers and administration have the authority to interpret and enforce this code. When a circumstance occurs where the parents and teachers cannot come to an agreement, the principal will have the final word.

General Guidelines for All Students

CLOTHING: All students are to dress modestly. Lettering and pictures must not be offensive to God or others. (See sections below for specifics.)

SHOES: Shoes or sandals must be worn and fastened (when applicable). Socks are recommended. Safety and hygiene should be considered in choosing shoe styles – particularly with regards to playground and outdoor activities. It is important that students wear proper athletic shoes for P.E. and other athletic activities.

HATS: No caps or hats may be worn in school. Hooded sweatshirts must be worn with the hood down while inside the school.

DRESS UP DAYS: Special events such as the Christmas program, spelling bee, speech contest, science fair, concerts, special programs, and graduation require students to dress up. The school will send special guidelines, if applicable when these events occur. Because we want our students to understand that dressing modestly isn’t something important only on school days but should be a lifestyle, the HPCS Dress Code applies regardless of occasion or location, including graduation pictures and graduation.

Boys

SHIRTS: Shirts must be opaque with modest necklines.* Sweatshirts are acceptable. No underclothing may be displayed. Sleeveless t-shirts are acceptable, but the shoulder must

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be at least three fingers wide. Shirts with buttons must be buttoned appropriately. Shirts must reach below the waistline – no bare stomachs.**

PANTS: Dress pants, sweat or wind pants, and jeans are acceptable. Pants must be of full length and moderate cut. Pants must be worn with the waist above the hips. “Ripped” jeans may be worn only if rips are at or below the fingertips (arms straight down at side).

SHORTS: Shorts (at or below fingertip length) may be worn. Spandex and short shorts are unacceptable. During PE class or for those playing athletics (during practices and games only), mid-thigh shorts are acceptable.

Girls

TOPS: Tops (including shirts and blouses) must be opaque with modest necklines.* Sweatshirts are acceptable. No underclothing may be displayed. Sleeveless blouses and t-shirts are acceptable, but the shoulder must be at least three fingers wide. Shirts with buttons must be buttoned appropriately. Shirts must reach below the waistline – no bare stomachs.**

DRESSES, SKIRTS, AND PANTS: Dresses, skirts, and skorts are acceptable. Hemlines must be fingertip (arms straight down at side) length or longer even if leggings or tights are worn underneath. Dresses must have modest necklines.* Tank style dresses and jumpers are unacceptable unless worn with a blouse or shirt, or the shoulder is at least three fingers wide. Dress slacks, sweatpants, wind pants, and jeans are acceptable. “Ripped” jeans may be worn only if rips are at or below the fingertips (arms straight down at side). Leggings, yoga or other tight pants are not allowed unless worn with a top that covers 360 degrees at a length at or below the student’s knuckles when the student’s arms are extended straight down at their side and hands are in a fist, without pulling or tugging in order to meet the length requirement.

SHORTS: Shorts (at or below fingertip length) may be worn. Spandex and short shorts are unacceptable. During PE class or for those playing athletics (during practices and games only), mid-thigh shorts are acceptable.

**A modest neckline is defined as when the hand (fingers together, as for the pledges) is laid on the collarbone below the chin, the cloth is touched by the lowest finger.*

***Midriffs must be covered at all times. When a student’s arms are raised, no skin should show. A tank top or a camisole may be worn underneath a shirt if the shirt is too short.*

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Non-compliance with the HPCS Dress Code may result in the student having to change into appropriate clothing before being allowed to return to the classroom.

K to 8th Grade Dress Code Violations

- 1st & 2nd violation: The parent(s) will be contacted by phone or email (student may be required to change).
- 3rd violation: The parent(s) will be contacted and may be asked to bring in a change of clothing
- 4th & subsequent violations: The parent(s) will be asked to meet with the administrator to discuss consequences.

8.12 PERSONAL ELECTRONIC DEVICES

This policy is to ensure that personal electronic devices on HPCS property do not interfere with the learning and safety of HPCS students and staff.

A personal electronic device, for the purposes of this policy, is any device that displays a message or video image, or is capable of receiving, sending, emitting, photographing, or storing any video communication, files, or data. It includes, but is not limited to items that allow the student to access the internet, or an accessory to any such device such as earphones or Bluetooth devices. Exclusions for medically necessary devices with appropriate documentation from a physician, will be handled on a case by case basis.

Grades K-4: No personal electronic devices are allowed at school.

Grades 5-8: Personal electronic devices may not be used by students inside the school during school hours. Each middle school homeroom will have their own designated “phone tree.” Students must place all cell phones, smart watches, etc., in the classroom phone tree at the beginning of the school day with the phone turned off. Devices will remain there until the end of the day, at which time they may be retrieved and turned back on. Students may use their devices OUTSIDE the building while waiting in the carpool line and under the supervision of HPCS staff in order to communicate with parents who may need to make last minute carpool arrangements with their children.

Any student who violates this policy may have their personal electronic device confiscated by HPCS staff and taken to the principal. Parents may pick up the device at the end of the school day.

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Repeat offenses may result in the personal electronic device being banned from school entirely. Breaking the ban constitutes a major violation, and procedures for a major violation will then be followed.

SECTION 9: HPCS HEALTH AND SAFETY

Section 9: HPCS Health and Safety

9.1 MEDICAL INFORMATION

Medical Emergency Forms

All students are required to have emergency medical information on file in the office. Medical Emergency Forms are completed during High Point Christian School (HPCS) enrollment, and are updated during re-enrollment. If any changes occur with your child's health after enrollment/re-enrollment, please update the information directly in the Family Portal. The system will notify us of these changes.

Asthma/Allergies/Diagnosed Medical Conditions

In order to make HPCS a safe environment for students diagnosed with severe allergies, asthma or other diagnosed medical conditions, HPCS will work with parents to learn how to best support students with these conditions. As an important reminder, HPCS does not have a school nurse. Our office staff in contact with students are additionally trained in first aid and basic medication administration.

If severe allergies or asthma are noted in your student's medical record, HPCS will send parents additional paperwork during the summer requesting appropriate medical action plans and all prescription medications. Instructions will be provided for compliance expected prior to school starting. Please see below regarding Epi-Pens.

Prescription Epinephrine Auto-Injector/EpiPen

Each student with a prescribed EpiPen is required to provide the school ONE personal device. This device will be stored in the school office medical cabinet.

Parents of students with severe allergies may opt to have their student self-carry their EpiPen. This will be set forth in the Medication Consent Form as signed by a physician.

You are your child's best advocate. Though staff will be provided all medical information and are trained in regard to administering emergency medications, we strongly encourage you to speak with each staff member who may be responsible for your child.

Medication

All medications (Rx or OTC), including inhalers, will only be administered to the appropriate student(s) at school with an accompanying Medication Consent Form according to physician indications. This form must be signed by both a parent and a healthcare provider. **Over-the-**

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counter medications will only be administered with a doctor's prescription (students cannot carry OTC medications with them). All provided medication must come in the prescription bottle or have the prescription label on it.. All medications provided to the school are stored in a locked cabinet in the school office, and medications will be administered here. Per a healthcare provider's indication on the Medication Consent Form inhalers, EPI-Pens, and other life-saving medications (ex: medications for diabetes), can be self carried. If a healthcare provider does not fill out and sign off on the self-carry portion of the form, those medications will be stored in the school office with other medications.

If at any time during the school year your student needs to take medication during school hours, please contact the school office. The appropriate paperwork will be given to you to be filled out by your student's healthcare provider. Parents can administer medication to their own students during school hours, if they should choose.

For information on immunization requirements and school insurance, please consult the Section 11: HPCS Enrollment section of this handbook.

9.2 ILLNESS AT SCHOOL

A child who is ill cannot concentrate on classroom activities and may expose other children to their illness. For their protection and the protection of other children, we appreciate your help in enforcing this policy.

Parents must not allow children to come to school who have a fever, contagious disease, or who have not recovered sufficiently from an illness. Additionally, a sick child may not remain at school. Parents are expected to make immediate arrangements to pick up the child.

Specific Reasons to Keep Your Child Home:

As a parent, it may be difficult to decide if your child is well enough to go to school. Here are some guidelines to help in decision-making. Parents should keep their children home if they:

- Are experiencing Covid-19 symptoms. We will be following the CDC guidance regarding testing and exclusion from school.
- Have a fever above 100 degrees. Children should stay home until no fever has been present for 24 hours without medication.
- Have vomiting or diarrhea. Your child can return to school when symptom-free for 24 hours without medication, and the child can tolerate a regular diet.

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- Have yellow/green nasal discharge, a drainage from the eyes, Conjunctivitis (pink eye), a questionable rash, or a contagious cough. Children should be symptom-free for 24 hours without medication before returning to school.
- Have been prescribed an antibiotic. Children may return to school 24 hours after the first dose.
- Have chicken pox. Children may return to school when all blisters have scabbed over, at about 10 days.
- Have a communicable illness such as (but not limited to) a common cold, hand-foot-and-mouth disease, impetigo, flu, or rotovirus. Children may return to school when their symptoms have cleared.
- If a child has a continual runny nose or rash due to a non-contagious condition, please provide the school with a note from a physician clearing the child to return to school. All student allergies should be reported to the school in the medical information section of the Family Portal.

Lice Policy

The school must be notified if a student has head lice as soon as possible. The student will be excluded from school until 24 hours after appropriate treatment for lice has been completed, and the student is nit free. If a student is found to have lice, the classroom will be checked and cleaned, and information will be sent home to the parents of students in that classroom concerning appropriate procedures. School personnel and local health departments have further information on treatment and prevention of head lice. Students returning to school after being treated for lice must be checked by school personnel and be nit free before returning to the classroom. Students returning to school after lice will be checked at ten (10) days after returning and fourteen (14) days after returning.

9.3 FOOD ALLERGY POLICY

Parents MUST inform the HPCS Office, by completing the documents listed below, of your child's allergies prior to the school year or immediately after initial diagnosis. All food allergies must be verified by a licensed physician. Forms can be obtained in the HPCS office.

- Permission Form for Prescribed and Over The Counter (OTC) Mediations
- FARE (Food Allergy & Anaphylaxis Emergency Care Plan)

Parents should also notify the office of any food sensitivities that would affect the consumption of class treats or hot lunch items.

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Our school recognizes the importance of creating a safe environment for students with allergies, in particular those students with severe allergies to nuts and nut products. For this reason, the following guidelines are in place:

Classroom Guidelines:

- Peanuts/tree nuts are not served or allowed in the classroom as snacks, treats, rewards, or for any other reason. This includes all food processed in a facility that contains nuts, processed on equipment that processes nuts, or may contain peanuts or traces of peanuts/nuts.
- A sign will be posted stating that the room is a peanut and tree nut free classroom.

Lunchroom Guidelines:

- The school's hot lunch program does not include peanuts/tree nuts in the ingredients but we cannot guarantee a nut-free kitchen.
- Students who forget to bring a bag lunch receive a peanut/tree nut-free lunch.
- Each grade has a designated peanut/tree nut-free table, creating a buffer zone between the peanut/tree nut-free area and the other students.
- Hand wipes are provided for all elementary school students, and those who consume known allergens are instructed to wash their hands.

Other Precautions:

- All staff are required to complete training on recognizing and responding to allergic reactions, including epi-pen training on an annual basis
- We reinforce a no-food and no-utensil trading/sharing policy.
- Parents with allergic children are responsible for updating emergency information for their child.

Please note: While the faculty and staff of HPCS realize the severity of food allergies, take steps to ensure a safe environment, and will be as vigilant as possible, no guarantee can nor should be made that all products and environments are 100% safe to students with allergies.

9.4 ASBESTOS FREE

HPCS and High Point Church are certified by the designing architects as being asbestos free. There are no construction materials containing asbestos, and no material or equipment item on the specifications and drawings containing any form of asbestos.

SECTION 10: SCHOOL OFFICE

Section 10: School Office

10.1 OFFICE HOURS and CONTACT INFORMATION

The HPCS office hours are from 7:30 a.m. – 4:00 p.m., Monday through Friday during the school year. For summer and school break hours, consult the school office, Family Portal, or the school website.

Phone Number: (608) 836-7170

Email: office@hpcsmadison.org

Fax: (608) 824-9135

Website: www.highpointchristianschool.org

Calls can be made outside of school hours, and you will be directed to our voicemail system. Please leave your name, brief message, and phone number when leaving a voicemail. All emails and voicemails will be returned as soon as possible.

10.2 OFFICE PROTOCOL

In order to serve the entire school community well the following office protocol has been established. Please conduct personal conversations away from the office and classrooms.

Office equipment is reserved for use by office and school staff (this includes, but is not limited to: Phones, computers, copy machine/printer, hole punch, etc.). Please limit interruptions of the office staff to school business. If you need to speak with the school principal an appointment should be made ahead of time. To set up an appointment please contact the school Administrative Assistant or the Principal directly.

10.3 SCHOOL VISITORS

High Point Christian School is a secured area for the safety of our students. Anyone entering the campus (church or school) is required to sign in at the school or church office before entering during school hours. The respective teachers and the school office must approve all visitors at least one day in advance if desiring to formally visit a classroom. Any visitors who prove to be a disruption will be asked to leave the campus.

- All visitors must ring the buzzer (which is monitored by closed-circuit television) to gain entrance into the building.
- Once inside, visitors must stop at the office and sign in with the date, time, and purpose for their visit.

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- Visitors will be given an ID badge to wear at all times while on campus.
- When visitors leave the building they must return to the office and sign out.

10.4 MESSAGES

Except in an emergency situation, neither students nor teachers will be called out of their classes to receive telephone calls. The office will relay messages to students. All carpool changes and messages to students must be called into the school office prior to 2:15p.m. We cannot guarantee delivery and receipt of messages called in after this time.

School phones are business phones and are not to be used by students except for emergency situations.

Lunches, books and other items may be left at the office, or you may sign in at the office to deliver the item to your student.

10.5 NONCUSTODIAL PARENTS

The following guidelines have been adopted to assist the school in situations where a noncustodial parent wishes to become involved in school-related activities of a child or wishes to have contact with or take custody of the child while the child is at school:

- Ordinarily, the school will not resist or interfere with a noncustodial parent's involvement in school-related affairs or access to the parent's child or the child's records unless the school is presented with a court order or comparable legal document restricting such involvement or access. The school will not otherwise choose sides between parents.
- If the school has been presented with a court order or comparable legal document granting joint custody, either parent may remove the child from the school premises. A noncustodial parent may not take custody of a child or remove the child from school premises unless the parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody.
- If the actions of parents, custodial or noncustodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other necessary action.
- Concerning student activities that require parental consent, the school will accept consent only from the custodial parent unless authority to grant consent is given to the noncustodial parent by a court order or comparable legal document.

SECTION 10: SCHOOL OFFICE

10.6 LOST AND FOUND

The Lost and Found is located in the kindergarten hallway. Articles will be kept in Lost and Found until the last day of the quarter, after which they will be donated to charity.

SECTION 11: HPCS ENROLLMENT

Section 11: HPCS Enrollment

11.1 GENERAL PROCEDURES

High Point Christian School (HPCS) enrollment is an annual requirement. Parent(s) will need to complete the online component, and pay the enrollment fee BEFORE the deadline each year. The deadline for re-enrollment steps will be published each year in a timely manner. To miss the deadline is to risk losing the possibility of enrolling your student for the coming year.

Current students receive re-enrollment priority. Re-enrolling and paying the annual re-enrollment fee by the deadline ensures the student will retain their seat for the upcoming school year. Currently enrolled HPCS families may also enroll additional students at that time if there is space within that grade's classroom.

The re-enrollment process also allows families to inform the school if they will not be returning the following year.

All current-student accounts must be paid in full prior to re-enrollment. See section 12.3 for policies regarding accounts that are not up to date in payments.

11.2 WAITLIST

Space limitations make it necessary to cap the number of students enrolled in each classroom. The maximum number of students per class is 26 (K-8). If you wish to enroll a new student, it is very important that you contact the Director of Admissions. If a seat in the desired grade is unavailable, you will be offered the opportunity to have your name placed on our waitlist. Once a spot opens up, you will be contacted by the Director of Admissions. At that point, you will have two business days to make a decision as to whether or not to submit an application for enrollment. Our desire is to be as fair as possible in making enrollment decisions; therefore, offers for enrollment will be made as follows:

1. Current staff and faculty of HPCS as well as pastoral staff of HPC
2. Currently enrolled families and alumni of HPCS
3. Other students placed on the waitlist by the Director of Admissions

11.3 NEW STUDENTS

Enrollment opens to new students after the re-enrollment process is complete for existing students in mid-January. All students new to HPCS will be given an academic assessment. Those entering kindergarten will be given a kindergarten readiness assessment prior to enrollment,

SECTION 11: HPCS ENROLLMENT

unless they have been enrolled in HPCS pre-kindergarten. Students who have been enrolled in HPCS 4k do not require a readiness assessment.

All students newly admitted to Grades K-8 will be considered on probationary status. A student will be on probation for the first six weeks of attendance. During that period of time, the school reserves the right to cancel the student's enrollment if for any reason the administrator deems the placement to not be in the best interest of the student or the school community. Should the administrator cancel a student's enrollment during the probationary period, all tuition (minus one month) will be returned.

NEW STUDENT PLACEMENT

New students entering into HPCS are placed based on their assessments, standardized test scores, interviews, references, and previous school records. Students are enrolled at the appropriate grade level once these records have been reviewed and discussed by the principal and either the homeroom teachers or the Preschool Director who administered the placement test. Concerns about a student's ability or proficiency in a particular area will be discussed and a plan of action will be created for the student. If needed, a review may be conducted at six (6) weeks after enrollment to check progress and determine that goals are being met and grade placement is appropriate.

HPCS will evaluate coursework and grade placement from other institutions to the extent that coursework and grade placement at the previous institution is in accordance with Wisconsin's Academic Standards. All final determinations for grade placement shall be made at the discretion of the principal.

TRANSFER OF CREDITS

Wis. Stat. §118.125(4) requires Choice schools to send a student's pupil records to another school, including a private or tribal school, or school district no later than the next working day after receiving written notice from a parent, adult pupil, school, school district or court. Please note this requirement applies to a non-Choice student's records, where records are available, and to records for all Choice students.

11.4 STUDENT MEDICAL INSURANCE

HPCS does not carry student medical insurance. This is the responsibility of the individual parents.

SECTION 11: HPCS ENROLLMENT

11.5 IMMUNIZATION RECORDS

Children entering HPCS must have the required inoculations as established by the State of Wisconsin (this requirement can be waived only if a properly signed health, religious, or personal conviction waiver is filed with the school). A current list of the requirements may be found here: [Wisconsin School Immunization Requirements](#)

It is a state requirement for HPCS to maintain immunization records on each child enrolled. Immunization forms are available in the school office.

11.6 APPLICATION AND APPLICATION APPEALS PROCESS

APPLICATION

Applications are received year-round based on grade-level availability. Applications are taken until spots are filled. Applications are accepted upon the discretion of the administration unless applying for the Wisconsin Parental Choice Program (WPCP). Applicants will then be subject to the requirements of the state application process such as open application periods and income limitations. If applications exceed the number of seats available, a random selection process will take place within five (5) days of the open application period. If applicants are not accepted for the WPCP program they may have the option to pay privately for their student.

APPLICATION APPEALS

Parents may request an Appeals hearing within five (5) school days from the date of the notification letter indicating the child's determination of ineligibility or until May 1st, whichever date comes first. A written explanation and any pertinent information supporting the appeal should be submitted to the school office to the attention of the Admissions Appeal Review Committee (AARC). After the written Request for Appeal is received from the parent, the AARC will investigate to determine its merit. At the completion of the AARC review, one of the following actions will occur within five (5) school days:

The administrator will send a letter to the parent denying the appeal.

The administrator will send a letter to the parent approving the appeal.

The WPCP open application period runs from February 1st to April 20th. WPCP students must reapply each year to guarantee their seat. Please refer to <https://dpi.wi.gov/choice> for more information.

SECTION 12: TUITION AND FEES

Section 12: Tuition and Fees

12.1 PAYMENT PLANS

Regardless of tuition status (private pay, WPCP, SNSP) all families enrolled at HPCS are set up with a tuition management account in FACTS Tuition Management. This is due to how our accounting system and tuition system are tied together, as well as how any additional fees and incidentals are billed to families.

For those families who are paying out of pocket for tuition (private pay), tuition is based on an annual amount and is determined by the grade level your child is enrolled in. The following payment plans are available for each private pay family:

- Single installment plan (paid in full)
 - K-8 Full Payment
 - Pre School Full Payment
- Monthly payment plan (monthly installments)
 - K-8 Monthly Payment Plan
 - Pre School Full Day Monthly Payment Plan
 - Pre School Half Day Monthly Payment Plan

For timely enrollments and re-enrollments, full day payment plans are twelve months and begin in June. Half day payment plans are ten months and begin in August. Families with both full day and half day students will be defaulted to the twelve month payment plan. Payment plans are established in FACTS Tuition Management for each family at the time of enrollment/re-enrollment. Payments can be made on either the 5th or 15th of each month (holidays and weekends may affect the selected payment date). If enrolled in the monthly payment plan, parents can make additional payments towards tuition at any time.

Mid-Year Enrollment

- Mid-year enrollments are considered as any students who enter HPCS after the beginning of the school year. *Enrolling through the months of June-August are not considered mid-year enrollments.*
- As tuition is calculated annually, tuition is prorated to the month a student enrolls for mid-year enrollments. Prorated tuition is calculated by months enrolled, *not* by days or weeks. Families are charged for the month enrolled.
- All payment plan options are available to families who enroll mid-year.

SECTION 12: TUITION AND FEES

- Discounts and most tuition assistance options are available to mid-year enrollments. They will be prorated as necessary.
- Fees and other charges are not prorated based on mid-year enrollment.

Early and Mid-Year Withdrawals

- **Early withdrawals**, who are considered as students who withdraw prior to the start of the school year (June-August), may receive a refund on tuition. *One month of tuition is non-refundable.*
- Any tuition refunds for early withdrawals will be prorated based on the month a student withdraws. Prorated refunds are calculated by months withdrawn, *not* by days or weeks a student won't be attending.
- **Mid-year withdrawals** are considered as any students who leave HPCS before the end of the school year. *Withdrawing through the months of June-August are not considered mid-year withdrawals.*
- As tuition is calculated annually, students who are withdrawn during the school year will be charged through the month withdrawn.
- Fees and other charges are non-refundable.

Fee Schedule

Fees/Charges	Month Billed
Application Fee <i>Per Student; Non-Refundable</i>	Paid at the time of application submission
Full Day PK-8th Enrollment Fee <i>Per Student; Non-Refundable</i>	Paid at time of application submission or re-enrollment
Half Day PK Enrollment Fee <i>Per Student; Non-Refundable</i>	Paid at time of application submission or re-enrollment
Graduation Fee <i>8th Grade Only</i>	January
Hot Lunch Charges	Per order placed

SECTION 12: TUITION AND FEES

Athletic Fees <i>4th-8th Grade Only</i>	Based on participation
Electives Fees <i>5th-8th Grade Only</i>	Based on participation

Families participating in the WPCP are not responsible for application, enrollment, or electives fees. This schedule is not exhaustive. Fees and charges are subject to change. A schedule with amounts of fees and charges will be sent out to families at the time tuition is announced, generally each spring. Families will be billed any additional fees and charges outside of the application and enrollment fees through FACTS Tuition Management.

12.2 TUITION DISCOUNTS & FINANCIAL AID

Tuition Discounts

Discounts are only available to dependent children of families who both pay out of pocket tuition and fall in the categories listed below. Discounts do not apply to any fees or additional charges (see fee schedule in section 12.1). Any financial aid or variable tuition awarded is applied first, then any discounts.

Discount	Who's it For?	Discount Amount
High Point Christian School Faculty and Staff Tuition Discount	Current full-time or part-time Faculty, Administration, and Support Staff at HPCS	50% net tuition discount for 1.0 FTE employee; prorated based on FTE
High Point Church Pastoral Staff Tuition Discount	Current full-time Pastoral Staff of HPC	100% tuition discount
High Point Church Professional Staff Tuition Discount	Full-time Professional Staff of HPC	50% net tuition discount

SECTION 12: TUITION AND FEES

High Point Church Membership Discount	Families who are verifiable <i>members</i> of HPC	10% net tuition discount
Pastoral Discount	Part-time Pastoral Staff of HPC or official pastors outside of HPC	10% net tuition discount

Financial Aid

In addition to discounts, HPCS has financial aid available for families who may need assistance, but are not eligible for the WPCP or SNSP. Qualifying discounts are considered in determining aid awards to families. Financial aid amounts are applied first, then any qualifying discounts.

HPCS uses a third party FACTS Grant and Aid Assessment (FGAA) to help determine who qualifies for any financial aid awards. Families who hope to receive any aid must apply through FGAA. Our Financial Aid Committee will meet and determine awards two times, once in the spring and once again the summer. If funds are still available after these two sessions, financial aid will then be awarded as needed/applied for. For more information, how to apply, and any deadlines, please see our website www.highpointchristianschool.org/admissions/aid.cfm

12.3 OVERDUE PAYMENT POLICY

As a ministry of High Point Church, HPCS desires to serve the Madison community and surrounding area, by providing excellent Christ-centered education. The school is operated as a non-profit business, in accordance with God's Word, and requires that the operating expenses and revenues be balanced at the end of each school year. **Therefore, no outstanding debts are carried over from one school year to another.** Tuition, fees, and any additional charges must be current prior to re-enrollment.

We understand there may be situations in which families are unable to meet their financial obligations to the school (tuition, fees, supplies, textbooks, etc.). The following policy provides guidance for both the school administration and parents regarding the course of action when such difficulties arise.

Policy

Parents of enrolled students at HPCS are expected to remain current with respect to billed invoices for registration, tuition, additional charges, and other special needs the student may have. Extenuating circumstances may make it difficult to remain current for the month or over a

SECTION 12: TUITION AND FEES

longer period of time. Communicating the circumstances surrounding such difficulties to school administration is the responsibility of the parents, and not the student(s), teachers, or administrative staff. Consequently, timely communication initiated by the parents is a necessary aspect of this policy. Without such communication, the policy becomes unworkable, and school administration decisions may be made without full knowledge of the circumstances. For purposes of this policy and its procedures, “account(s)” refers to all billing associated with a family's FACTS Tuition Management Account.

The full admissions fees, in accordance with the current school fee structure, will accompany the application for enrollment/re-enrollment, which is an online process in the Family Portal. Paperwork for re-enrollment will not be accepted unless tuition and fee payments are current.

Registration fees and forms must both be turned in by the due date or that student will not be considered enrolled for the next school year. *This could result in the loss of the student's placement at HPCS for the next school year.* We do not desire to lose any student due to non-payment or late payment of registration fees but in order to keep our word to families on the waiting list, this policy will be enforced.

All accounts must remain current in order for a registered student to remain enrolled for the next school year. HPCS may consider a student no longer enrolled for accounts more than sixty (60) days in arrears or not current at the end of a semester. Any enrollment fees paid at the time of re-enrollment will be applied to the account in arrears and families may have to pay a new enrollment fee.

If an account is not current, the parents will be expected to schedule a conference with the school administrator to discuss the circumstances surrounding the missed payments. The school may be able to offer the parents assistance in one of the following ways:

- The school can arrange a payment plan with parents, which will be set up taking into account the billing liabilities and the parents' ability to pay. The parents, the school business office manager and the school administrator will agree to the payment plan. While not a legal contract, the school administration and school committee view the agreement as a morally and ethically binding agreement, and urge the parents to view it in the same manner.
- The school may be able to provide an emergency scholarship if the circumstances warrant it.

Failure to keep the account current or to establish a payment plan in accordance with the guidelines outlined above will result in loss of the following privileges for the current school year:

SECTION 12: TUITION AND FEES

- Enrollment fees and/or first tuition payment more than nine (9) days past due will result in the **student no longer being considered registered for the new school year.**
- HPCS reserves the right to restrict access to the Family Portal if billing accounts are not current.
- Fees due in excess of nine (9) days following the due date will be assessed a late fee penalty as set by FACTS Tuition Management.
- At the discretion of the administrator, a student whose account exceeds 60 days past due or is not current at the end of a semester may be suspended until payment is received in full.
- Tuition and any other charges for one semester must be paid in full before the pupil may continue for the next semester.
- The student will not be permitted to re-enroll for the new school year until tuition and fee payments are current.

12.4 TRANSPORTATION REIMBURSEMENT

Wisconsin state law requires each local school district to provide transportation for non-public school children. This service must be comparable to that provided to children in the public schools. Districts are granted the option of providing “parent transportation reimbursement contracts” which reimburse parents for transportation expenses, rather than providing the actual busing.

At the time your child enrolls, HPCS will inform your local school district that you have enrolled in HPCS and may possibly qualify for transportation reimbursement. Your local school district will then contact you with the offer of a transportation reimbursement contract. Policies and reimbursements differ widely between the school districts.

If you do not hear from your local school district by October 1, you should contact them and pursue this matter directly. All other inquiries regarding transportation reimbursement should also be directed to your local school district.

APPENDIX A: STATEMENT OF FAITH

Appendix A: Statement of Faith

High Point Church (governing authority) and Impact Christian Schools

How do we speak concisely about our faith?

The Apostle's Creed

I believe in God the Father Almighty, the Creator of heaven and earth, and in Jesus Christ, His only Son, our Lord: Who was conceived of the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell. The third day He rose again from the dead. He ascended into heaven and sits on the right hand of God the Father Almighty, whence He shall come to judge the living and the dead. I believe in the Holy Spirit, the holy catholic* church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

*The word "catholic" refers to all who believe in Jesus Christ as Savior and Lord. This creed received its title because of its great antiquity, dating from the first centuries of the church.

Who is God?

The Godhead: We believe that there is one living God, Jehovah, perfect, infinite and eternal, who is unchangeable in His being, wisdom, power, holiness, justice, goodness, love and truth; who exists in one essence as three persons, Father, Son, and Holy Spirit, who are equal in their divine perfection and harmonious in the execution of their distinct offices. (References: Ps. 83:18; Ex. 6:2-3; Matt. 5:48; I Kings 8:27; Ps. 90:2; Mal. 3:16; I Tim. 1:17; Gen. 17:1; Isa. 6:3; Ps. 19:9; Ex. 34:6; Jn. 3:16; Matt. 28:19; Jn. 5:17; Jn. 14:16-17; Jn. 15:26; Eph. 2:18; I Jn. 5:7.)

The Father: We believe that God is the Father of our Lord Jesus Christ, His only begotten Son, and spiritual Father of all believers in Christ. He is the Creator, Preserver, and Ruler of the Universe. (References: Jn. 20:17; Jn. 3:16; Gen. 1:1; Heb. 11:3; Neh. 9:6; Heb. 1:2; Ps. 103:19; Eph. 1:11.)

The Son: We believe that in the fullness of time the Son humbled Himself and assumed human nature by being born of the Virgin Mary, thus uniting organically and indissolubly the divine and human natures in the one unique person of Jesus Christ. By becoming man, He was made like us, and having a body, He offered it as a sacrifice for us. Being eternal God; and without sin, the sacrifice He made on Calvary was infinite in value. He rose bodily from the grave and ascended into heaven, both as a confirmation of His divinity and of His ultimate triumph over sin and death. (References: Isa. 9:6; Matt. 1:18-25; Jn. 1:14; I Tim. 3:16; Heb. 2:14; Heb. 10:9-10; Jn. 8:58; II Cor. 5:21; Heb. 4:15; Jn. 1:29; Jn. 2:1-2; Rom. 1:4; Rom. 1:25.)

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The Holy Spirit: We believe that the Holy Spirit is the third person of the Trinity, co-equal with the Father and the Son. He proceeds from the Father and the Son. His principle ministry since His coming at Pentecost is to remove or convict the world of sin, of righteousness, and of judgment: to restrain the progress of evil until God's purposes are accomplished; to bear witness to the truth preached; the regeneration of those who repent of their sins and exercise faith in Christ; to instruct, comfort, and guide God's children; to sanctify them; to empower them for life and service; and give life to their mortal bodies by the Holy Spirit; and sanctified by the Holy Spirit. The believer is told not to grieve, not to quench, but to yield to, and to be filled with the Holy Spirit. (References: Matt. 28:19; Ex. 17:7 with Heb. 3:7-9; I Cor. 3:16; Jn. 15:26; Jn. 16:8-11; II Thess. 2:7; Acts 5:30-32; Jn. 3:3-8; Titus 3:5; Jn. 14:16-18, 26; Jn. 16:13; II Thess. 2:13; I Peter 1:3; Rom. 8:2; Acts 1:8; Eph. 3:16; I Cor. 2:14; I Thess. 1:5; Eph. 1:13; II Cor. 12:13; II Thess. 2:13; I Peter 1:2; Eph. 4:30; I Thess. 5:19; Rom. 6:13-19; Eph. 5:18.)

Who are we as human beings?

Creation: We believe that human beings were created by an immediate act of God; that the purpose of our creation is to glorify God; that humanity was created in the image of God, possessing the capacity for Christ-likeness; and that humanity was endowed with power of rational and responsible choice between good and evil. (References: Gen. 1:27; Col. 3:10; Acts 17:24-28.)

The Fall: We believe human beings were subjected to trial in the Garden of Eden, Under trial they lost their holy estate by voluntarily transgressing God's positive command and yielding to the enticement of Satan, were alienated by God, and became depraved physically, mentally, morally, and spiritually. In consequence of this act of disobedience, the entire human race became involved in sin so that in every heart there is by nature that evil disposition, which eventually leads to blameworthy acts of sin and to just condemnation. (References: Gen. 2:15-17; Gen. 3:1-6; Heb. 1:8-10; Rom. 5:12-18, 3:10-12, 23, 1:19-31; Eph. 4:18.)

Redemption: We believe that God has provided redemption for all human beings through the mediatorial work of Christ, who voluntarily sacrificed Himself on the cross as a perfect sacrifice for sin, the just suffering for the unjust, being made sinful for us, bearing sin's curse, and tasting death for every person. (References: Matt. 20:28; Heb. 9:11-12; I Peter 3:18; II Cor. 5:21; Gal. 3:13; Heb. 2:9; I Tim. 2:5-6.)

How does God love us?

Salvation, Justification, and Regeneration: We believe that salvation is wholly of grace, but conditional on repentance toward God and acceptance of Christ's work on the Cross by faith. When the sinner believes the Gospel and puts trust in Christ, the believer is declared righteous on the basis of Christ's punishment on the Cross. Regeneration makes the believer a new creation in

APPENDIX A: STATEMENT OF FAITH

Christ Jesus by the operation of the Holy Spirit through the Word, the believer is given a disposition to obey God. (References: Eph. 2:8-9; Titus 3:5; Acts 4:12; 16:31; II Cor. 7:10; Rom. 5:1-9; Rom. 4:4-5; Acts 13:39; II Cor. 5:17; Jn. 3:3-5; 1:12-13; I Peter 1:23.)

How does God work in our lives every day?

Sanctification: We believe that in positional sanctification the believer is cleansed and set apart for God. In progressive sanctification, the believer becomes conformed to the image of Christ. Ultimate sanctification and complete victory over sin awaits us at the coming of Christ. (References: I Cor. 6:11; II Cor. 3:18; I Jn. 3:2.)

Why can we have confidence in God & hope in Him?

Eternal Security and Perseverance of Saints: We are given everlasting life, are sealed for the day of redemption, and our life is hidden with Christ in God. We are given knowledge and assurance of eternal life. We are nevertheless warned not to accept the grace of God in vain, but to work out our own salvation with fear and trembling, to seize the hope set before us, and to take heed, lest there be in anyone an evil, unbelieving heart, leading one to fall away from the Living God. (References: I Peter 1:23; Jn.5:24; Jn. 10:27-29; Eph. 4:30; Col. 3:3; I Jn. 5:11-13; II Cor. 6:1; Phil. 2:12; Heb. 6:18; Heb. 3:12.)

What happens when our life on earth ends?

Resurrection and Immortality: We believe that, at the return of the Lord, the righteous dead will be raised and the living believers will be changed so that both will have physical, spiritual, and immortal bodies like Christ's own glorious body. (References: Rom. 8:23; I Cor. 15; I Thess. 4:16-17; Phil. 3:20-21; cf. Luke 24:36-43; Acts 1:3.)

How do we worship & serve together?

The Church: We believe that the church invisible and universal is an organism composed of all those who are called out of the world, separated to God and vitally united by faith to Christ, its living Head, and Ruler; that the church local and visible is an organization made up of a company of professed believers in Christ, voluntarily joined together and meeting at stated times for worship and instruction in the Word, to observe the ordinances, and to administer discipline. It is the duty of the church to give the Gospel as a witness to all people; to build itself up in the most holy faith; to minister to the widows and orphans, the sick and afflicted, stranger and sojourner; and to glorify God. (References: I Peter 2:9; cf. Jn. 15:18; Eph. 1:22-24; 4:15-16; I Cor. 12:12-27; Acts 2:46-47; 20:7; I Cor. 16:2; Matt. 18:15-17; I Cor. 5:1-5; Matt. 28:18-20; Acts 1:8; Acts 5:42; Jude 20-21; Eph. 4:11-12; 16; Acts 20:32; Acts 6:1-9; James 1:27; I Peter 4:11.)

APPENDIX A: STATEMENT OF FAITH

What special services do we share together?

Ordinances: We believe that two Christian ordinances were appointed by Christ to be administered in each church, not as a means of salvation, but as sacred visible signs and symbols of the facts and realities of salvation:

Baptism: We believe that baptism by immersion in water is the public confession of Christ as Savior and Lord. It is a symbol of one's union, by faith, with Christ in death, burial, and resurrection, and therefore is to be administered by immersion only to those who have given evidence of faith in Christ as their personal Savior. In effect, baptism identifies the believer with the visible body of Christ. (References: Matt. 28:19; Mark 16:16; Acts 2:38-41; Rom. 6:3-5, Col. 2:12; Acts 8:36-39.)

The Lord's Supper: We believe that the Lord's Supper should be observed by all believers in obedience to the command, "This do in remembrance of Me." It consists of partaking of the bread and cup, which symbolize the death of Christ for the remission of our sins, our need for self-examination, and union with Christ and with other believers. The Lord's Table is open to all believers who are in right relationship with God and one another, regardless of denomination. (References: I Cor. 10:17; Matt. 26:26-30; Luke 22:19-20; I Cor. 10:16; I Cor. 11:23-26.)

How do we engage our community?

Attitude Toward Society: We believe that civil government is ordained of God for the punishment of evildoers, and for the protection of the good. We, therefore, consider it our duty to pray for rulers and magistrates; and to be obedient to their authority, except in things directly contrary to the commands of God. We are not to withdraw from the world, but to endeavor to be its salt and light, doing all in our power to bring righteousness and justice to human institutions and relationships. (References: Rom. 13:1-7; I Tim. 2:1-3; Titus 3:1; I Peter 2:13-14; Acts 4:19; Acts 5:29; Matt. 23:10; Matt. 5:13-16; I Cor. 5:9-10, John 17:15.)

What do we believe about future events?

Christ's Second Coming: We believe in the personal, visible, pre-millennial and imminent return of Christ. First, Christ will descend into the air to catch away His waiting bride, the Church. Christ will descend with His saints to establish the long-promised kingdom, and to reign upon the earth for a thousand years. Prior to Christ's ultimate return to reign, the great tribulation judgments will be visited upon the apostate and rebellious world. (References: Jn. 14:1-3; Acts 1:10-11; Mark 13:34-37; I Thess. 4:14-18; I Cor. 15; Rev. 3:11; Jude 14; Rom. 8:16-19; Col. 3:4; Rev. 19:14; Dan. 7:13-14; Luke 1:32-33; Rev. 5:9-10; 20:4-6; Jer. 30:7; Matt. 24:21; II Thess. 1:3-10; Rev. 6-19.)

APPENDIX A: STATEMENT OF FAITH

Judgments: We believe that the believer's sins are judged in Christ on the Cross; and that the believer's works will be judged for rewards at the judgment seat of Christ at the time of His coming. We believe that the unrepentant wicked will appear before God for judgment at the great white throne after the Millennium to be consigned to that judgment. (References: II Cor. 5:21; Gal. 3:13; Jn. 5:24; I Cor. 3:8-15; 4:5; II Cor. 5-10; II Tim. 4:8; Eccl. 12:14; Matt. 10:28; Mark 9:43-48; Rom. 2:8-9; Heb. 9:27; Rev. 20:10-15; cf. Rev. 14:9-11.)

What future may each of us choose?

The Eternal State: We believe that after all God's enemies are consigned to punishment, the present order of things will be dissolved and the new heaven and the new earth, wherein dwells righteousness, shall be brought in as the final state in which the righteous will dwell forever. (References: Isa. 65:17; 66:22; II Peter 3:10-13; Rev. 7; 21:1-22.)

Approved by the High Point Church congregation on April 30, 2006

APPENDIX B: STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

Appendix B: Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of High Point Church as the local Body of Christ, and to provide a biblical role model to the High Point Church members and the community, it is imperative that all persons employed by High Point Church in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of High Point Church.

APPENDIX C: NOTICE OF NONDISCRIMINATION

Appendix C: Notice of Nondiscrimination

High Point Christian School (HPCS) is a private, nonprofit, nondenominational institution founded for the purpose of developing and implementing an educational program that is thoroughly Christian both in content and practice. As such, HPCS recognizes that in Christ, "There is neither Jew nor Greek, slave nor free, male nor female." (Gal 3:28)

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

APPENDIX D: PRESCHOOL FAMILY SUPPLEMENT

Appendix D: Preschool Family Supplement

(A supplement to the HPCS Family Handbook)

Dear Parents:

We welcome you to HPCS Preschool!

The following information describes the specifics unique to our preschool program, goals, and policies, and includes various details that go into making each day as successful as possible for your child. This is a supplement to the HPCS Family Handbook. **Please read both and keep as a reference as they will answer many of your questions.** Please feel free to talk to your child's teacher or me at any time if questions or concerns arise.

God Bless,

Luke Anderson

HPCS Principal

HPCS Preschool Philosophy

We believe each child is uniquely created by God in His image. (Luke 8:16 and Psalm 139:13-16) We believe each child is an individual with his/her own rate of development and maturation. (Luke 2:52) We accept each child's differences in skills and interests while encouraging a well-rounded individual to meet their highest potential. HPCS Preschool (HPCS-P) focuses on concepts and strategies using one on one interaction, small group and large group instruction, interactive learning, and active manipulation of concrete materials to build a solid foundation for growing and learning. We believe children learn by exploring, participating, and discovering their world through all the senses.

We believe children have the ability and desire to begin to have a relationship with their God. Jesus believed in the importance of children and their need to be cared for and supported by caring adults. (Luke 18:16) Spiritual development occurs through relationships with teachers whose words and actions demonstrate God's love and integrate the truths of God's character throughout the daily program. (1 Samuel 16:7ff, Galatians 5:21-23, and Deuteronomy 6:7) Children discover God's love and power through the teaching of the inspired Word of God, (2 Timothy 3:16) and opportunities to worship and to respond to God's word through music, Bible lessons, and prayer.

APPENDIX D: PRESCHOOL FAMILY SUPPLEMENT

Community

ROOM PARENTS

Each classroom has a volunteer room parent. This parent coordinates with teachers to communicate with parents about school events, fundraisers, and classroom needs.

VOLUNTEER OPPORTUNITIES

We encourage parents to join their child's classroom on field trips, for special events, and as classroom volunteers. Studies have shown that the key ingredient for effective schools is high parental involvement. Children love your visits, and this is a great way to really see what your child's day is like at preschool. We also would like for you to offer your talents and/or expertise throughout the year, when the opportunity presents itself (i.e., Community Helpers unit, science units, etc.). All classroom and field trip volunteers will need to fill out a Background Check form prior to volunteering.

PARENT – TEACHER COMMUNICATIONS

Below are some of the various opportunities for communicating with your preschooler's teacher. Please use any or all of the methods. Most importantly, please communicate!

Parent Information Bulletin Board - Outside your preschooler's classroom is a bulletin board with information for the parents. Information such as monthly calendar, weekly lesson plan, special day calendars, and field trip information will be posted. Check the information cart for coming events, volunteer opportunities, and field trip information.

Parent to Teacher Communication Book - There will be a notebook for each class. Please use this notebook to jot down any notes to the teachers such as child's health notes, sleep notes, pick-up or drop-off notes, doctor's appointment notes, vacation notes, or anything you would like to share with the teachers. This notebook is a very effective way of communicating information with details so teachers are able to refer back to it.

FACTS SIS - This tool will be used for mass communication such as calendars, schedules, news events, lesson plans, and pictures. Please check the website at least once a week for updates. The preschool teachers make every effort to have the site updated by Sunday night for the following week.

Email - Teachers check their emails daily. For many of us it is the fastest way to communicate, but remember not to pass on sensitive information and to use proper email etiquette.

Weekly Newsletters - Teachers will send out weekly updates concerning weekly activities, upcoming events, and special activities. Teachers will send out newsletters by Sunday evening.

APPENDIX D: PRESCHOOL FAMILY SUPPLEMENT

Face to Face Communications - Drop-off and pick-up times can be a bit chaotic; we encourage parents to keep communications with the teachers during these times as brief as possible.

Parent/Teacher Meetings - If at any time you wish to meet with your child's teacher regarding any questions, concerns, or input you may have, please feel free to set up a meeting. This request can be made via phone message, written message, or face to face request with your preschooler's teacher.

Goal setting conferences - These conferences will be held at the end of the first quarter of the school year. This is a time for parents and teachers to set goals for the school year, answer questions, and to get to know each other better.

Parent Teacher Conferences - These conferences will be held at the end of the third quarter of the school year. During this conference, you will discuss your child's progress, as well as plans for the following year.

Parents will be sent an email before conferences instructing them in the use of the online sign-up service, which will enable them to reserve a spot to speak with teachers during conferences.

Teachers are available at other times by appointment for an informal Parent/Teacher meeting. Contact the teacher by phoning the office, by email (teacher's first initial, last name @hpcsmadison.org) or by note. The teacher will return your call as soon as possible. Please do not call the teacher at home unless it is by special request of that teacher.

Family Interview - Each family will receive a form prior to the family interview. The form and interview will assist in placing your child in the best class environment. The family interview is a time for the staff to get to know your family and a time for parents to ask questions prior to the beginning of school. These interviews will be held late in the spring or as a child is enrolled in the program.

Ages and Stages - In the fall, two weeks before Parent Teacher Conferences, the parents/guardians will be given an Ages and Stages Questionnaire specifically designed for their child. Along with the questionnaire will be instructions on how to administer the questionnaire. The questionnaire covers Cognitive, Fine Motor, Large Motor, and Social/Emotional assessments. The parent will send in the completed questionnaire to the child's teacher. The Director will evaluate and score the questionnaires. The questionnaire will be reviewed by the parents and the teacher during Parent Teacher Conferences. If there are concerns, there are several options available. The teacher could redo the questionnaire and evaluate the results. The child could be monitored by the teacher or Student Services. Parents could consult their medical professional, or HPCS Student Services could become involved to further evaluate the student.

APPENDIX D: PRESCHOOL FAMILY SUPPLEMENT

Progress Reports - Although each teacher is continuously making informal and formal assessments, each family will receive progress reports two times a year. January will be a short paragraph updating the goals set in November. May will be a full progress report based on late spring assessments.

SeeSaw - We will be using this app as a means of communicating with parents and providing online learning for projects and activities.

LUNCH PROGRAM

A daily lunch period is provided to all full day students. Students may choose to bring in a sack lunch from home or may pre-order from a catered hot lunch menu. Hot lunch is provided by an outside caterer and served in the classroom.

Attendance

PRESCHOOL HOURS

Regular school hours are as follows:

Morning Only: 8:00 AM to 12:00 PM

Afternoon Only: 12:00 to 3:23 PM

Full Day: 8:00 AM to 3:23 PM

The staff of HPCS will not supervise students other than these hours. HPCS reserves the right to bill parents for any time a student remains in the building beyond his/her scheduled pickup time

STUDENT DROP-OFF

ENTRANCE PROCEDURES

1. Please park in the main parking lot at the front of the building. Please do not park on the driveway in front of the doors. This is a fire lane.
2. Please use the school entrance to enter the school (not the church entrance).
3. Please use the crosswalk and obey the crossing guards when present.
4. An adult (a parent, grandparent, guardian or an adult caregiver, or friend) must drop off preschoolers. Older siblings may not drop off or pick-up preschoolers unless they are over 18 years of age. We require adults to bring children to the classroom and not drop them off at the door.
5. The school has a security system. The front door will lock at 8:30. If you arrive after 8:30 a.m., you will need to ring the doorbell and wait for the signal to enter into the building.

APPENDIX D: PRESCHOOL FAMILY SUPPLEMENT

6. Upon entering the school, walk your child to the classroom. Have your child hang his/her backpack and any outerwear on the hallway coat hooks labeled with your child's name.
7. If you arrive before the classroom door is open, take some time to read and discuss the information on the bulletin board above the coat hooks. Please be aware that the hallways can get busy at times. Please leave a clear passage in the hall for other students and staff. Please do not try to enter the classroom or attempt to engage the teachers in conversation while the door is still closed. The teachers are preparing for class and because of shared use of facilities, this often means physical rearrangements of the room from the night before.
8. Once the doors open to the classroom, be sure a teacher acknowledges your child's presence before leaving the classroom. A teacher is required to do a "health check." Check the information on the information cart. Typically, there is information about volunteer opportunities, field trips, and reminders of coming events.
9. Please write any special notes in the Parent to Teacher Communication Notebook.

STUDENT PICK-UP AM

All parents and authorized people must be listed on the contact list on FACTS SIS for pickup.

Morning-Only Classroom Procedure:

- Each child will have a bin above his/her coat hook where you will find artwork from the day, notes home to parents, etc. Please empty these bins each day before you leave.
- Children are to be picked up from the classroom. Parents are to wait outside the classroom. After the door is opened and children are released by the teacher, assist children with outdoor clothing. Only authorized people (name is on the contact list) may pick up a child. A teacher will ask for an ID for persons unknown to them. Names may be added to the contact list at any time.

Afternoon-Only and Full-Day Classroom Procedure:

Children may be picked up from the classroom.

- Parents are to wait in the hallway until the teacher opens the door and releases the children.
- Older siblings who attend HPCS may not pick up a preschooler. If someone other than a parent will be picking up your child, you need to notify the teacher in writing (Communication notebook). The teachers will I.D. that person upon arrival, so please ask him/her to bring a photo I.D. We will not release children to anyone other than the parents unless we have proper notification.

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A carpool option is also available. Parents arriving for carpool pick-up should remain in their cars and queue up in the back of the building. Please wait until a staff person or crossing guard moves the cones and waves the first car into the area.

- Preschool parents will turn out of the line to drive past the Micah A kitchen driveway to Door #5.
- The preschool class will be waiting at the back of the building by door #5. In order to move dismissal along as quickly as possible, regardless of where your student(s) is standing, pull your car as far forward as possible before stopping and loading students.
- Please do not use this time to communicate with teachers out of consideration for those waiting in line behind you. It is especially important that teachers be supervising their students at this time and such verbal messages at busy times often are forgotten.
- Parents arriving for pick-up after school should remain in their cars and queue up along the curb in the back of the building near the playground equipment. Do not pull through to the west parking lot until a staff person or crossing guard has moved the cones or waved the first car in. Parents should not leave their car unoccupied in the line under any circumstance, as this will hold up the entire line of parents.
- Parents who wish to enter the building for any reason should park in the south parking lot area only and **cross at the crosswalk**.
- If it is necessary to wait on a student who is late for dismissal, remain in the queue until you can safely move to the south parking lot (to park and wait).
- Due to several safety issues, pets will not be allowed among students in the carpool line. Feel free to have pets in your vehicle, but not among the students.

Students who will be going to an after school care facility via van or bus will be walked to their care providers by HPCS staff. These after school child care providers will park in designated parking spaces in the north parking lot at the rear of the building, behind the Micah Center rooms.

RAINY DAY PICK-UP (Full Day and Afternoon 4K only)

On days of inclement weather, the principal may choose to implement rainy day release procedures.

1. Queue up as normal regardless of which grade(s) your student(s) is in.
2. Preschool students will wait in their classrooms or hallways and be called out to their cars as the car pulls up to the school back entrance (Door #3). Preschool students will be escorted to their cars by a teacher through Door #3.

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3. As always, parents are welcome to park in the south parking lot and come in and pick-up students.

Academics

EXEMPTION STATEMENT

Our Preschool program is accredited by ACSI. The preschool is associated with HPCS, which is a Kindergarten through eighth grade school. Due to this association, we are exempt from Wisconsin state licensing; however, we strive to attain or be above the state standards.

TYPICAL DAY AT PRESCHOOL

Each preschool classroom has its own unique routine, including some of the following activities and choices:

Circle time - fingerplays, songs, read-alouds, calendar activities, sharing time

- Center time - sensory activities, dramatic play, art, supervised free play
- Language arts
- Large and fine motor activities
- Large and fine motor activities
- Self-help activities
- Music
- Snack
- Worship and Bible time

Other special activities may include: cooking, baking, woodworking, field trips, and visits from outside professionals.

A typical day schedule will be posted on the bulletin board outside your child's classroom and on the school's website. We reserve the right to modify the sequence and times on the schedule if an alternative learning experience presents itself.

OUTDOOR PLAY

Outdoor play is intended to give students fresh air and an outlet for physical energy. It takes place on the playground **year round** and in almost all weather conditions. We believe that fresh air and a setting favorable to physical activity greatly benefit the health and work habits of our students.

All students are expected to go outside for recess with their classmates. Exceptions will be made for medical reasons if the teacher is provided with a signed excuse from the student's physician.

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SPECIALS CLASSES

Physical Education and Library time are offered once a week for half day programs. The days children do not have Physical Education, they will have outdoor play. The full day program offers Physical Education twice a week, and Library, Music and Art once a week.

Music - All HPCS preschool students participate in the all-school Christmas program.

Library - 4K students will check out books for their classroom. These books will not go home with the student. The HPCS library database can be accessed through this link:

<https://highpointcs.booksys.net/opac/hpcs/index.html#menuHome>

Library cards are available to parents who complete the card application form and turn it into the librarian.

WHAT TO BRING TO SCHOOL

Backpack - Each child should come to school with a **regular sized** (at least 12 inches wide and 15 inches high) backpack to take home his/her art projects and any possible parent communication at the end of the day. Please be sure your child's name is clearly marked on the backpack.

School Supplies - Each child should have all supplies (crayons, scissors, glue sticks, markers, etc.) labeled with their name in a labeled pencil case large enough to hold their supplies. See the Class Supply list on FACTS SIS.

Art Supply Contribution - In lieu of an art supply fee for preschool, we will be asking the parents of each child to bring in a nominally priced (approx. \$10) item at the beginning of the year, to enhance our arts and crafts units during the year. These will be available at Parent Night and the Meet the Teachers event. In addition, throughout the year we will be asking parents to save specific recycling materials, which we can use for art projects. A list of desired recyclable items will be given to families..

Change of Clothes - In the backpack, each child should have a bag with a change of clothes enclosed. The items of clothing should include underwear, socks, shirt, and pants. An extra pair of shoes is also recommended. We request this in case there is a toileting accident, or a spill at snack or lunch, or a messy art project. Please mark the bag with your child's name. The clothing in the bag may need to be replaced with different clothes depending on the season or a different size since preschoolers do a lot of growing throughout the year!

Other Personal Items - We ask that your child leave toys and other personal items at home or in the car, and that these items not be brought into the school or left in the backpack. The only

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exception to this would be on your child's special day, when he or she will be asked to bring an item in to share with the class.

Special Days and Extracurricular Activities

SPECIAL DAY/WEEK

One way in which we try to enhance your child's self-esteem and turn the spotlight on him/her as an individual, is through our Special Day/Week program. Each classroom will conduct the Special Days/Weeks in different ways. Your child's teacher will communicate how the classroom will be celebrating Special Days/Weeks.

SNACK /LUNCHES

We believe that teaching preschoolers healthy eating habits is important. We believe that snack time provides an opportunity for the children to pray together, practice social skills, and develop healthy eating habits. Snacks are served with the teachers joining the children. Children are encouraged to sit at the table during snack time, but children may choose to eat the snack or not. We are asking parent(s) for their cooperation by providing healthy snacks for their own child. Foods that present a choking risk to children should not be in children's snacks or lunches. Children under the age of four may not have popcorn, whole grapes, or hot dogs in their snack or lunch due to choking risks.

Snacks must meet the U.S. Department of Agriculture child care program minimum meal requirements. Snacks shall consist of at least two of the following food groups:

1. Milk
2. Juice or fruit or vegetable
3. Whole grain or enriched bread or cereal or bread substitute
4. Meat or meat substitute

Lunches must meet the U.S. Department of Agriculture's minimum meal requirements. Lunches shall consist of at least three of the following food groups:

1. Fruit or vegetable
2. Whole grains bread, cereal, bread substitute, or pasta
3. Meat or meat substitute
4. $\frac{3}{4}$ cup milk. The milk must be served with the meal and may not be withheld.

Parents of students with food allergies will be asked to supply a substitute for food that cannot be eaten by a child with a food allergy. All juices must be 100% juice.

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BIRTHDAYS

We will attempt to schedule your child's Special Day/Week close to his/her birthday so that we may celebrate the occasion as a class. We do not serve sweet treats for birthdays at school; however, if you individually wrap such items, they may be put in cubbies and taken home by the children at the end of the day.

FIELD TRIPS AND OUTINGS

Field trips are a valid learning experience and an extension of the classroom curriculum. Typical field trips have been to a pumpkin patch, grocery store, ice arena, nature centers, a farm to see baby animals, Olbrich Gardens, and Babcock Ice Cream Store. Specific instructions for each trip will be sent home prior to the activity. These instructions will include such things as the purpose of the trip, destination, transportation arrangements, fees, dress for the day, lunch particulars and return schedule.

Items of Note:

1. Parents are needed to chaperone field trips. **All chaperones** must have had an approved background check, which is located in the documents sections on FACTS SIS.
2. **Younger siblings are not to be brought on the bus on field trips.** The teacher may decide if it is appropriate to bring siblings to a class party.
3. Chaperones should be informed of any students with severe allergies.
4. Chaperones should not bring or purchase special treats for the group they are supervising without first consulting the teacher in charge of the field trip or party.
5. Chaperones are asked to abide by the school dress code and dress modestly and appropriately for the field trip/activity/weather.

The signed Enrollment Contract grants blanket permission for student participation in field trips at the time of enrollment. All regular rules of student conduct apply to field trips as well.

Field Trip Accident Procedure

If a bus accident or vehicular breakdown occurs during the field trip, the bus driver will contact the school office and parents will be notified.

Conduct and Discipline

CHILD GUIDANCE THROUGH PLAY

A goal of child guidance and play management is to lead a child towards self-control. Good behavior is best achieved by continually orienting children to what is expected and by managing

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the play and learning environment in such a way as to minimize frustration. In these ways, we have found that children are less apt to act out in aggressive or inappropriate ways. We are all working to make your child a secure, loved, confident, and caring person who is learning to respect the rights of others.

The following are the various items that will be done in the classroom to assist your child in understanding what behavior is expected from them.

1. In the beginning of the year and throughout the school year, the staff will explain, model, and practice expectations of behaviors. The teachers will use books, role play, and talk about what they expect children to say and do.
2. If a child experiences difficulties with appropriate behavior, a teacher will explain the situation to the child and remind the child of the desirable/expected behavior. An explanation is very important in helping your child to understand how their peers feel when their actions are inappropriate. If the problem behavior persists, the child may be directed to another activity. Time outs are only used when a child has become over-stimulated or frustrated and needs a couple of quiet minutes to regain self-control and focus. Time outs will be no longer than three minutes. At the end of the time out, a teacher will talk with the child reviewing expectations and desirable behavior. The teacher may pray with the child and plan what the child will do next. Parents will be notified when a child has a time out in the classroom.
3. In the classroom and through our teaching/guiding, we hope to emphasize and reinforce the positive actions of children by praising them, when appropriate, and giving them words of encouragement. We will also give children opportunities to make decisions on their own, such as choices in activities during center time. With this strategy, children are motivated to learn and grow socially and improve their level of self-confidence.
4. We will be using every opportunity to teach the children that God loves and forgives us all. This will be our model as we learn to love and forgive others in our classroom.

HPCS -Preschool strives to provide a safe, caring, and healthy environment for all children. Parents are expected to partner with the school in this effort. When parents and preschool teachers work together and early intervention takes place, children who exhibit aggressive behaviors can learn to develop healthy spiritual, emotional, and social behavior. This creates a healthy school environment.

Preschool Major Violations

Aggressive behavior is characterized as slapping, biting, scratching, kicking, pinching or hurting another person, throwing hard objects, pushing and shoving, fits of rage, or lack of body control

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when paired with anger, or using verbally aggressive language--all of which may or may not be provoked.

Preschool Classroom Procedure for Major Violations

1. The teacher observing the aggressive behavior will determine whether an incident report is to be completed.
2. The teacher will document each incident with a description of the situation that led to the event.
3. A parent will be required to sign the incident report and the report will be placed in the child's portfolio.
4. The teacher will notify the parent to discuss the problem either on the phone or in person.
5. After three major violations considered unprovoked, the parent will be called to come to school to discuss a discipline plan with the teacher and director. The teacher and parent will administer the discipline plan.
6. If three more major violations occur in a nine week period, the parent must come in and pick up his or her child for the remainder of the day.
7. If a child is picked up three times by a parent for a major violation, the program will not allow the child to attend school for one week. A conference with the director is then required before a child can return to school. A new discipline plan will be written at this time.
8. A child who returns after a week of absence and has two additional major violations will be dismissed from school for the rest of the year. The child will need the approval of the director and a healthcare professional to attend the preschool for the following year.

CLOTHING YOUR PRESCHOOLER

Play is your child's work. Your child will play and work hard at preschool. Please dress your child comfortably in washable play clothes. We will be doing art projects every day and other special math and science projects as well.

- Classroom activities will be messy at times. We will do our best to use art smocks to protect clothing, however sometimes our efforts are not enough.
- Please provide a Ziploc bag with a change of clothing for your child in his/her backpack at all times.
- Soiled clothing is sent home with the parent(s) and immediate replacement of extra clothes is requested.
- For safety reasons, please send your children to school with closed toe shoes. We are out on the playground and will be doing some projects in the classroom. Note: You may elect to pack a

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pair of tennis shoes in your child's backpack in lieu of wearing them to school. Tennis shoes are required for Physical Education class.

- Please dress your child for the weather. We will be outdoors with activities during the winter.
- Be sure to mark all coats, boots, sweatshirts, mittens, and hats, etc. with your child's name, so we can assure their safe return if lost.
- We will be encouraging students to dress themselves when occasions arise in the classroom. We would ask that you also encourage this at home.

Health and Safety

FOOD ALLERGIES (See Section 9 of the HPCS Family Handbook)

Be aware that in Preschool and 4K, food is often used in lesson plans. For any food intolerance, please work with your child's teacher. Parents must contact the school and classroom teachers immediately if their child has food allergies. The director, teachers and parents will have a meeting to discuss the allergy, preventive measures, reaction if exposed, and treatment.

REST TIME

All full time children will participate in a rest time after lunch. Children will be expected to rest quietly on their mat provided from home. Children may also have a blanket and a stuffed animal at rest time. The room will be darkened and soft music will be played. The class will lay quietly on their mats for one hour. After this time the children that are awake may play quietly. Those that are sleeping may remain sleeping for another 30 minutes. Children will be awakened gently. The rest time is required by state regulations. Children play hard at school and their bodies need time to slow down and rest for the remainder of the day

SAFETY PROCEDURES

- Children are constantly supervised, be it in the classroom, playground, or on field trips. Head counts will be taken before, during (upon entering the bus and before leaving the bus) and after a field trip.
- The teacher in charge will be the last person out of the bus after checking each seating area for children and belongings.
- There is no running allowed in the preschool room or in the church/school hallways.

CENTER CLEANLINESS

- The preschool spaces will be kept in a reasonable state of cleanliness at all times.
- The custodial service will clean the spaces utilized by the preschool daily.

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- Bathrooms will be cleaned and disinfected daily.
- Tables will be washed with soap and water and sanitized with a bleach solution or appropriate substitute and allowed to dry prior to serving the snack.
- After snack time, tables and chairs will be washed with soap and water and sanitized with a bleach solution or appropriate substitute and allowed to dry.
- A schedule will be established for cleaning of toys on a daily and weekly basis. All toys and surfaces will be washed with soap and water and sanitized with a bleach solution or appropriate substitute as they become soiled.

INSIDE BUILDING TEMPERATURE

- The inside temperature may not be less than 67 degrees Fahrenheit.
- The thermostat will be checked when staff enter the building each day.
- If the inside temperature is more than 80 degrees Fahrenheit the air conditioning must be turned on.

TOILET TRAINING POLICY

All preschoolers are to be toilet trained prior to the start of the school year. A fully “toilet trained” child:

1. Is able to tell the teacher when they need to use the restroom before they go.
2. Is able to complete toileting on their own (pulling pants down and up). We feel children this age deserve privacy. Teachers will assist with snaps and zippers but parents should consider clothing with elastic.
3. Does not need a diaper or a pull-up as a backup.

We understand that accidents will happen. Accidents by default are unusual and happen only infrequently. If a child continues to have “accidents” frequently, parents will be consulted and a plan devised. We will be taking bathroom breaks during class, and reminders will be given as deemed necessary. Children are to be in underwear while at school, unless your child has a medical condition that requires him/her to wear pull-ups/diapers (doctor’s note required.)

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Community Resources

Emergency Numbers

Police, Sheriff, Fire, Ambulance **911**

Madison Police Department (608) 255-2345

Madison Fire Department (608) 266-4420

Dane County Sheriff - Non-Emergency (608) 266-4948

Wisconsin Poison Center 1-800-222-1222

Domestic Abuse Intervention Services, Help/Crisis (24 hours)..... (608) 251-4445

Parental Stress Line..... 1-800-632-8188

National Suicide Prevention Lifeline 800-273-TALK (8255)

HOPELINE Text Service Text HOPELINE to 741741

United Way of Dane County..... (608) 246-4350; for 24/7 assistance, call 211

United Way is available 24/7 and offers free, confidential assistance. They can connect you with local programs and services that can help. Whether you need financial assistance, food resources, housing search, addiction treatment, health care, mental health, or heating and utilities assistance, their specialists will talk to you to find out what you need and walk you through all the options to find the right service or program to fit your needs.

Child Abuse and Neglect (during office hours)..... (608) 261-KIDS/(608) 261-5437

Report Emergency Child Abuse and Neglect (after office hours): (608) 255-6067

Local Area Resources

4-C (Community Coordinated Child Care)..... (608) 271-9181 or 1-800-750-KIDS

4-C is part of a network of accredited, non-profit Wisconsin Child Care Resource & Referral agencies providing advocacy and support services for child care.

Madison Chamber of Commerce..... (608) 256-8348

Madison Public Library..... (608) 266-6300 (main branch)

APPENDIX D: PRESCHOOL FAMILY SUPPLEMENT

Madison School Community Recreation Department (608) 204-3000

Supporting Families Together Association (SFTA) (608).....443-2490 or 1 (888) 713-KIDS

Supporting families together association is a Wisconsin-based association of regional and local organizations that work on behalf of children and families.

Wisconsin Department of Instruction.....(608) 266-3390 • 800-441-4563
(Language assistance available)

Schools

Madison Metropolitan School District: (608) 663-1879

Churches

High Point Church..... (608) 836-3236

Blackhawk Church (608) 828-4200

Medical Resources

American Family Children’s Hospital (608) 263-7337

Aspire Therapy and Development Services (608) 556-6120

Provides occupational, physical and speech-language therapies.

Public Health Madison & Dane County (608) 266-4821

Waisman Center..... (608) 263-1656

The Waisman Center provides comprehensive clinical services and support to individuals with disabilities and their families through 11 interdisciplinary specialty clinics that operate in collaboration with UW Health and several UW-Madison academic departments.

Wisconsin Early Autism Project (WEAP) (608) 662-9327

Community Counseling Service (608) 833-5880