



## SCHOOL YEAR 2020-2021 For Students

AUGUST						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11A	12
13	14	15	16	17	18	19
20	21	22	23	24	25B	26
27	28	29	30			

OCTOBER						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9A	10
11	12	13	14	15	16	17
18	19	20	21	22	23B	24
25	26	27	28	29	30	31

NOVEMBER						
S	M	T	W	Th	F	S
1	2	3	4	5	6A	7
8	9	10	11	12	13	14
15	16	17	18	19	20B	21
22	23	24	25	26	27	28
29	30					

DECEMBER						
S	M	T	W	Th	F	S
		1	2	3	4A	5
6	7	8	9	10	11	12
13	14	15	16	17	18B	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8A	9
10	11	12	13	14	15	16
17	18	19	20	21	22B	23
24	25	26	27	28	29	30
31						

FEBRUARY						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19A	20
21	22	23	24	25	26	27
28						

MARCH						
S	M	T	W	Th	F	S
	1	2	3	4	5B	6
7	8	9	10	11	12	13
14	15	16	17	18	19A	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL						
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				1	2	3
4	5	6	7	8	9	10
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18	19	20	21	22	23	24
25	26	27	28	29	30A	

MAY						
S	M	T	W	Th	F	S
						1
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9	10	11	12	13	14B	15
16	17	18	19	20	21	22
23	24	25	26	27	28A	29
30	31					

JUNE						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

First/Last Day of School

Scheduled Closings

Early Dismissal Day for Students 8:00-12:30

Mind Jump 2021

Parent Teacher Conferences (No School for Students)

Calendar includes 170 school days for students and 7 possible inclement weather make-up days

Spring break days may be used as make-up days if necessary

If snow make-up days are not used then the last day of school will be moved up accordingly



# THE HIGHLANDS SCHOOL

2409 CRESWELL ROAD • BEL AIR, MARYLAND 21015 • PH: 410.836.1415 • FAX: 443.412.1098 • [hsmd.org](http://hsmd.org)

## EMERGENCY INFORMATION

School Year \_\_\_\_\_

\*Please do not leave **ANY** part of form blank. If none, please specify\*

Birth Date \_\_\_\_\_ Grade Entering in Fall 2020 \_\_\_\_\_

Sex of Student \_\_\_\_\_

Student \_\_\_\_\_  
\_\_\_\_\_ Last First Middle

Student's Present Address \_\_\_\_\_  
\_\_\_\_\_ Street Town Zip Code

Mailing Address, if different from above \_\_\_\_\_  
\_\_\_\_\_ Street Town Zip Code

Home Number: \_\_\_\_\_ Street Town Zip Code

Mother's Name \_\_\_\_\_ Father's Name \_\_\_\_\_

Work Phone (Mother) \_\_\_\_\_ Work Phone (Father) \_\_\_\_\_

Cell Phone (Mother) \_\_\_\_\_ Cell Phone (Father) \_\_\_\_\_

**Email #1** \_\_\_\_\_ **Email #2** \_\_\_\_\_

Preferred daytime contact phone number: \_\_\_\_\_

If I am unable to be contacted by the school, the following persons have been contacted and agree to accept the responsibility for the supervision of my child in the event of illness or emergency.

1. \_\_\_\_\_  
Name Phone

2. \_\_\_\_\_  
Name Phone

Health Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_

Family Doctor \_\_\_\_\_  
Name Phone

Family Dentist \_\_\_\_\_  
Name Phone

Allergies: (ex., bee stings, asthma, food, etc.) \_\_\_\_\_

Long-term medication child is on \_\_\_\_\_

Physical/mental condition school should be aware of \_\_\_\_\_  
Immunization Status  Completed  Incomplete

I am aware that this form will accompany my child if emergency services are necessary.

\_\_\_\_\_  
Parent's or Legal Guardian's Signature

\_\_\_\_\_  
Date



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Dear Parents/Guardians,

The Highlands School follows medication administration procedures pursuant to Maryland Senate Bill (SB) 445 and the Nurse Practice Act. Our School Nurse, Sherry Meade, R.N. is the primary caregiver and administrator of medication during the school day. In addition, Patty Phillips has completed the requisite 16-hour training course for Medication Technician and are registered with the Board of Nursing. We may be responsible, from time-to-time, to perform the delegated function of medication administration under the supervision of our designated nurse.


When there is a need for a student to receive prescription medication in school, please follow these guidelines:

1. A **Maryland State School Administration Authorization of Prescription Medication Form** for each prescription medication must be completed, dated and signed by the prescriber (in Maryland an authorized prescriber is a physician, nurse practitioner, certified mid- wife, podiatrist, physician's assistant or dentist). Your Physician will have this form available. This form must also be signed and dated by the parent or guardian giving authorization to the school to administer the medication.
2. An Administration of Over-the-Counter Medication form must be completed for school provided and parent provided over-the-counter (OTC) medications that do not need a prescription. Initial each of the medications you want your child to receive on an as needed basis. You may add OTC medications that are not currently on the list. Use one form for all medications. This form must be signed and dated by the parent/guardian and the physician.
3. An Administration of Prescription Medication and /or Administration of Over-the-Counter Medication form must be completed annually even if the order is for a PRN medication.
4. The original prescription container should accompany all medications. The parent/guardian should request two containers (one for school and one for home) from the pharmacist when getting a prescription filled. The original prescription container should be labeled with the name of the student, name of medication, dosage to be given, frequency of administration, route, name of prescriber, date of prescription and expiration date.
5. Over-the-counter medication must come to the school in the original manufacturer's labeled container. The student's name should be written on the container.

Medications should be brought to the school by the parent or responsible adult. However, if this is not possible, the parent/guardian should inform the school by telephone that his/her child is bringing the medication to school and how much medication is in the container. In the case of Schedule II controlled dangerous substances (CDS) such as Ritalin, the parent/guardian must bring the medication to school. The amount of the drug received will be immediately counted and recorded. The nurse will call or email to confirm the medication dosage, administration time and amount of medication received. The school can maintain no more than a 60-day supply of CDS.

As part of our ongoing procedures to maintain correct administration of medications, the nurse will make quarterly contact with parents by phone, email or in person to review medication dosages and administration times.

Sincerely,

  
Philip D. Piercy  
Chief Academic Officer/Principal



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## ADMINISTRATION OF OVER-THE-COUNTER MEDICATION School Year 2020-2021

Dear Parents/Guardians,

To request that The Highlands School administer over-the-counter medication to your child at school, the following is required:

- The physician's signature and Seal dated authorization for selected medication at school.
- Parent signed a dated authorization to administer selected medication at school.
- The parent provides over-the-counter medication is in the original manufacturer's labeled container.
- Child's name must be written on the container.
- Physician's directions, if differing from manufacturer's instructions.
- Annual renewal of an authorization and immediate notification, in writing, of changes.

This form must be signed by a physician with the **Physician's seal** even if we are administering the manufacturer's recommended dose. If a physician recommends a different dose, please have him/her detail dosage instructions below. We do not supply meds for your child. Medications that are needed must accompany this form. Please bring the prescribed meds to the Nurses office with this signed form.

Name of Student: \_\_\_\_\_ DOB: \_\_\_\_\_

Over-the-counter medication	Who provides	Initial if you want this given	Physician's instructions, if differing from product label
Tums / calcium carbonate	School provides		
Antibiotic ointment	School Provides		
1% hydrocortisone / anti-itch cream	School provides		
Advil / ibuprofen	Parent provides		
children's ibuprofen	Parent provides		
Tylenol / acetaminophen	Parent provides		
children's acetaminophen	Parent provides		
cold medicine	Parent provides		
cough syrup / cough drops	Parent provides		
calamine lotion/diphenhydramine cream	Parent provides		
Claritin / loratadine	Parent provides		
Zyrtec / cetirizine	Parent provides		
Allegra / fexofenadine	Parent provides		
Eye drops (must be unopened when sent in and will be sent home 30 days after opening)	Parent provides		
Aleve	Parent Provides		
Lactaid/Lactase enzyme	Parent Provides		

There is space provided for you and your physician to add additional over-the-counter medication that is not listed on the form. I request the above student be given the over-the-counter medications I have initialed above on an as needed basis at school and school activities by qualified staff, according to the manufacturer's instructions or the physician's instructions if they should differ. I understand the law provides that there shall be no liability for civil damages as a result of the administration of medication where the person administering the medication acts as an ordinarily reasonably prudent person would under the same or similar circumstances. I agree to provide safe delivery of over-the-counter medication to and from school and to pick up remaining medication and equipment.

**Physician's Signature:** \_\_\_\_\_

**Parent/ Guardian Signature:** \_\_\_\_\_

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

**Physician's Seal**



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Dear Parents/Guardians,

Dismissal each day can be accomplished quickly and smoothly if we know who will be picking up your child. For the safety of the children, it is necessary for you to give your permission for your child to leave the building with any individual other than yourself.

Please complete the dismissal information sheet below and return it before the first day of school. The information that you provide will help us to fine tune our procedures and ensure our child's safety. If there is an occasion that requires a person to pick-up your child other than the person or carpool you've listed, a note or call to the school is required to allow us to release your child to that person. **There is no need to contact the office if the driver has a dashboard sign.** Please be sure to display the placard with your family's name on it on the passenger side dashboard to speed up the dismissal process. If you need additional placards, please contact our Administrative Assistant at 410-836-1415.

If you arrive late for pick-up, your child will be waiting for you in the office where you must come to sign him/her out.

## Dismissal Information 2020-2021

Child's Name \_\_\_\_\_

Number of dash board placards needed \_\_\_\_\_ ***In the future, do you plan to use the bus? Yes or No***

Please list the person and/or carpool that have your permission to pick-up your child each school day.

Day	Driver	Phone Number
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

I grant approval to the above driver(s) to pick up my child from school. If this should change I will notify the school and update this form.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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Dear Highlands Families,

In our effort to improve communication between parents/guardians and school, The Highlands School has implemented a telephone broadcast system that will enable school personnel to notify families by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcements or reminders. This service is provided by School Messenger, a company specializing in school-to-family communications.

When used, the service will call all phone numbers in our selected family contact list and will deliver a recorded message from a school administrator. The service will deliver the message to both live answer and answering machines. No answers (phones ringing over 40 sec.) and busies will be automatically retried twice in fifteen minute intervals after the initial call.

## PLEASE NOTE THE FOLLOWING

**All information and contact numbers are strictly secure and confidential and are only used for the purposes described herein.**

Here is some specific information you should know:

- Caller ID:** *The Call ID will display 410-836-1415, which is the main number for The Highlands School.*
- Live Answers:** *There is a short pause at the beginning of the message, usually a few seconds. Answer your phone as you normally would; "hello" and hold for the message to begin. Multiple "hellos" will delay the message. Inform all family members who may answer your phone of this process.*
- Answering Machines:** *The system will detect that your machine has answered and will play the recording to your machine. The phone will ring for up to 40 seconds. Make sure that your machine answers after four rings or you may miss the message.*
- Message Repeat:** *At the end of the message you will be prompted to 'press any key' to hear the message again. This is very helpful when a child answers the phone and hands it to a parent, who can then 'repeat' the message in its entirety.*

Please consider these numbers carefully and keep us informed as soon as possible if any of the numbers change

**Child:** Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone 1 (\_\_\_\_) \_\_\_\_-\_\_\_\_ **If this is a cell number, would you like to receive a text message as well?** \_\_\_\_Yes\_\_\_\_No

Phone 2 (\_\_\_\_) \_\_\_\_-\_\_\_\_ **If this is a cell number, would you like to receive a text message as well?** \_\_\_\_Yes\_\_\_\_No

Phone 3 (\_\_\_\_) \_\_\_\_-\_\_\_\_ **If this is a cell number, would you like to receive a text message as well?** \_\_\_\_Yes\_\_\_\_No

While every school notification will be sent to your phone number(s), you also have the option to receive school notifications by email. Please fill in the appropriate information below if you wish to be contacted by email.

*To receive email notification, please enter up to two different email addresses on the lines below.*

Email 1: \_\_\_\_\_ Email 2: \_\_\_\_\_



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## PHOTOGRAPH & VIDEO RELEASE

- I **give permission** to The Highlands School, its faculty and staff, to use any **photographs or zoom** depicting my child's involvement in the school's activities. These materials will be used exclusively for marketing purposes to inform and educate people about The Highlands School's programs. Photographs will **not** have my child's name associated with it, unless I provide permission.
- I **do not** give permission to have photographs used of my child.
- I **give permission** to The Highlands School, its faculty and staff, to use any **videos or zoom** depicting my child's involvement in the school's activities. These materials will be used exclusively for marketing purposes to inform and educate people about The Highlands School's programs. Video will **not** have my child's name associated with it, unless I provide permission.
- I **do not** give permission to have video used of my child.

## EMAIL RELEASE

- I **give permission** to The Highlands School to include my email address on the school roster to be distributed to other Highlands School families only.

**My signature below indicates that I have carefully read the information in each section above, and have indicated by checking the applicable box whether or not I give permission for The Highlands School to photograph and/or videotape my child.**

**This release remains active as of the date listed below. If at any time I want to make a change to this Photo/Video/Email Release form, I will submit a request in writing to the Admissions Department of The Highlands School.**

**My signature below also indicates that I will not hold The Highlands School responsible for any release, distribution or web-based posting of any photographs/videos taken by individuals not employed by The Highlands School.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Name

# 2020-2021 School Supply List

## Lower School

All students are required to purchase the following supplies:

**(1) non-perishable backup lunch with a drink**

- (1) standard size 2 inch binder with zipper but no straps (double binders not permitted)
- (1) book bag-no rollers-that will easily hold the binder
- (2) 3-hole punched zippered pencil cases
- (2) pair of school scissors
- (2) pink pearl erasers
- (2) hand held pencil sharpeners
- (2) sets of 12 Crayola erasable colored pencils
- (5) large glue sticks
- (2) 1 inch vinyl binders (blue and red)
- (1) 1 inch vinyl view white binder (**Appaloosas and Saddlebreds class only**)
- (1) 2-inch black binder (**new students in Appaloosas and Saddlebreds classes only**)
- (3) pkgs of 8 piece dividers for **new students**.
- (2) pkgs of 24 Crayola crayons
- (2) pkgs. Ticonderoga #2 pencils (NOT mechanical)
- (3) pkgs. white copy/printer paper
- (2) pkgs. 100 pastel-colored ruled 4x6 index cards (not neon colors)
- (3) large rectangular boxes of tissues
- (1) pkg of 8 piece dividers
- (1) quart Ziploc bags

Home Use

- (2) pkgs. of 300 4x6 white ruled index cards (these will be used weekly)
- (1) pair of school scissors appropriate to your child's level
- (1) pink pearl eraser
- (1) pkg. erasable colored pencils (red, yellow, blue, green, orange, purple)
- (1) pk eraser caps
- (1) pkg. wide-ruled notebook paper
- (2) pks. high quality #2 pencils
- (2) large glue sticks

Additional items may be requested by specific classroom teachers. That supplemental list will go home to you at the beginning of the school year. A supply replenishment list will be reissued in January.



## **2020-2021 School Supply List Middle School**

**All students are required to purchase the following:**

**(1) non-perishable backup lunch with a drink**

- (1) standard size 2 inch binder with zipper but no straps (double binders not permitted)
- (1) book bag-no rollers-that will easily hold the binder
- (2) 3-hole punched zippered pencil cases
- (1) pair of school scissors
- (2) pink pearl erasers
- (2) hand held pencil sharpeners
- (2) sets of 12 ct. Crayola erasable colored pencils
- (3) large glue sticks
- (3) 1 inch vinyl binders (blue, red and lime green)
- (1) 1 inch vinyl view binder (white)

**(1) 2 inch vinyl view binder (black) – new students only**

**(3) pkgs of 8 piece dividers for new students**

- (1) pkg. 4 assorted color highlighters
- (2) pkgs. - Dixon Ticonderoga #2 pencils - NOT mechanical
- (1) pkg. wide-ruled notebook paper
- (3) pkgs. white copy/printer paper
- (2) pkgs. 100 pastel ruled 4x6 index cards (not neon colors)
- (3) large rectangular boxes of tissues
- (1) pkg of 8 piece dividers (for writing binder)
- (1) quart Ziploc bags

Home Use

- (2) pkgs. of 300 4x6 white ruled index cards (these will be used weekly)
- (1) pair of school scissors appropriate to your child's level
- (1) pink pearl eraser
- (1) pkg. erasable colored pencils (red, yellow, blue, green, orange, purple)
- (1) pk eraser caps
- (1) pk wide ruled notebook paper
- (2) pkgs higher quality #2 pencils
- (2) large glue sticks

Additional items may be requested by specific classroom teachers. That supplemental list will go home to you at the beginning of the school year. A supply replenishment list will be reissued in January.

# 2020-2021 Supply List

## Upper School

### Personal Supply List

- 1 non-perishable backup lunch - consider allergy concerns
- 1 book bag
- 1 pair of scissors
- 1 set of 8 colored Crayola pencils
- 1 set of highlighters
- 1 pkg of #2 pencils
- 1 zippered pencil case
- 1 pkg of notecards 4x6
- 2 4GB flash drives
- 1 computer mini-mouse if desired
- 1 T1-30XA calculator
- (7) 1 inch binders **(1 for each class)**
- (7) 2 pocket folders **(1 for each class)**
- (1) standard size 2 inch binder with zipper but no straps (double binders not permitted)
- (1) over the ear headphones or ear buds for laptop use

### Classroom Supply List

- 2 pks of #2 pencils
- 1 pkg of lined notebook paper
- 4 pks of white copy/printer paper
- 1 large rectangular box of tissues

# 2020-2021 School Supply List

## Home School Extension

### Personal Use

- (1) standard-sized/2 inch binder **with Zipper**
- (1) Book bag – no rollers – that will easily hold the binder
- (2) 3-holes punched zippered pencil cases (one for pencils and one for index cards)
- (1) pair school scissors (appropriate to your child's age level)
- (2) hand held pencil sharpeners (to use with colored pencils)
- (2) Pink pearl erasers
- (1) 8-12 piece set of colored pencils
- (1) Set of thin Sharpie highlighters (red, yellow, blue, green, orange, purple)
- (2) Large glue sticks

### General Use

- (1) pkg. higher quality #2 pencils with erasers (Paper Mate works well)  
**No** mechanical pencils
- (1) Large rectangular box of tissues
- (1) Ream of copy paper

### Home Use

- (2) pkgs. of 200 4X6 white ruled index cards (to be kept at home; used weekly)
- (1) Pair of school scissors appropriate to your child's age level
- (1) Pink pearl eraser
- (1) pkg. eraser caps
- (2) pkgs. higher quality pencils
- (1) 8-12 piece set of colored pencils

## The Highlands School 2020-2021 Uniform

Parents may purchase uniform items at the store of their choice unless otherwise stated.

### Lower School Girls

- Blackwatch Plaid Drop Waist Jumper – Flynn & O’Hara only
- Light Blue Polo (short or long sleeve) – Flynn & O’Hara only
- Black shorts or black leggings – (either one **must** be worn under the jumper)
- White Socks any style, plain
- Green sweater with embroidered logo – Flynn & O’Hara only \*\*\*
- Navy Polar Fleece with embroidered logo– Flynn & O’Hara only \*\*\*

#### **Shoes:**

White low top sneakers  
(White soles, white leather or faux leather, tie or velcro)  
PE uniform not required for Lower School

### Lower School Boys

- Khaki Dress Pants (no cuffs or cargo pants)
- Khaki Dress Shorts (worn between April 1 – September 30- Lower School only)
- Light Blue Polo with embroidered logo (short or long sleeve) - Flynn & O’Hara only
- Brown Dress Belt
- Khaki Dress Socks
- Green Sweater with embroidered logo - Flynn & O’Hara only \*\*\*
- Navy Polar Fleece with embroidered logo– Flynn & O’Hara only \*\*\*

#### **Shoes:**

White low top sneakers  
(White soles, white leather or faux leather, tie or velcro)  
PE uniform not required for Lower School

### Middle School Girls

- Black Watch Plaid A-line or pleated skirt -Flynn & O’Hara only
- Light Blue Polo (short or long sleeve) with embroidered logo - Flynn & O’Hara only
- Black shorts or black leggings – (either one **must** be worn under skirt)
- White Socks any style, plain
- Green Sweater with embroidered logo – Flynn & O’Hara only \*\*\*
- Navy Polar Fleece with embroidered logo– Flynn & O’Hara only \*\*\*

#### **Shoes:**

Brown Sperry Boat Shoe  
Black Leather Mary Jane  
Brown Jungle Moc

### Middle School Boys

- Khaki Dress Pants (no cuffs or cargo pants)
- Light Blue Oxford Dress Shirt
- Black Watch Plaid Tie – Flynn & O’Hara only
- Brown Dress Belt
- Khaki Dress Socks
- Green Sweater with embroidered logo – Flynn & O’Hara only \*\*\*
- Navy Polar Fleece with embroidered logo– Flynn & O’Hara only \*\*\*

#### **Shoes:**

Brown Nu Buck  
Brown Jungle Moc  
Brown Sperry Boat Shoe

### Upper School Girls

- Black Watch Plaid A-line or pleated skirt – Flynn & O’Hara only
- Light Blue Oxford Shirt
- Appropriate tie of choice
- Black shorts or black leggings – (either one **must** be worn under the skirt)
- Green Sweater with embroidered logo– Flynn & O’Hara only \*\*\*
- Khaki Trousers(Optional)
- Navy Polar Fleece with embroidered logo– Flynn & O’Hara only \*\*\*

### Upper School Boys

- Khaki Dress Pants (no cuffs or cargo pants)
- Light Blue Oxford Dress Shirt
- Appropriate Tie of Choice
- Brown Dress Belt
- Khaki Dress Socks
- Green Sweater with embroidered logo – Flynn & O’Hara only \*\*\*
- Navy Polar Fleece with embroidered logo–Flynn & O’Hara only \*\*\*

#### **Shoes:**

Brown Nu Buck  
Brown Jungle Moc  
Brown Sperry Boat Shoe

### Middle School PE Uniform Flynn & O’Hara

- Ash Gray Gym Shirt
- Hunter Green Nylon Mesh Gym Short
- Hunter Green Crew Neck Sweatshirt(optional)
- Hunter Green Sweatpants(optional)
- Athletic shoes (low profile tread and white soles)
- Gym Bag with name inside.

### Upper School PE Uniform Flynn & O’Hara

- Ash Gray Gym Shirt
- Hunter Green Nylon Mesh Gym Short
- Hunter Green Crew Neck Sweatshirt(optional)
- Hunter Green Sweatpants(optional)
- Athletic shoes (low profile tread and white soles)

### Upper School PE Uniform

- Ash Gray Gym Shirt
- Hunter Green Nylon Mesh Gym Short
- Hunter Green Crew Neck Sweatshirt(optional)
- Hunter Green Sweatpants(optional)
- Athletic shoes (low profile tread and white soles)
- Gym bag with name inside.

\*\*\*Sweaters and Polar Fleece are optional but if your child requires additional layers, only the Highlands sweater or polar fleece will be permitted