



**2020-2021**

**LOWER-MIDDLE SCHOOL  
HANDBOOK**

**FOR THE HIGHLANDS SCHOOL**

THIS STUDENT HANDBOOK SERVES MERELY AS A GUIDE. IT IS NOT TO BE CONSIDERED PART OF THE ENROLLMENT AGREEMENT.

NONE OF THE HIGHLANDS SCHOOL'S PRACTICES OR POLICIES ARE TO BE CONSTRUED AS IMPOSING ANY BINDING OBLIGATIONS ON THE SCHOOL, AND THEY ARE SUBJECT TO CHANGE OR DELETION AT ANY TIME.

The Highlands School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its admission policies, educational policies, scholarships and loan programs, and athletic and other school administered programs.

We/I understand that in the event of any failure or delay in the School's performance resulting from causes beyond the School's reasonable control and occurring without its fault or negligence, including without limitation, acts of God, fire, pandemic, epidemic, government restrictions, wars, threats or acts of terrorism and insurrections, the tuition obligations under this Agreement shall continue and the School shall not be liable for any such failure or delay in its performance. The School may extend the annual academic calendar for time equal to the time lost due to any delay so caused and/or conduct classes via distance learning at the School's discretion.

## TABLE OF CONTENTS

LETTER TO PARENTS .....	5
HISTORY OF THE HIGHLANDS SCHOOL.....	6
ACCREDITATION.....	7
DIVERSITY STATEMENT .....	7
MISSION STATEMENT.....	8
PHILOSOPHY .....	8
THE SCHOOL DAY.....	9
School Hours.....	9
If your child is to be dismissed early.....	9
If your child is sick or must be absent for another reason... ..	9
If you would like to visit with a teacher, deliver a forgotten lunch, or pick up a child early.....	9
If you have set up a carpool with another family(ies).....	9
ARRIVAL AND DISMISSAL PROCEDURES .....	10
Arrival.....	10
Dismissal .....	10
Bus Transportation.....	11
HEALTHY ENVIRONMENT .....	13
INCLEMENT WEATHER POLICY.....	13
COMMUNICATION .....	14
Principles of Good Practice for Parents Working with Schools/ Schools Working with Parents .....	14
Conferences .....	15
Communications between the school and home.....	15
Communicating with faculty and staff .....	15
Communicating with your child.....	15
Communicating concerns.....	15
ACADEMICS.....	16
Daily Schedule .....	16
Instructional Ratio .....	16
Student Progress .....	16
Report Cards .....	16
Official Record .....	17
Homework .....	17
Award .....	18
Field Trips.....	18
Physical Education .....	18
Supplies .....	19

DRESS REQUIREMENTS.....	21
FOOD.....	24
CLASS PARTIES.....	24
STUDENT BEHAVIOR .....	24
The Highlands School Code of Conduct.....	25
Bullying, Harassment or Intimidation .....	26
RESPONSIBLE TECHNOLOGY USE .....	30
STUDENT HEALTH .....	35
Immunization Reminder .....	35
Illness.....	35
Contagious Illness.....	35
Prescription and Over-the-Counter Medications .....	36
Medical Emergencies .....	36
EMERGENCY SAFETY PLAN.....	37
EMERGENCY EVACUATION SITES.....	37
ATTENDANCE.....	38
FINANCIAL OBLIGATIONS.....	39
PARENT SUPPORT .....	39
Giving.....	39
Annual Fund.....	39
Ways to Give .....	40
Special Events.....	41
Volunteer Opportunities .....	41
VOLUNTEER POLICY .....	42
FACULTY AND STAFF .....	43
SCHOOL CALENDAR 2020-2021.....	45
COVID-19 POLICIES/PROCEDURES .....	48

August 2020

Dear Highlands Families,

Welcome to the 2020-2021 school year at The Highlands School! As I begin another school year as Head of School, I am looking forward to building on the many successes we have had as a community over the past several years. Thank you for entrusting us with your child's education—nothing is more important to us than our students.

As the school enters its 25<sup>th</sup> year, I can say with confidence that Highlands is a community of caring individuals who strive to do what is best for our students. The level of parental involvement at the school is exceptional. Our teachers and instructors are compassionate educators who provide students with the patience, encouragement, and support they need to thrive. Last, but certainly not least, we have an amazing group of students who face the difficult challenges life throws at them yet, they continue to make great progress academically, socially, and emotionally.

The 2019-2020 academic year was nothing like any of us has ever known. Black Lives Matter, COVID-19, distance learning, and more have challenged us in myriad ways. Now, we are on the cusp of entering the 2020-2021 school year and we all have many questions regarding what the future holds. Although none of us can be certain, I am comforted knowing that I am going through this experience with our wonderful families and an incredible faculty and staff. Together, we shall persevere.

William Butler Yeats was an Irish poet and one of the foremost figures in 20<sup>th</sup> century literature. He won the Nobel Prize for literature in 1923. Yeats wrote on a variety of topics including education. He has been quoted as saying “[e]ducation is not the filling of a pail, but the lighting of a fire.” This is exactly what we want to do at Highlands—help our students to become life-long learners who are passionate about education and their bright futures. I'm looking forward to another great year at The Highlands School!

Best regards,

*Dr. Phil*

Philip D. Piercy, Ph.D.  
Head of School  
The Highlands School

## HISTORY OF THE HIGHLANDS SCHOOL

The Highlands School is an independent, non-profit Harford County school which was designed to remediate students with learning differences including, reading and math disabilities, speech and language deficiencies, attention deficit disorders, who had average to above average academic potential, but who struggled to learn by conventional teaching methods. The children who enrolled in our school were not achieving academically at their grade level and/or manifested difficulties in one or more areas of skill development, including language, reading and spelling, perceptual motor integration and organization/study skills. It was and continues to be The Highlands School's goal to help each student discover how he/she learns and bring him/her up to grade level.

The School is approved by the Maryland State Board of Education and offers a full-time school-year program and a five-week summer program. We are members of the International Dyslexia Association (IDA), the Learning Disabilities Association (LDA), Children and Adults with Attention Deficit Disorder (CHADD), the Association for Supervision and Curriculum Development (ASCD), and the Association of Independent Maryland and DC Schools (AIMS).

For 11 years we were located in the quiet, rural community of Street, Maryland, approximately ten miles north of Bel Air, Maryland, and about five miles south of York County, Pennsylvania. The Highlands School was housed in an old, traditional school building, the former Highland Elementary School. We occupied the six classrooms on the third floor of the building with a capacity to serve approximately 40 students.

The Highlands School was incorporated on November 22, 1993, and received its 501(c)(3) status on February 27, 1996. We opened in September, 1996, for fourth through eighth grades (4-8) with an enrollment of six students. In 1997-98 we more than doubled in enrollment, added third grade, and initiated a summer and a part-time school year program, as well as our regular full-time school year program. In the 1998-99 school year, we served 32 students in second through eighth grades (2-8). With the opening of our fourth classroom in January, 2000, we were at capacity for the Street facility.

Beginning in September, 2007, we relocated to our own new facility at 2409 Creswell Road in Bel Air, Maryland. Our 40,000 sq. ft. facility sits on 18.5 acres of farm land rich in the history of horse breeding, training, and racing. Our school can now accommodate up to 125 students for the school year program and fifty students for the summer program.

In September, 2010, The Highlands School received the prestigious Harford Award for Nonprofit of the Year.

In the 2014-2015 school year, we introduced an Upper School to our program offerings. We began with ninth grade and added tenth grade during the 2015-2016 academic year. In the spring of 2016, we received approval from the Maryland State Department of Education to add grades eleven and twelve which occurred in the 2016-2017 and 2017-2018 school years respectively.

The Highlands School serves the geographical area of northeast Maryland (Harford County, Cecil County, Baltimore City and Baltimore County). The school also serves students from southeastern Pennsylvania, Delaware, Virginia, West Virginia, and New Jersey.

## **ACCREDITATION**

The Highlands School has been granted accreditation from The Association of Independent Maryland and DC Schools through 2029. While the school is approved to operate by the Maryland Department of Education, accreditation from an outside agency is a voluntary decision. The process involves two years of rigorous self-study, peer review by a visiting team, and the development of an Action Plan charting a path for future school growth.

For us, accreditation underscores our mission and philosophy to serve students with excellence, to provide a high-quality program that meets students' needs, and to promote continuous professional analysis, reflection and learning by the school's faculty and staff. Accreditation marks another significant accomplishment in The Highlands School's short history!

## **DIVERSITY STATEMENT**

The Highlands School believes that no child or adult should have his/her acceptance into the school community based on attributes upon which he/she has no control, and which bear no relation on his/her ability to learn or serve. The School strives to provide a nurturing educational environment that emphasizes understanding and appreciation of differing learning styles and cultural experiences. We honor varying points of view and seek to promote mutual respect and kindness among all members of the community with the mission and philosophy of The Highlands School as our foundation. We welcome a diverse population of students, families, faculty, staff, and Board of Directors, who bring texture and richness into our lives.

## **KINDERGARTEN ENROLLMENT POLICY**

A student enrolling in The Highlands School Kindergarten Program must be five years old by September 1.

The school may choose to enroll a four year old student with a demonstrated need and maturity level that fit the mission of our program. Decisions will be made on a case-by-case basis by the Admissions Director in consultation with the Head of School and Educational Directors of the school, based on birth date, testing data, observation and compatibility with class make-up.

## MISSION STATEMENT

The Highlands School is a progressive, state-of-the-art school for bright and creative children in Kindergarten through 12th grade with dyslexia, ADHD, and language-based learning differences. We instill hope and confidence in students who struggle to learn by fostering a positive and nurturing environment. We focus on teaching our students methods to help them realize their strengths, overcome frustrations, and achieve academic and social success. Our students transition from The Highlands School with life-changing skills that empower them to become the innovators and leaders of tomorrow.

## PHILOSOPHY

We believe that:

- **Each child has a unique learning style.** Children of average or above intelligence displaying skill deficits are capable of learning commensurate with their abilities, if provided appropriate teaching methods and techniques.
- **Designing instructional activities for success allows children to develop a positive self-image.** Children can then begin to make progress building academic and social confidence.
- **Skill deficits and academic weakness must be strengthened in order to realize success in school.** Students work at their own pace toward skill mastery.
- **Behavior choices can be guided effectively through classroom structure, directed social activities and the use of positive reinforcement.** Addressing academic and social frustrations with a diagnostic prescription for positive change creates an environment conducive to learning.
- **Parents are partners in the education of their children.** Maintaining a coordinated effort of communication between home and school provides meaningful information, support, and encouragement as we work together to meet the needs of the child.

## THE SCHOOL DAY

### School Hours

School begins with opening exercises at 8:00 a.m. and dismisses at 3:00 p.m. Teachers will open classrooms at 7:50 a.m. Your child is expected to arrive on time.

The school day ends at 3:00 p.m. We expect that your child will be picked up on time, but no later than 3:15 p.m. If there are extenuating circumstances, please call the school office immediately to let us know you will be late.

The school office is open from 7:45 a.m. until 3:15 p.m. on weekdays only. A voicemail may be left when the office is closed.

Our school is a locked-down facility. You must come to the front door and call in to the school office. After proper identification you will be allowed into the school building, at which point you must go directly to the school office to sign in.

**If your son/daughter is to be dismissed early** please send a written note, e-mail, or call the school so that the teacher will be prepared to provide him/her with his/her homework assignments and have him/her ready to go at the appropriate time. Please stop by the office when you arrive to sign your son/daughter out. The teacher will send your son/daughter to the office to meet you.

**If your son/daughter is sick**, must be absent for another reason, or will be late, please call the school office or leave a message by 8:15 a.m.

**All absences require a note from the parent. The note must include the student's name, date, reason for the absence, and a parent signature. An absence of more than three (3) consecutive days requires a note from a doctor.**

**If you would like to drop off a forgotten lunch, pick up a student early, or have a meeting with a teacher** please check in with the main office first. For the safety of our students, we will ask parents/guardians to wait in the office for the individual they are visiting. It is not appropriate to enter into an administrator's office or into a classroom without permission.

**If you have set up a carpool with another family(ies)** at the beginning of the school year, *notify the school in writing* who will be responsible for bringing your son/daughter to school and who will verify that he/she is delivered home. If this should change during the school year, notify the school of the change. It is very important that you notify us in writing or by a phone call if someone other than the usual driver is going to pick up your son/daughter on any given day. If we do not recognize the adult who has come to pick up a student, we will ask that individual to park and enter the school office for identification. All carpools will display a dashboard placard showing the last names of students who are authorized to ride in the car.

**If an individual is not authorized to pick up a student, the school must be notified and given a copy of the custody agreement.**

## ARRIVAL AND DISMISSAL PROCEDURES

### Arrival Procedures

#### 7:30 – 7:50 a.m.

- Students may be dropped off no earlier than 7:30 a.m. each morning.
- Upon entering the school parking lot, bear to the left and enter the circular driveway on the side closest to the school.
- **Students should exit the vehicle from the passenger side onto the sidewalk at the last set of doors. This is a drop-off area only. If your child is not ready to exit the vehicle, please park in the parking lot.**
- Students will be greeted by staff members and directed to the Multi-Purpose Room.
- Students will be checked in and supervised until dismissal to their classrooms at 7:50 a.m.

#### 7:50 – 8:00 a.m.

- Students arriving between 7:50 and 8:00 a.m. should enter the building using the front entrance doors. A staff member will check them in at the door.

#### After 8:00 a.m.

- Students arriving after 8:00 a.m., the official start to our day, must be escorted by the parent to the Office to sign them in.
- The student will be issued a Tardy Pass to gain entrance to his/her classroom and a school staff member will accompany the student to the back of the school.

### Dismissal Procedures

- Students will be dismissed at 3:00 p.m.
- Parents should ensure that dashboard signs are prominently displayed in the front passenger side of their cars.
- Prior to dismissal, parents should begin forming a line of cars around the perimeter of the parking lot with the first car stopped on the side of the school at the entrance to the circular drive.
- A member of the school staff will check the line to note the order of cars.
- When all students are assembled under the front portico, the dismissal team leader will call the first five cars forward and announce the last names of the students.
- The first car in line should pull all the way down to the grassy area by the third set of doors.
- Once students have entered from the passenger side and buckled their seat belts, those cars will leave the circular drive. The next five cars will then be called to pull up. Parents are responsible for assisting their child with seatbelts if needed.
- The process will continue until all students have been dismissed.
- Any students remaining under the portico when the last car has exited the driveway will be escorted back into the building to the office. Parents will be contacted if we have not heard in advance of a delay.
- For the safety of children, no other vehicles are allowed in the circular drive during dismissal.
- If there is a need to pick up a child early, parents should park in the lot and come into the school office to sign the student out.

# Bus Service

*Please read the following information carefully and save it for future reference.*

## FREQUENTLY ASKED QUESTIONS

### **Where are the bus stops located?**

- ❖ Meadowood Regional Park (across from Greenspring Station)
- ❖ Cromwell Bridge Park and Ride I-695 at Exit 29 Cromwell Bridge Road and Loch Raven Blvd.
- ❖ White Marsh (rear mall parking lot across the street from Burger King)

**What time do I need to drop off/pick up my child? The following times are approximations and subject to change as we fine tune the schedule. You should plan to be at the stop at least 5 minutes before any of the scheduled drop off/pick up times.**

### Mornings:

**Meadowood** – plan to arrive no later than 6:45 a.m. Bus departs promptly at 6:50 a.m.

**Cromwell Bridge** – plan to arrive no later than 7:10 a.m. Bus departs promptly at 7:15 a.m.

**White Marsh** - plan to arrive no later than 7:30 a.m. Bus departs promptly at 7:35 a.m.

### 90-Minute Delay Mornings

**Meadowood** - plan to arrive no later than 8:15 a.m. Bus departs promptly at 8:20 a.m.

**Cromwell Bridge** – plan to arrive no later than 8:40 a.m. Bus departs promptly at 8:45 a.m.

**White Marsh** – plan to arrive no later than 9:00 a.m. Bus departs promptly at 9:05 a.m.

### Half-Day Fridays 12:30 Dismissal

**White Marsh** – plan to arrive by 12:45 p.m. Bus departs promptly at 12:50 p.m.

**Cromwell Bridge** – plan to arrive by 1:00 p.m. Bus departs promptly at 1:05 p.m.

**Meadowood** – plan to arrive by 1:15 p.m. Bus departs promptly at 1:20 p.m.

### Afternoons:

**White Marsh** – plan to arrive by 3:15 p.m. Bus departs promptly at 3:20 p.m.

**Cromwell Bridge** – plan to arrive by 3:35 p.m. Bus departs promptly at 3:40 p.m.

**Meadowood** – plan to arrive by 3:45 p.m. Bus departs promptly at 3:50 p.m.

**Due to the safety of your child we are asking that you come to the bus to pick up your child. Your child will not be released without a Parent/Guardian to pick up at the bus door. Thank you for your help with this matter!!!!**

**Can I do a month-to-month contract for bus service?** No – bus service at The Highlands School is based on a yearly contract. While payments are made on a monthly basis, you are still obligated to pay the full amount indicated in your contract, without adjustment. Please contact the Business Office if you would like to pay via FACTS.

**If I just want my child to ride the bus in the morning or just in the afternoon, will my cost be less?** The availability of this part-time service is dependent on the number of students contracted to ride the bus full-time. Families who contract for daily one-way-only service (if available) will receive a discount (40%) off the annual rate.

**Will car riders be able to use the bus to ride home with friends?** Non-contracted riders may use bus services up to five (5) times a year. A fee, per round trip, will be assessed.

**What if I want to pick up my child from school occasionally?** Parents or guardians should call our Administrative Assistant (410-836-1415) or send in a note to let her know the student will not be riding home on the bus that day. Parents/Guardians must inform the school office directly by note or by phone – the school cannot change normal dismissal procedures for a student without parent/guardian approval.

**What if someone else will be dropping off or picking up my child?** Please call or send a note into the school to let us know the name of the person, relationship, and car make and model. The school office will notify the bus driver whom to expect. Please be sure that this alternate driver has a copy of the school calendar or knows full day and half-day schedules.

**What if we are running late?** CALL THE BUS DRIVER IMMEDIATELY (the bus driver's number will be provided to parents of bus riders) You may want to program that number into your cell phone. Leave a voice mail for the driver if there is no response. The driver will pick up messages at each bus stop and wait for up to five (5) minutes before moving on to the next stop.

If the bus driver has not received a call and no one is present to pick up the student at the final stop after the prescribed wait, **THE BUS WILL RETURN THE STUDENT TO THE SCHOOL.** The bus driver will notify the school that the student is in route back to the school. A fee will be assessed if the student is returned to the school. **No student will be dropped off at a bus stop without an authorized parent/guardian present.** Perpetual lateness may result in loss of bus privileges.

**Can students lose their bus privileges?** The behavior on the bus is to be in agreement with The Highlands School Parent and Student Handbook. The Highlands School reserves the right to enforce the policies of the Handbook. Parents/Guardians of students removed from the bus for disciplinary reasons are still required to meet their financial obligations for the ten (10) month period.

**What is the policy for inclement weather?** The bus service will follow the inclement weather guidelines issued by The Highlands School.

## HEALTHY ENVIRONMENT

Smoking is not permitted at The Highlands School, either in the building or on the school grounds.

In consideration of faculty, staff, and students with allergies and sensory issues, we ask that those visiting our office and classrooms **refrain from using perfume or other products with fragrances.**

**All physical activity will be held inside if the Air Quality Index is in the Orange/Unhealthy for Sensitive Group range.**

## INCLEMENT WEATHER POLICY

The Highlands School uses School Messenger, a telephone, email and text broadcast system to notify all households and parents within minutes of an emergency, inclement weather schedule change or unplanned event that causes early dismissal, school cancellation or late start. The service may be used from time-to-time to communicate general announcements or reminders.

Listen to local radio or TV for closings or late openings for the Harford County Public Schools. We will follow Harford County Public Schools for closings and special weather conditions. When Harford County Schools are opening late, The Highlands School will use this modified schedule:

<b>Harford County</b>	<b>The Highlands School</b>
2 hours late	we will open 1½ hours late at <b>9:30 a.m.</b>

*Exception:* When there is a Harford County-wide delayed opening on a Highlands School scheduled half-day our school will change to a full-day schedule and follow the above modified opening.

*Exception:* The Highlands School is air-conditioned and will not close for hot weather conditions unless there is a loss of power.

*Exception:* When Harford County Public Schools are not normally scheduled to be open and there are questionable weather conditions, we will contact you through School Messenger.

We will schedule make-up days for any days when school is closed based on the school calendar.

## COMMUNICATION

### PRINCIPLES OF GOOD PRACTICE FOR PARENTS WORKING WITH SCHOOLS/SCHOOLS WORKING WITH PARENTS

From the National Association of Independent Schools (NAIS)

#### **Parents Working with Schools**

1. Parents recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
2. In selecting an independent school, parents seek an optimal match for the needs of the student, their own expectations, and the philosophy and program of the school.
3. Parents are familiar with and support the school's policies and procedures.
4. Parents provide a home environment that supports the development of positive learning attitudes and habits.
5. Parents involve themselves in the life of the school.
6. Parents seek and value the school's perspective on the student.
7. When concerns arise, parents seek information directly from the school, consulting those best able to address the concerns.
8. Parents share with the school any religious, cultural, medical, or personal information that the school may need to serve the student best.

#### **Schools Working with Parents**

1. The school recognizes that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
2. The school clearly and fully presents its philosophy, program, and practices to parents during the admission process and encourages dialogue that clarifies parental expectations and aspirations of the student.
3. The school seeks and values the parents' perspective of the student.
4. Teachers and administrators are accessible to parents and model candid and open dialogue.
5. The school keeps parents well informed through systematic reports, conferences, publications, informal conversations and online grade portal.
6. The school offers and supports a variety of parent education opportunities.
7. The school suggests effective ways for parents to support the educational process.
8. The school actively seeks the knowledge it needs to work effectively with a diverse parent body.

## **Conferences**

Parent/teacher conferences are scheduled twice a year. Students do not attend school on conference days. We are pleased to schedule additional conferences at your request.

We like to stay in touch with you. Your child will benefit if we all work as a team, and strong teamwork takes good communication. Conferences, either in person or by phone, can help us work together. You may request a conference at any time beyond the scheduled conferences.

### **SCHEDULED PARENT CONFERENCES**

There are no classes for students on conferences day. Parent/teacher conferences for the 2020-2021 SY will be on the following date(s):

**Friday, November 13, 2020**

**Friday, February 05, 2021**

### **Communications between the school and home**

Your child's binder will have a *For Parents* pocket for timely information. Please check daily and be sure to remove the contents. This is also where you can put notes to us. Please sign or initial the student assignment pad nightly.

### **Communicating with faculty and staff**

Having good communications with parents is important to everyone at The Highlands School. Any faculty or staff member at the school may be reached by email during the day using the following format:

First name initial last name@ highlandsschool.net  
for example to reach Jane Smith use : [jsmith@highlandsschool.net](mailto:jsmith@highlandsschool.net)

### **Communicating with your child**

We will not disturb a class to call your child to the phone to talk with you unless there is an emergency. We will, however, be happy to relay an important message to your child at a convenient class break, at your request. Children are not permitted to text or use cell phones without approval from their teacher or an administrator.

### **Communicating concerns**

It is our desire that you and your child have a rewarding year at The Highlands School. Good communication is important. Please contact the school immediately if you have a concern. The Educational Directors are available to meet with you to address your concerns.

## ACADEMICS

### Daily Schedule

Lower School begins each day with The Mind That’s Mind class, followed by 3 small group classes: Phonics, Math, and Comprehension. In the afternoon our Lower School students have large group classes: Social Confidence, Social Studies, Science, and Specials.

Middle School begins each day with the Executive Function class, followed by large classes: Social Studies, Science, Specials, and Social Confidence. In the afternoon our Middle School students have 3 small group classes: Phonics, Math, and Comprehension.

On Fridays, Lower School and Middle School students engage in hands-on learning opportunities in their Hands On Highlands (HOH) classes. Students receive a quarter in each of our 4 classes: Growing Greater (gardening), Tasting Success (cooking), Building Tomorrow (woodworking), and Robotics.

### Instructional Ratios

Classroom Ratios:	Second – Eighth Grade	12:1 + (1 assistant)
Small Group Instruction:	Second – Eighth Grade	2-4:1

### Report Cards

Report cards are issued four times a year. Interim reports will be prepared for those students who have a chance of receiving a D or E and/or whose work has declined markedly in quality.

Grades are given for all academic subjects for students in grades 2 through 8. Our grading scale is:

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D	60-69
B	83-86	E	below 60
B-	80-82		

“S” for Satisfactory and “N” for Needs Improvement are given for Lower School Specials, Hands on Highlands and The Mind That’s Mine. Middle School students receive “S” for Satisfactory and “N” for Needs Improvement for Executive Function and Hands on Highlands.

Students at The Highlands School are expected to do the work requested of them including classwork, short, and long-term assignments. Continued enrollment at The Highlands School may be in jeopardy if the student is not meeting academic success due to lack of participation in the educational process.

### Student Progress

Parents will receive a login name and password to view their child’s current grades through our online portal.

## **Official Record**

All official records pertaining to a student will be available through the Admissions Director, Educational Directors, or the Head of School, for the student's parents/guardians for inspection and review.

Any request by a parent for review or inspection of a student's records shall be referred to the Admissions Director, Educational Directors, or Head of School. An appointment will be arranged with appropriate attendance at the meeting.

The Highlands School will not disclose personally identifiable information from a student's record without prior written consent of the student's parents/guardians.

The Highlands School will maintain records of requests and reviews of personally identifiable information from a student record. The date, name of the reviewer and the purpose of the review shall be recorded in writing in any such instance. The Admissions Director, Educational Directors, or the Head of School must be present.

## **Homework**

Homework, assigned to all grades on a regular basis, is specifically designed to reinforce concepts, build fluency, encourage responsibility, and develop individual work habits at home. The goal is for each child to become independent and feel competent to do the work assigned.

You can help by checking your child's assignment book and seeing that all work is completed. It is OK for your child to make mistakes; mistakes can help the teacher know where your child needs extra help. You may also support your child's learning by discussing his/her "pick book," studying vocabulary and spelling words and giving practice tests. Providing a schedule and routine for completion of work at home, as well as an appropriate setting in which he/she can concentrate on his/her work without distraction, will make the homework process more successful.

For those students who would benefit from completing homework before leaving the building, the Highlands School provides an Afterschool Homework Program for a monthly charge. The Program is Monday-Thursday\*, 3:00 p.m. to 4:00 p.m. (\*dates subject to change).

We respect family time by not assigning homework on weekends. Occasionally, long-range projects may need to be worked on over the weekend.

Guidelines for average homework load (based on all subjects):

- Kindergarten (K-1) approximately 15-20 minutes nightly
- Primary grades (2-3) approximately 20-35 minutes nightly
- Intermediate grades (4-5) approximately 45-60 minutes nightly
- Middle grades (6-8) approximately 60-75 minutes nightly

Parents/guardians can check the student's homework progress through the online portal.

Parents/guardians will be notified if students fail to complete assignments on a regular basis.

If a student consistently requires more or less time than the guidelines to do work at home, parents/guardians are urged to notify the teacher. A conference may be requested if necessary.

## **Award**

*APEX (Attitude • Performance • Ethics • Xtra Effort) Award* - This award will be presented at the annual Highlands School Awards Assembly to a student who demonstrates improved academic achievement, behavior, attitude, and work habits, plus puts in extra effort to achieve his/her goals. To be eligible for the *APEX* award, the student must be nominated by his/her classroom teacher. The nominee must be endorsed by all the other teachers of the student.

## **Field Trips**

We plan field trips that support the curriculum, are valuable, and are cost effective. We expect each child to go on all class trips. Students are transported to and from field trips by bus. Details regarding a field trip will be described on The Highlands School Field Trip Information form. Permission slips signed by a parent will be required for each trip. The cost of field trips will be the parent's/guardian's responsibility. Field trips will be chaperoned by The Highlands School staff.

## **Physical Education**

Our lower school students (grades K-5) do not need any special athletic uniform; however, they are required to have athletic shoes on the days designated for their physical education classes. If a change of clothes or special equipment is necessary, the physical education instructor will notify you in advance.

Students in our middle school (grades 6-8) have a required athletic uniform and will change from the school uniform during the mod scheduled for physical education. We expect that changing clothes will happen in a timely and orderly manner so that the maximum amount of time possible will be devoted to physical education instruction. Students should keep wipes and deodorant in their gym bag for use after physical education class and should plan to take their gym bag home at the end of the week to launder the athletic uniform. The gym bag and clean uniform will be brought back to school to the first scheduled physical education class of the next week.

All students are expected to participate in physical education classes. Please send a note to the office if your child is not able to participate. Any long-term excuse (more than three (3) consecutive days) needs to be authorized by a doctor.

All physical activities, including Field Day, will be held inside when the Air Quality Index (AQI) is in the Orange/Unhealthy for Sensitive Groups range. "Unhealthy for Sensitive Groups" range is 101 to 150. Although the general public is not likely to be affected at this AQI range, people with lung disease, older adults, and children are at greater risk from exposure to ozone, whereas persons with heart and lung disease and older adults are at greater risk from the presence of particles in the air."

# Lower School Supply List

**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
- (3) 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 (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) 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.

# Middle School Supply List

**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**

**(4) 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.

## DRESS REQUIREMENTS

Setting and keeping a dress code here at The Highlands School serves four purposes:

- Maintain a proper academic environment
- To provide for safety of movement
- To instill a sense of pride and neatness in how they are dressed
- To prepare them for the world of work

### Lower School (K-5)

#### Girls

Blackwatch Plaid Drop Waist Jumper \*\* (with black shorts or leggings- girls are encouraged to wear leggings after September 30)

Light Blue Polo (short or long sleeve) \*\*

Green sweater with embroidered logo \*\* (optional)

Navy blue polar fleece with embroidered logo \*\* (optional)

White socks

#### Shoes

White low top sneakers (white soles, white leather or faux leather, tie or velcro)

PE uniform not required for 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) \*\*

Brown Dress Belt

Khaki Dress Socks

Green Sweater with embroidered logo \*\* (optional)

Navy polar fleece with embroidered logo \*\* (optional)

#### Shoes

White low top sneakers (white soles, white leather or faux leather, tie or velcro)

PE uniform not required for Lower School

**\*\* - must be purchased from Flynn & O'Hara at [flynnohara.com](http://flynnohara.com)**

**Highlands green sweater and navy polar fleece are optional but if your child requires additional layers, only the Highlands sweater and polar fleece will be permitted.**

## **Middle School (6-8)**

### **Girls**

Blackwatch Plaid A-line or pleated skirt \*\* (with black shorts or leggings - girls are encouraged to wear leggings after September 30)  
Light Blue Polo (short or long sleeve) with embroidered logo \*\*  
White Socks any style, plain  
Green Sweater with embroidered logo \*\* (optional)  
Navy blue polar fleece with embroidered logo \*\* (optional)

### **Shoes**

Brown Sperry Boat Shoe  
Black Leather Mary Jane  
Brown Jungle Moc

### **Boys**

Khaki Dress Pants (no cuffs or cargo pants)  
Light Blue Oxford Dress Shirt  
Black Watch Plaid Tie \*\*  
Green Sweater with embroidered logo \*\* (optional)  
Navy blue polar fleece with embroidered logo \*\* (optional)

Brown Dress Belt  
Khaki Dress Socks

### **Shoes**

Brown Nu Buck  
Brown Jungle Moc  
Brown Sperry Boat Shoe

### **Middle School PE Uniform- Boys and Girls**

Ash Gray Gym Shirt \*\*  
Hunter Green Nylon Mesh Gym Short \*\*  
Hunter Green Crew Neck Sweatshirt & Sweatpants \*\* (optional)  
Athletic shoes (low profile tread and white soles)  
White athletic socks  
Gym Bag with Name  
Deodorant  
Comb or Brush

\*\* - must be purchased from Flynn & O'Hara at [www.flynnohara.com](http://www.flynnohara.com)

**Highlands green sweater and navy polar fleece are optional but if your child requires additional layers, only the Highlands sweater and polar fleece will be permitted.**

1. Pants *must be worn with a belt* at the waist and not around the hips. Lower school boys only may wear shorts between April 1 and September 30.
2. Girls' skirts must come within three inches of the knee.
3. Shirt tails must be tucked in.
4. Jackets, windbreakers and fleece tops (other than the Highlands fleece) must be removed at the beginning of the day.
5. Shoes must be worn with *approved socks*, fastened in the expected manner, and must remain on your feet all day. Flip flops, clogs, Crocs, slides, and sandals are not acceptable.
6. Hats must be removed indoors.
7. Makeup, temporary tattoos, hair coloring, large hair accessories, acrylic nails, and excessive jewelry are not permitted.
8. Clear nail polish may be worn. Colored polish is discouraged, as it is a distraction to learning.
9. Hair should be clean, well-groomed, and styled in a fashion appropriate for a learning environment. Bangs should not hang over the eyes.
10. Appropriate undergarments should be worn to maintain modesty.
11. There may be extenuating circumstances that prevent a student from adhering to this code. Exceptions are made by the school nurse after consultation with parents/guardians and administrators.

Inappropriate dress will not be acceptable. A student out of uniform will be provided a change of clothing from our used uniform closet. If a uniform is not available in the appropriate size, we will contact the parents to bring a change of clothing. Borrowed uniform clothing should be washed and returned to the school the following day.

Approximately every two weeks (generally on half-days) the students will have Dress Down Day. Students may come to school in jeans, however, they must be without holes and remain around the child's waist. T-shirts with appropriate logos are permissible. Shorts and skirts may be worn on Dress Down days from April 1<sup>st</sup> to September 30<sup>th</sup> and must come within three inches of the knee.

Halter tops, sleeveless shirts, undershirts, unbuttoned shirts, short shorts, flip flops, clogs, Crocs, slides, sandals, or any other attire deemed inappropriate by the directors for a learning environment will not be acceptable.

## FOOD

Each child should have a healthy breakfast before he/she comes to school. We can only do our best thinking if our bodies have been provided adequate fuel.

Students will eat their lunches in the Multi-Purpose room at the designated lunch period. Lunch and a beverage should be brought to school in a **small lunch bag or box clearly marked with the student's name**. Students need to bring utensils. **NO** glass containers. Students will not have access to a microwave oven. If a student has extenuating dietary needs, special exceptions can be made through communication with the School Nurse. Sharing of food is prohibited.

Please, no candy and soda.

Only nonperishable food items may be taken home. If a student is not eating his/her perishable items on a regular basis, a note will be sent home to inform the parent/guardian, but perishable items are to be discarded at the end of the lunch period.

Each student is asked to bring a nonperishable emergency back-up lunch and drink in case a lunch has been forgotten. When that back-up lunch has been used, you will receive notice to send in a replacement. If it is necessary for you to deliver a forgotten lunch, please leave the lunch in the office. Your child should check with the school nurse if he/she forgets his/her lunch.

Arrangements can be made through the school nurse if your child needs a snack during the day.

## CLASS PARTIES

Classes may also have parties to celebrate significant holidays. Teachers or instructors will notify all parents/guardians by email about the food items being served at the party or using food as part of a lesson and will provide images of the food labels. Parents/guardians of students with food allergies or sensitivities will reply to the email to confirm if food items are safe for their child to consume or if they plan to send in an alternative treat. **Students are not permitted to bring in treats to share for birthdays.**

## STUDENT BEHAVIOR

One of the goals of The Highlands School is to develop and instill in students a sense of self-discipline and an acceptance of responsibility for their own actions. Character is strengthened by having respect for the property, rights and feelings of others. In addition, students are encouraged to take pride in their appearance by following a code of good grooming and proper attire. Appropriate behavior, consistent with the values and ideas established by the school, is expected at all times. Our goal is to help students dissect social situations resulting in inappropriate behavior choices. When a student can begin to see why and how a set of circumstances happened and what place his/her choice(s) have in the process, he/she can begin to mature. Natural consequences provide valuable learning tools.

## **THE HIGHLANDS SCHOOL CODE OF CONDUCT**

The Highlands School exists exclusively to teach students with learning differences. Our aim is to provide skills and strategies that allow students to be successful independent learners. To do this effectively, it must maintain an educational environment as free as possible from distraction and disruption. Consequently, the School will either not accept—or will accept only under strict probationary conditions—those children who have been disruptive in other school settings. Students who are accepted must comply with the following code of conduct. Those students who do not will be subject to various disciplinary sanctions that include: verbal corrections, detention, in or out-of-school suspension, or expulsion.

Students will be expected to:

- Comply with requests and directions given to them by teachers and staff
- Walk quietly through the hallways
- Remain on school grounds at all times, except when accompanied by a teacher or authorized adult
- No texting or cell phone use during school hours or on field trips without approval from their teacher or an administrator
- Follow the uniform dress code
- Secure all music players, cell phones, portable computers and video games while on school premises in their backpacks.
- Attend classes as scheduled. Only a note or phone call from a parent will excuse a student from school or class(es)
- Smile frequently

The following list includes some, but not all, of the actions that may be cause for suspension or expulsion:

- Disruptive behavior in the classroom
- Lying, stealing, cheating
- Fighting or verbal abuse of students, faculty or staff-bullying of any kind will not be tolerated
- Disrespect of other students and teachers, including inappropriate language and sexual harassment
- Disrespect of school property
- Possession, use or distribution of prescription drugs, illegal substances, including alcohol and tobacco
- Possession of weapons, firearms, knives, and/or explosives

Parents will be consulted in all instances of behavior which violates the code.

# **Bullying, Harassment, or Intimidation**

## **I. Policy**

- A. It is the policy of The Highlands School to prohibit bullying, harassment, or intimidation of any person on school property, at school-sponsored functions or by the use of electronic technology at The Highlands School.
- B. It is the policy of The Highlands School to prohibit reprisal or retaliation against individuals who report acts of bullying, harassment, or intimidation or who are victims, witnesses, bystanders, or others with reliable information about an act of bullying, harassment, or intimidation.

## **II. Definition**

As used in this policy, the definition of “bullying, harassment, or intimidation” is intentional behavior that includes physical, verbal, written, electronic communication, or exclusion behaviors that create a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, or performance, or with a student’s physical or psychological well-being and is:

- motivated by an actual or perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, family status, physical or mental ability or disability; or,
- threatening or seriously intimidating; and,
- occurs on school property, at a school activity or event; or,
- substantially disrupts the orderly operation of a school.

## **III. Preventative Actions**

- A. Annual professional development for administrators and all staff to increase awareness and understanding of bullying, harassment, and intimidation and strategies for prevention and appropriate response. Additional professional development may be provided for new employees who are hired after the start of school during the school year.
- B. Anti-bullying, harassment, and intimidation education for students at all grade levels in conjunction with the social skills curriculum.
- C. Anti-victim education for students at all grade levels in conjunction with the social skills curriculum.
- D. Maintenance of a school climate where mutual respect and acceptance of differences is the culture.
- E. Annual parent education to increase awareness and understanding of bullying, harassment and intimidation.
- F. Collect data in regard to student behavior in order to guide decision-making.

#### **IV. Consequences and Remedial Actions**

- A. Consequences and remedial action shall be imposed upon persons who violate this policy by engaging in bullying, harassment, intimidation, reprisal, retaliation, or making false accusations.
- B. Such consequences and remedial action may include, but are not limited to, the following, after appropriate investigation has determined that such an offense has occurred. This list is presented in no particular order and is provided as a guide that by no means limits The Highlands School from implementing other additional consequences.

##### **Consequences:**

1. Reassignment of seats in class, multipurpose room, etc.
2. Time out
3. Loss of privilege
4. Verbal reprimand
5. Parent notification
6. Teacher/parent/student conference
7. In-school suspension
8. Completion of letter of acknowledgement of action, with apology, to victim (after review by staff)
9. Reparation to victim in the form of payment for or repair of damage to possession
10. Out-of-school suspension
11. Reassignment of classes
12. Dismissal from The Highlands School
13. Referral to law enforcement

##### **Remedial Actions for Bully and Victim:**

1. Participation in social skills curriculum and anti-bullying, harassment, and intimidation education.
  2. Guidance from The Highlands School staff
3. Individualized education program with the guidance counselor for students who exhibit bullying, harassing, or intimidating behaviors.
  4. Individualized education program with the Guidance Counselor for students who have been victims to protect them from retaliation and further victimization.
  5. Participation in a behavioral management program
6. Participation in counseling with an independent mental health professional
  7. Behavioral contract from mental health professional
  8. Referral to a community agency
9. Recognition for positive behaviors exhibited by the student who has previously demonstrated bullying, harassing, or intimidating behavior.
10. Recognition of the bullied, harassed, or intimidated student for implementing strategies to offset past problems.
11. Recognition of witnesses and bystanders for taking an active role in addressing bullying, harassing, or intimidating behaviors.
12. Communication with parents concerning positive behaviors and strategy use.

## **V. Procedures for Reporting**

The following procedures are presented as a guide and by no means limit The Highlands School from implementing other additional procedures.

1. If a student complains that he/she is currently the victim of bullying, harassment, or intimidation, the staff member will respond quickly and appropriately to investigate and intervene, as safety permits, and provide such information to the Educational Director, who will further investigate the incident.
2. If a student expresses a desire to discuss an incident of bullying, harassment, or intimidation with a staff member, the staff member will make an effort to provide the student with a practical, safe, private, and age-appropriate way of doing so as well as informing the Educational Director who will investigate further.
3. If a parent suspects that a child is being bullied, harassed, or intimidated, he/she will inform the Educational Director, who will promptly initiate an investigation.
4. Bullying, Harassment, or Intimidation Reporting Forms may be found in the admissions package or obtained from the main office. They may be given to the Educational Director or Head of School.

## **VI. Procedures for the Prompt Investigation**

The following procedures for investigating are presented as a guide that by no means limits The Highlands School from implementing other additional investigating procedures.

1. All reports of unexpected behavior must be submitted to the Educational Director on a yellow Student Referral Form.
2. The Educational Director will talk with student(s) about the unexpected behavior using a Social Autopsy approach and take appropriate action.
3. Reports of bullying, harassment, or intimidation will be written using the Bullying, Harassment or Intimidation Reporting Form and given to the Educational Director. The Head of School will receive copies of all Bullying, Harassment, or Intimidation Reporting Forms.
4. The Educational Director will begin an investigation within two school days.
5. The Educational Director will determine whether bullying, harassment, or intimidation actually occurred by taking steps to verify who committed the act and whether others played a role in this act.

### **During the Investigation:**

1. The investigation will be conducted discretely, but confidentiality cannot be guaranteed. Any information discussed or recorded will be confined to “need to know” status.
2. Parents/guardians of the victim and offender will be notified.
3. The offender will be informed that retaliation against a victim or bystander is strictly prohibited and that progressive consequences will occur if the activity continues.
4. Written records will be maintained.
5. Separate conferences with the victim and offender will occur within two weeks after the investigation to determine whether the bullying, harassment, or intimidation has continued and whether additional consequences need to be implemented.
6. A follow-up conference will be held with the victim in four weeks to determine if the bullying, harassment, or intimidation has ceased.
7. The Educational Director will inform the Head of School of all action being taken.

### **VII. Support Services Available to the Student Bully, Victim, and Bystander**

The Head of School and/or Educational Director will provide information about the types of support services available to the student offender, victim and any bystanders. The information will include contact information for public or private mental health services, faith-based services, community services, and law enforcement agencies.

## **RESPONSIBLE TECHNOLOGY USE**

The Highlands School aims to provide students and employees access to a variety of technological resources. This technology contributes and reinforces learning while improving communication within the school campus and the overall community.

While the technology program at The Highlands School exists for the benefit of its students and employees, it must be done so within the bounds of safe, legal, and responsible use. Accordingly, The Highlands School establishes this policy to govern student and employee use of school technological resources and devices. This policy applies regardless of whether such use occurs on or off school property, and it applies to all school's technological resources, including, but not limited to, computer networks and connections, resources, tools, and learning environments made available by or on the network and all devices that connect to those networks.

### **A. Expectations for Use of School Technological Resources**

The use of school technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school's technological resources are responsible for their behavior and communications when using those resources. Use of school technological resources must be:

- Ethical
- Respectful
- Academically honest
- Supportive

Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable school policies, the Highlands School Code of Conduct, and other regulations and school rules, apply to use of the Internet and other school technological resources.

Also, anyone who uses school technical devices must comply with the additional rules for responsible use outlined in Section B. In addition, anyone who accesses the school network or the Internet using their personal device must have antiviral and malware software installed onto the device and must comply with the additional rules for responsible use outlined in Section B.

These rules are intended to clarify expectations for conduct, but should not be construed as all inclusive.

Before using the internet, all students must be trained about appropriate online behavior.

Annually, all students and employees will be informed of the requirements of this policy. Before using technological resources, students and employees must sign a statement indicating they understand and will:

- Comply with the policy's requirements.
- Acknowledge awareness that the school uses an asset management system to monitor and detect inappropriate use of technological resources.
- Recognize that failure to abide to these requirements will result in disciplinary action, including revocation of user privileges; willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

## **B. Rules for Use of School Technological Resources**

1. School technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school technological resources for commercial gain or profit is prohibited. Student personal use of school technological resources for amusement or entertainment may be permissible with teacher approval. The school permits infrequent and brief personal use of technological resources by its employees as long as it occurs on personal time, does not interfere with school business, and is not otherwise prohibited by school policy or procedure.
2. Software purchased by the school may not be copied for personal use.
3. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Highlands School Code of Conduct.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors.
5. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
6. Users of technological resources may not send electronic communications fraudulently (i.e. by misrepresenting the identity of the sender).

7. Users must respect the privacy of others. When using e-mail, chat rooms, blogs, or other forms of electronic communication, students must not reveal personal identifying information or information that is private or confidential of themselves or fellow students, such as one's home address or telephone number, credit or checking account information, or social security number. In addition, school employees must not disclose on school websites or web pages or elsewhere on the Internet any personally identifiable, private, or confidential information concerning students (including names, addresses, or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA). Users also may not forward or post personal communications without the author's prior consent.
8. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to school technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance.
9. Users may not create or download games, network communications programs, or any foreign program or software onto any school computer, electronic device, or network without being reviewed and approved by the IT Specialist.
10. Users are prohibited from engaging in unauthorized or unlawful activities such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, LAN, or accounts.
11. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.
12. Users may not read, alter, change, block, execute, or delete files or communication belonging to another user without permission.
13. Employees and students shall not use their passwords, user IDs, email accounts for any unauthorized or improper purpose.
14. If a user identifies a security problem on a technological resource, he or she must immediately notify a teacher or Educational Director. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
15. Teachers/instructors shall make reasonable efforts to supervise students' use of the internet during instructional time.
16. Views may be expressed on the Internet or other technological resources as representing the view of the school or part of the school only with prior approval by the Head of School or designee.

### **C. Restricted Material on the Internet**

The internet and electronic communications offer multiple modes of communication to experience and convey a complex, interactive message in which students may access or be exposed to materials and information. The school recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless school personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The administration shall ensure that technology protection measures are used when permitted by law and school policy. The school is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone or any other personal technology that has not been authorized. The school reserves the right to remotely wipe or lock any device that has not been approved or sees inappropriate content. The school will not be held liable for any damage the device during the wipe or lock procedure.

### **D. Parental Consent**

The school recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the internet, the student's parent should be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's internet activity and email communication by school personnel.

In addition, in accordance with the school's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

## **E. Privacy**

Students, employees, visitors, and other users have no expectation of privacy in anything they create, store, send, delete, receive, or display when using the school's network, devices, Internet access, email system, or other technological resources owned or issued by the school, whether the resources are used at school or elsewhere, and even if the use is for personal purposes.

Users should not assume that files or communications created, transmitted, or displayed using school technological resources or stored on servers or on the storage media of individual devices will be private. The school may, without notice:

- Monitor, track, and/or log network access, communications, and use
- Monitor and allocate fileserver space
- Access, review, copy, store, delete, or disclose the content of all user files regardless of medium, the content of electronic mailboxes, and system outputs, such as printouts, for any lawful purpose

Such purposes may include, but are not limited to, maintaining system integrity, security, or functionality, ensuring compliance with school policy and applicable laws and regulations, protecting the school from liability, and complying with public records requests. School personnel may monitor online activities of individuals who access the Internet via a school-owned device.

By using the school's network, internet access, email system, devices, or other technological resources, individuals consent to have that use monitored by authorized school personnel as described in this policy.

## **F. Use of Personal Technology on School Property**

The Head of School and Educational Directors may establish rules for the school as to whether and how personal technology devices (including, but not limited to smart phones, tablets, laptops, etc.) may be used on campus. The school assumes no responsibility for personal technology devices brought to school.

Legal References: U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 et seq.; 20 U.S.C. 6777; G.S. 115C-325(e) (applicable to career status teachers), -325.4 (applicable to non-career status teachers)

## STUDENT HEALTH

### Immunization Reminder

The Highlands School follows the State of Maryland's minimum requirements and recommendations for immunization, which are updated annually. Proof of immunization should be presented to the office for the official file.

Any child not in compliance with the required immunizations will be asked to remain out of school until the necessary immunization documentation is provided.

Immunization can be administered by a physician or the Harford County Health Department. The Health Department operates two immunization clinics—Harford County Health Department in Bel Air (410-838-1500) and Aberdeen Health Department (410-273-5626). You may call one of these clinics for an appointment.

### Illness

Please call the school office before 8:15 a.m. any time your child is absent. We account for every child who is not here, so you can help by calling before we have to call you. **An absence of more than three (3) consecutive days must be documented by a physician's note upon returning to school.**

It is essential that you inform the school if your child has a serious medical condition or health problem. This information should be in his/her official file in the school office.

If your child becomes sick at school, we will call you to pick him/her up early. Any student or staff member with a stomach virus (diarrhea and/or vomiting) and/or a temperature of 100.4° or above will be sent home and cannot return to school for at least one full school day or until he/she has been symptom free and/or fever-free for 24 hours without the aid of acetaminophen or other fever-reducing medications. We understand that this may be an inconvenience to working parents. Please prepare a contingency plan—it is likely that you will need it.

**Students who are ill and unable to attend school may not participate in after school activities or evening performances.**

**If a physician writes an order excusing a student from Physical Education or any physical activity, the order must include the date the student is able to return to the activity. If not, a new physician's order to resume activity is required.**

### Contagious Illness

Please advise the office as soon as possible after learning your child has a contagious illness. We want to advise other parents that their children may have been exposed.

If your child has a contagious illness or communicable infection (such as impetigo or head lice), he/she should stay home until the doctor says it is okay to return to school. We will call you to pick up your child if we feel he/she poses a health threat to others in the school.

## **Prescription and Over-the-Counter Medications**

If your child's doctor has prescribed medication that must be taken at school, please tell our school nurse. A Physician Medication Order Form (PMOF) must be completed and signed by a doctor and the parents. The school nurse will dispense necessary medication and document it on the Medication Administration Report. School directors who are certified as medication technicians will act as a backup when the school nurse is not available. Medication must be brought to school in the original container, with the prescribed dosage on the label, by the parent/guardian. A note should accompany all medications that include the student's name, medication name, number of pills or amount of liquid, and parent's/guardian's signature. All medication will be kept locked up until needed.

If your child begins a new medication, he/she must remain home for 24 hours. (A weekend may be a good time to start a new medication.) Please inform the school nurse of any new medications or change of dosage of current medication during the year.

We cannot give shots, however, we can monitor a student who has been instructed by his/her physician to self-administer.

Any student who will need to have over-the-counter medication such as acetaminophen, allergy medication, cough syrup, cough drops, nasal spray during the year must have an Administration of Over-the-Counter Medication Form filled out by the doctor and parent/guardian. Over-the-counter medication must arrive at school in the original container and will be kept and dispensed from the nurse's office. Students will not be allowed to carry any medicinal products with them in the classroom.

If it is necessary for your child to receive prescription medication during the school day, we must have a new Administration of Prescription Medication Form completed by the doctor each year.

If there is a change in your child's medication, regardless if it is taken at home or at school, you must notify the school nurse so all proper safety precautions can be set in place.

## **Medical Emergencies**

You will receive a medical emergency form to complete and return each year. If there is an emergency, after contacting the local rescue squad, we will try to call you immediately. If you are unreachable, we will call the person named on your emergency form. Please be sure to name someone who can be reached easily.

If a student is hospitalized for a psychiatric emergency there must be a re-admittance meeting with the Guidance Counselor, Educational Director, Head of School and the school nurse prior to the student returning to school.

## **Crutches/Wheelchair Use**

Occasionally, accidents happen and students might benefit from crutches or a wheelchair. The Highlands School will need documentation from the prescribing personnel that indicates:

1. The length of time the student will be on crutches or using a wheelchair
2. That they have been instructed in the proper and safe use of crutches
3. The date the student may return to full activity and participation in physical education classes
4. Informing the school before the student returns will allow the nurse to make any necessary accommodations

**EMERGENCY SAFETY PLAN  
SHELTERING IN PLACE**

If we are advised to shelter in place by the Harford County Division of Emergency Operations, we may not dismiss our students until we receive a notification of suspension of the shelter advisory. It is in everyone's best interest to remain inside and off the streets. You can rest assured that we will take good care of your children while they are under our care. A School Messenger announcement will be sent out via phone, email and text message (if you have "opted-in" to receive text messages.)

**EMERGENCY EVACUATION SITES**

If we are advised to move our students to an offsite building location, arrangements have been agreed upon with Grace Classical Christian School, which is directly across the street from Highlands, to provide emergency shelter (2416 Creswell Road, Bel Air, MD 21015, 410-838-1333).

## ATTENDANCE

Success at The Highlands School is dependent upon continuous and consistent classroom instructional experience. Our philosophy concerning attendance is:

Students should be expected to attend school and all classes regularly and to be punctual.

There is a significant relationship between regular attendance and academic achievement and completion of a school program. Lateness to school has a negative effect on a child's school day because Homeroom time is an important organizational part of the day.

Regular attendance assists students in the development of self-discipline and good work habits and is a shared responsibility by parents, students, and the school. We must work together to promote it to the fullest extent possible.

Report cards will reflect the number of times a student is late to school or absent.

### Absence policy

1. An absence of more than three (3) consecutive days **due to illness or injury** must be documented by a physician's note upon returning to school.
2. If a student is absent eight (8) times by mid-year or fifteen (15) by the end of the third quarter his/her parent(s)/guardian(s) will be notified.
3. If a student is absent in excess of ten (10) days in a semester or twenty (20) days in a year he/she may be required to make-up time before academic credit is awarded or he/she may be dismissed from The Highlands School.
4. A student will be counted absent if he/she arrives at school after 11:30 a.m. or leaves school before 11:30 a.m. and does not return.
5. Considering the critical need for consistent, sequential remediation for academic success at The Highlands School, a family vacation or trip during the school year is strongly discouraged. We recognize that, on some occasions, working parents have little control over the time of the year when vacations or trips may be taken. We respectfully request that you notify the school at least ten (10) school days in advance of the proposed absence so that your child's academic schedule and our instructional staffing can be adjusted accordingly. Family vacations or trips should not exceed five (5) days for any school year.

### Late policy

1. If a student is late more than four (4) times in a quarter his/her parent(s)/guardian(s) will be notified. Continuing tardiness of the student may be followed up with a conference with the directors, parents and the student. It is the responsibility of The Highlands School to report truant students. Continued enrollment at The Highlands School may be in jeopardy if the student is not meeting academic success due to lack of participation in the educational process. The Head of School may waive these actions when he is aware of circumstances beyond the student's control such as documented chronic illness.
2. A student will be considered tardy if he/she arrives at school up to 11:30 a.m. A student will be considered absent if he/she arrives at school after 11:30 a.m. If a student has arrived to school on time, but is not in Homeroom when the bell rings at 8:00 a.m., he/she will be considered tardy and must come to the office for a late pass.

## FINANCIAL OBLIGATIONS

Please re-read your Tuition and Enrollment Agreement, as it describes your obligations more specifically than space permits here. You should call the Admissions Department if you have further questions.

Talk with your child about responsibility for property. You will be billed for textbooks, library books, technical devices or other school property which your child loses or damages through abuse or negligence.

The Highlands School reserves the right to withhold students from classes as well as withhold student records until accounts have been settled.

## PARENT SUPPORT

### Giving

The tuition charged for enrollment covers approximately 65% of the actual costs of education at The Highlands School. The Annual Fund and school fundraising activities help bridge the gap between tuition revenues and expenses. We encourage all our families to support us in our fundraising efforts.

### Annual Fund

Each year The Highlands School conducts an Annual Fund campaign. We urge you to respond favorably to this request, according to your ability. Whether large or small, *every* tax-deductible gift contributes to the school's educational and financial success and helps to boost the school's participation rate, which is an important benchmark when applying for grant support from foundations and corporations. We depend on the support of The Highlands School families to assist in keeping our tuition affordable for current and future students. Our goal is 100% family participation.

**Annual Giving** donors are part of the Highlands Team of parents, grandparents, alumni, trustees, volunteers, friends, faculty and staff whose support enables us to fulfill the mission of the School.

**Scholarship Funds** help to provide approximately \$300,000 in financial aid each year.

**Legacy League** was established for those who wish to provide for future students through planning giving. Estate planning strategies are tailored to meet the needs of each donor.

## Ways to Give

**Currency** Gifts from cash, check or credit card are fully tax-deductible.

**Matching Gifts** are opportunities offered through an employer that enables individuals to double or triple their original gifts. The Development Office is available to assist in the completion of matching gift forms.

**United Way** – The Highlands School is eligible for United Way of Central Maryland funds. Simply include the school's designation number, 5833, on your United Way pledge.

**Maryland Charity Campaign for State Employees and Retirees** - designate Highlands School (The) - agency code 5833.

**Combined Federal Campaign (CFC) of Central Maryland** - designate Highlands School (The) - agency code 98885.

**AmazonSmile** is a simple and automatic way for you to support The Highlands School every time you shop, at no cost to you. When you shop at [smile.amazon.com](https://smile.amazon.com), you'll find the exact same low prices, vast selection and convenient shopping experience as Amazon.com, with the added bonus that Amazon will donate a portion of the purchase price to your favorite charitable organization. For your charity to support at log-in, simply choose **Highlands School, Inc., Bel Air MD**

**Box Tops for Education** – submit your box tops to the School Office and our school will receive 10 cents per box top submitted.

**Giant A+ Rewards.** The Highlands School's ID number is 03376. All that is required to be part of this program is to register your Giant card. To participate:

select ONLINE: visit [www.giantfood.com/aplus](http://www.giantfood.com/aplus), scroll down to the center of the page to "Register Your Card" from the red box on the right marked for "For Customers."

TOLL-FREE TELEPHONE: Call A+ Rewards Hotline at 1-877-275-2758.

Card, your EMAIL: Email A+ Hotline. Please include last name associated with your Giant name, city, 12-digit Giant Card number, and our school name and ID number\* (03376) (or and state in which school is located to [askaplus@cranecommunications.com](mailto:askaplus@cranecommunications.com).

\*If you are supporting more than one school, please include ID numbers for both schools (or names, cities and states of the schools).

## **Special Events**

The Highlands School holds three fundraising events each year: The Big Event held on Columbus Day; Thirty-One Bingo; and Gala/Auction. These events are major school fundraisers and we appreciate your full support to make them successful.

## **Volunteer Opportunities**

We encourage and welcome all parents to become involved at The Highlands School. Each year we organize volunteers for the calendar year in a wide range of opportunities and time commitments.

- Highlands Family Connections (HFC) – parent/guardian school group. Meets once a month to share ideas and plan school events and activities. Monthly meetings will be announced via email.
- Wednesday Hot Lunch: volunteers collect order forms & place food orders in advance and provide food service for students on Wednesdays from 10:45 to 12:15.
- Scholastic Book Fair: student assistance with shopping during preview and purchase days, help with set-up and break-down of event.
- Grandparents' Day: assist in mailing invitations, greeting guests, serving breakfast, and taking photographs.
- Teacher Appreciation: Assistance needed to coordinate monthly appreciation events for faculty. Attendees of Highlands Family Connection (HFC) meetings determine how the teachers will be honored.

## **THE HIGHLANDS SCHOOL VOLUNTEER POLICY**

- Any person volunteering in the building during school hours is required to complete a fingerprinted criminal history records check.
- All volunteers must sign in and out at the school office.
- All volunteers must wear a volunteer pass, which is received during sign-in.
- Volunteers running errands for the school must have personal automobile insurance at a 100/300/100 level of coverage. A copy of the insurance binder is needed.
- Special Events/Project Committee volunteers may meet in the school in an assigned meeting room, but may not have unsupervised access to other parts of the building.
- Middle and Upper School students who are doing community service hours may volunteer under adult supervision.
- Volunteers are not allowed access to student records.
- Volunteers who have access to information of a sensitive nature are bound to keep that information confidential. At no time is the subject matter to be discussed outside the school. Violation of this policy is cause for dismissal from The Highlands School volunteer program. A signed confidentiality form may be requested.
- Volunteers are given a copy of The Highlands School Mission Statement and two copies of the Volunteer Policy, one of which is signed by the volunteer and returned to the school to keep on record.
- Volunteers must complete a Volunteer Application, Emergency Information, Drug and Alcohol Policy, Conflict of Interest, and Photo Release forms.
- Volunteers may not be accompanied by dependents that are not enrolled as students at The Highlands School when volunteering during school hours.

## THE HIGHLANDS SCHOOL FACULTY AND STAFF

**THE FACULTY AND STAFF AT THE HIGHLANDS SCHOOL** represents a core of expertise in learning differences and research-based teaching methods. The Educational Directors specialize in reading, written expression, math, learning disabilities, and executive function skills. Our trained faculty possess skills in disciplines relevant to their work at The Highlands School, including Orton-Gillingham, Wilson and Lindamood-Bell techniques.

<b>FACULTY/STAFF MEMBER</b>	<b>POSITION</b>	<b>EDUCATION</b>
<b>EDUCATIONAL TEAM</b>		
Phil Piercy ppiercy@highlandsschool.net	Head of School	Ph.D., Notre Dame of Maryland University
Kim Kujala kkujala@highlandsschool.net	Director Classroom Instruction & Special Programs	B.S., University of Maryland (UMBC)
Janice Lloyd jlloyd@highlandsschool.net	Director Small Group Instruction & Professional Development	MS Ed., University of Louisiana
<b>FACULTY</b>		
Matt Backert mbackert@highlandsschool.net	Physical Education/ Health Teacher	B.S., Neumann University
Linda Billings lbillings@highlandsschool.net	Teacher	M.S., Iowa State University
Marc Bolden mbolden@highlandsschool.net	Teacher	MS Ed., Jones International University
Jo-Ann Chason jchason@highlandsschool.net	Growing Greater Instructor	A.A., Institute of Applied Agriculture at the University of Maryland College Park
Fred Dierken fdierken@highlandsschool.net	Music/Robotics/Drama Teacher	M.Ed., Loyola University Maryland
Wendy England wengland@highlandsschool.net	Teacher Assistant	
Suzanne Fantom sfantom@highlandsschool.net	Instructor	M.Ed., Loyola University Maryland
Jennifer Lavery jlavery@highlandsschool.net	Instructor	B.S., Villa Julie College (Stevenson University)
Missy Lawrence mlawrence@highlandsschool.net	Instructor	B.A. – Notre Dame of MD University
Sue LeBuhn slebuhn@highlandsschool.net	Instructor	M.S., Medical College of Virginia
Tiffinie Lurz tlurz@highlandsschool.net	Teacher	M. Ed., University of Phoenix
Lisa Paxton lpaxton@highlandsschool.net	Teacher Assistant	B.A., Rutgers University
Robyn Rocca rrocca@highlandsschool.net	Tasting Success Instructor	B.S., Towson University
Kim Sargeant ksargeant@highlandsschool.net	Teacher	B.S., Towson University

Sharon Scranton sscranton@highlandsschool.net	Instructor	M. Ed., Loyola University Maryland
Sheri Sesko ssesko@highlandsschool.net	Teacher	B.A., Salisbury University
Kathy Springer kspringer@highlandsschool.net	Instructor	B.S., University of Baltimore
Raeann Soto rsoto@highlandsschool.net	Art Teacher	B.S., Roberts Wesleyan College
Pam Tarbert ptarbert@highlandsschool.net	Instructor	B.S., Towson University
Sara Watson swatson@highlandsschool.net	Instructor	B.A., Western Maryland College (McDaniel College)
Paulette Woodfork pwoodfork@highlandsschool.net	Instructor	B.S., Towson University Masters Equivalent
<b>Admissions Team</b>		
Suzanne Lipka slipka@highlandsschool.net	Director of Admissions	M.Ed., Loyola University Maryland
Heather Minor hminor@highlandsschool.net	Testing & Evaluation Specialist	M. Ed., Hood College
Patty Phillips pphillips@highlandsschool.net	Admissions Assistant/ Tutoring Coordinator	
<b>Business and Development Team</b>		
Jennifer Palinkas jpalinkas@highlandsschool.net	Fundraising & Development Coordinator	Ph.D., Emory University
Sue Bane sbane@highlandsschool.net	Fundraising & Development Associate	A.A., Essex Community College
Lori Dickens ldickens@highlandsschool.net	Administrative Assistant	B.S., Stevenson University
<b>Speech-Language and Occupational Therapy (contracted through Maryland Therapy)</b>		
Dawn Moore dmoore@highlandsschool.net	Occupational Therapy	B.S., Temple University
Susan Stevens sstevens@highlandsschool.net	Speech-Language Therapist	M.S., Towson University
<b>School Nurse</b>		
Sherry Meade, R.N. smeade@highlandsschool.net	School Nurse	Harford Community College - RN

**SEPTEMBER 2020**

<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>EVENT</b>
1	T	8:00-3:00	First Day of School
7	M		School Offices Closed- Labor Day
10	Th	7:00-8:30	Virtual Back-to-School Night
11	F	8:00-12:30 12:30-2:30	HALF DAY for Students/Dress Down Day (Schedule A Day) Faculty in-service
25	F	8:00-12:30 12:30-2:30	HALF DAY for Students/Dress Down Day (Schedule B Day) Faculty in-service

**OCTOBER 2020**

<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>EVENT</b>
9	F	8:00-12:30 12:30-2:30	HALF DAY for Students/Dress Down Day (Schedule A Day) Faculty in-service
12	M		School closed for students Faculty/Staff- Big Event
23	F	8:00-12:30 12:30-2:30	HALF DAY for Students/Dress Down Day (Schedule B Day) Faculty in-service
30	F		End of 1 <sup>st</sup> quarter

**NOVEMBER 2020**

<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>EVENT</b>
3	T		School/Offices Closed- <b>ELECTION DAY</b>
6	F	8:00-12:30 12:30-2:30	HALF DAY for Students/Dress Down Day (Schedule A Day) Faculty in-service
13	F	8:00-3:00	School closed for students – Parent/Teacher Conferences
20	F	8:00-12:30 12:30-2:30	HALF DAY for Students/Dress Down Day (Schedule B Day) Faculty in-service
25-27	W-F		School/Office Closed – Thanksgiving Break

**DECEMBER 2020**

<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>EVENT</b>
4	F	8:30-12:30 12:30-2:30	HALF DAY for Students/Dress Down Day (Schedule A Day) Faculty in-service
18	F	8:30-12:30 12:30-2:30	HALF DAY for Students/Dress Down Day (Schedule B Day) Faculty in-service
21-31	M-Th		School/Office Closed- Winter Break

**JANUARY 2021**

<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>EVENT</b>
1	F		School/Office Closed – New Year’s Holiday
4	M		School reopens
8	F	8:00-12:30 12:30-2:30	HALF DAY School for Students (Schedule A Day) Faculty in-service.
18	M		School/Office Closed – M LK. Holiday
22	F	8:00-12:30 12:30-2:30	HALF DAY School for Students (Schedule B Day) Faculty in-service; End of 2 <sup>nd</sup> quarter
22	F	7:00-10:00	Thirty-one Bingo Fundraiser (tentative due to Covid-19)

**FEBRUARY 2021**

<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>EVENT</b>
5	F	8:00-3:00	School Closed for Students – Parent/Teacher Conferences
15	M		School/Office Closed – President’s Day Holiday
19	F	8:00-12:30 12:30-2:30	HALF DAY School for Students (Schedule A Day) Faculty in-service

**MARCH 2021**

<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>EVENT</b>
5	F	8:00-12:30 12:30-2:30	HALF DAY School for Students (Schedule B Day) Faculty in-service
12	F	1:30-3:00	US Ring Ceremony/NHS Ceremony (tentative due to Covid-19)
19	F	9:30-12:00 8:00-12:30 12:30-2:30	Grandparent’s/Special Friend’s Day ( <b>Students in Uniform</b> ) (tentative due to Covid-19) HALF DAY School for Students (Schedule A Day) Faculty in-service
26	F		End of 3 <sup>rd</sup> Quarter
29-31	M-W		School/Office Closed- Spring Break

**APRIL 2021**

<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>EVENT</b>
1-5	Th-M		School/Office Closed-Spring Break
6	T		School reopens
16	F	8:00-12:30 12:30-2:30	HALF DAY School for Students (Schedule B Day) Faculty in-service
30	F	8:00-12:30 12:30-2:30	HALF DAY School for Students (Schedule A Day) Faculty in-service

**MAY 2021**

<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>EVENT</b>
14	F	8:00-12:30 12:30-2:30	HALF DAY School for Students (Schedule B Day) Faculty in-service
20	Th	12:30-2:30	Arts in the Afternoon (tentative due to Covid-19)
21	F	7:00-8:30	Drama Evening Performance (tentative due to Covid-19)
28	F	8:00-12:30 1:30	HALF DAY School for Students (Schedule A Day) Senior Graduation
31	M		School/Office Closed – Memorial Day

**JUNE 2021**

<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>EVENT</b>
2	W	8:00-12:30 12:30-2:30	<b>FIRST POSSIBLE LAST DAY of School/Field Day</b> <b>subject to change due to inclement weather make-up days</b> HALF DAY School for Students Faculty in-service
3	Th	8:30-2:30	Faculty/Staff in-service, subject to change due to inclement weather make-up days
3-4, 7-11	Th-F, M-F		Possible inclement weather make-up days <b>*subject to change</b>

## COVID-19 Policies and Procedures

### Safety Procedures/Protocols

- Physical distancing
- Cloth face coverings must be worn while in the school building or on school grounds (supplied by families)
- Flexible attendance policies (as long as students are completing and turning in assignments)
- Virtual learning as needed—Google Classroom/Google Meet
- One student in the restroom at a time
- Frequent handwashing and sanitizing of surfaces
- Rooms are well ventilated and air filters will be replaced as needed
- There will be signs encouraging physical distancing and hand washing

### Arrival Procedures

#### 7:30 a.m.-8:00 a.m.

- Students may be dropped off no earlier than 7:30 a.m. each morning.
- Upon entering the school parking lot, bear to the left and enter the circular driveway on the side closest to the school.
- Students should exit the vehicle from the passenger side onto the sidewalk at the last set of doors.
- Students will have their temperature taken by a staff member and must be wearing a mask before entering the building. Any student with fever of 100.4° will be sent home immediately, so we request parents/guardians remain until their child enters the building.
- Students will be greeted by staff members and directed to place their lunch on the designated tray before going directly to their homeroom.

#### After 8:00 a.m.

- Students arriving after 8:00 a.m. must be escorted by the parent/guardian to the center set of doors and ring the bell while wearing a mask.
- A staff member will meet the parent and student at the door. A staff member will take the student's temperature and the parent/guardian will sign the student in.
- Only the student will enter the building and will be issued a tardy pass to gain entrance to his/her classroom.

### Visitor Procedures

- We will be limiting the number of visitors entering the building.
- Parents/guardians will need to make an appointment in order to enter the building. Please call the Main Office to schedule an appointment.
- All authorized visitors will be required to wear a mask and will have their temperature taken before entering the building. Anyone with a fever of 100.4° or higher will not be allowed to enter.

### **Dismissal Procedures**

- Prior to dismissal, the first car to arrive will enter the circular driveway on the side closest to the school and pull all the way along the outside of the circular driveway. A line of cars will begin to form that will wrap around the perimeter of the circular driveway.
- Parents/guardians should ensure that the dashboard sign is prominently displayed in the front passenger side of the car.
- A member of the school staff will check the line to make note of the order of the cars.
- Students will be dismissed directly from the building at 3:00 p.m. and will be sent to find their car.
- Students must enter the vehicle and buckle their seat belts.
- Any students whose parents haven't arrived will wait under the portico.
- Once students are safely loaded into cars, a staff member will direct the line of cars to exit the circular driveway.
- Once the last car has exited the driveway any students remaining will be escorted back into the building to the Front Office. Parents/guardians will be called if the school has not heard of a delay.
- If there is a need to pick up a child early, parents/guardians should park in the lot and call the Main Office to announce you are ready to pick-up your child. Then come to the center set of doors and ring the bell. Parent/guardians will be required to wear a mask. A staff member will meet with your child so you can sign him/her out.

### **Illness During the School Day**

- If a student has a temperature of 100.4 ° or higher, we will have a separate location from the nurse's office where he/she can wait until a parent can come to pick up him/her
- Anyone who has a fever of 100.4 ° or higher (per CDC guidelines) may be required to get a COVID-19 test before he/she is allowed back in the building (test must be negative)

### **Positive COVID-19 Case**

- If someone in our school community reports a positive COVID-19 test we will notify everyone as soon as possible (the individual will remain anonymous)
- In the case of positive COVID-19 test(s) we are required to notify and follow the instructions of the Harford County Health Department

### **Academic Setting**

- Assigned seating
- Frequent handwashing
- Lunch in classrooms (no hot lunch)
- Desks and other surfaces cleaned frequently throughout the day; especially when a group/class change occurs
- Hand sanitizer in each classroom
- Avoid/eliminate the use of shared supplies
- Use of larger spaces for small group classes and Hands on Highlands (library, computer lab, multipurpose room, etc.)
- Modified P.E. with no contact sports and no combined P.E. classes

## **General**

- The following will be temporarily suspended: large group gatherings (i.e. assemblies), field trips, birthday party foods/treats, LS/MS Chorus, Winter Program, basketball and pep squad
- While there will be no formal Power Boost, students will be afforded opportunities for movement throughout the day (walks, stretch breaks, etc.)
- There will be After School Homework Program
- Some smaller clubs and/or those that can conduct virtual meetings may be held
- Back-to-School Night will be done virtually
- Agencies consulted in developing this plan:
  - Centers for Disease Control & Prevention
  - Maryland Department of Health
  - Harford County Health Department
  - Maryland State Department of Education Recovery Plan
  - National Association of Independent Schools
  - Association of Independent MD & DC Schools
  - American Academy of Pediatrics

Our number one priority is the safety of the entire school community. We believe this comprehensive plan will help keep everyone at Highlands as safe as possible. We will continue to monitor local, state, and national agencies for updates and adjust our plans accordingly. COVID-19 policies supersede general school policies.

**Policies and procedures are subject to change.**