



**IMPACT  
CHRISTIAN  
SCHOOLS**  
Transforming Lives to Impact the World

# **HIGH POINT CHRISTIAN SCHOOL MADISON PRESCHOOL PARENT HANDBOOK**

**2020-2021**

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

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# WELCOME LETTER

## Welcome Letter

Dear Parents:

The preschool program is part of High Point Christian School (HPCS) since 2005. HPCS has been in operation for over thirty-five years, is accredited by The Association of Christian Schools International, and serves the families of more than twenty churches. HPCSP follows the same tradition of HPCS, featuring a Biblical worldview with a tradition of academic excellence.

High Point Christian School Preschool is intended for families searching for a positive, academic experience integrated with Christian values. Our program features a safe, loving, and caring environment in which early childhood academics, socialization, and Christian education are all components.

We welcome you to HPCS Preschool!. It is you, the families, that have helped make the school such a success. We are glad you have chosen High Point for your preschooler. We are looking forward to an eventful year. We hope your family will find HPCS as an extension of your family and will be making many new friends.

This handbook describes our program, goals, policies, and various details that go into making each day as successful as possible for your child. Please read it and keep as a reference as it will answer many of your questions. Please feel free to talk to your child's teacher or the director at any time.

God Bless,

Sandi Herron

Preschool Director

# SECTION 1: ICS GENERAL INFORMATION

## Section 1: ICS General Information

Impact Christian Schools (ICS) is the name of the overarching entity to which its participating campuses belong. The campuses share core values and have collaboration opportunities and joint services provided by ICS.

### 1.1 VISION STATEMENT

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

### 1.2 MISSION STATEMENT

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

### 1.3 SCHOOL VERSE

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

### 1.4 PHILOSOPHY STATEMENT

All ICS schools seek to partner with parents in the education of children. ICS is committed to excellence in all things, including providing a learning environment in which God’s Word and His truths are an integral part. All ICS schools encourage and facilitate the spiritual, intellectual, physical and social development of each student for the sake of the child, the glory of God and the furthering of His kingdom.

### 1.5 CORE VALUES

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

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

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

#### **Core Value:** Developing Disciples

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

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

**Core Value:** **Partnering with Parents**

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

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

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

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

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

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

**Core Value:** **Excellent Education**

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

**Application:** We are committed to staff teachers who are of the highest caliber both professionally and spiritually.

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

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

### 1.6 VALUES

Our mission statement is our pledge to the families at our schools. We will make decisions through the grid of this statement and will function in each administrative office and classroom in a manner consistent with it. As a staff, we fulfill our commitment to be Christ-centered by living godly lives ourselves and integrating Biblical truths and worldview throughout both our



## SECTION 1: ICS GENERAL INFORMATION

curriculum and our behavioral expectations. It is important that Bible not be relegated to a daily class, for it is an integral part of who we are. We desire that all children leave any ICS campus not only knowing the truth but living it out in their daily lives.

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

Our statement of faith may be found in *Appendix A: Statement of Faith* and stance on marriage/gender may be found in *Appendix A: Statement of Faith*

*High Point Church* (governing authority) and Impact Christian Schools

### ***How do we speak concisely about our faith?***

#### **The Apostle's Creed**

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

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

#### **Who is God?**

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

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

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

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

**Who are we as human beings?**

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

**The Fall:** We believe human beings were subjected to trial in the Garden of Eden, Under trial they lost their holy estate by voluntarily transgressing God's positive command and yielding to the enticement of Satan, were alienated by God, and became depraved physically, mentally, morally, and spiritually. In consequence of this act of disobedience, the entire human race became involved in sin so that in every heart there is by nature that evil disposition, which eventually leads to

## SECTION 1: ICS GENERAL INFORMATION

blameworthy acts of sin and to just condemnation. (References: Gen. 2:15-17; Gen. 3:1-6; Heb. 1:8-10; Rom. 5:12-18, 3:10-12, 23, 1:19-31; Eph. 4:18.)

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

How does God love us?

**Salvation, Justification, and Regeneration:** We believe that salvation is wholly of grace, but conditional on repentance toward God and acceptance of Christ's work on the Cross by faith. When the sinner believes the Gospel and puts trust in Christ, the believer is declared righteous on the basis of Christ's punishment on the Cross. Regeneration makes the believer a new creation in Christ Jesus by the operation of the Holy Spirit through the Word, the believer is given a disposition to obey God. (References: Eph. 2:8-9; Titus 3:5; Acts 4:12; 16:31; II Cor. 7:10; Rom. 5:1-9; Rom. 4:4-5; Acts 13:39; II Cor. 5:17; Jn. 3:3-5; 1:12-13; I Peter 1:23.)

How does God work in our lives every day?

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

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

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

What happens when our life on earth ends?

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

## SECTION 1: ICS GENERAL INFORMATION

How do we worship & serve together?

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

What special services do we share together?

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

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

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

How do we engage our community?

**Attitude Toward Society:** We believe that civil government is ordained of God for the punishment of evildoers, and for the protection of the good. We, therefore, consider it our duty to pray for rulers and magistrates; and to be obedient to their authority, except in things directly contrary to the commands of God. We are not to withdraw from the world, but to endeavor to be its salt and light, doing all in our power to bring righteousness and justice to human institutions and relationships.

## SECTION 1: ICS GENERAL INFORMATION

(References: Rom. 13:1-7; I Tim. 2:1-3; Titus 3:1; I Peter 2:13-14; Acts 4:19; Acts 5:29; Matt. 23:10; Matt. 5:13-16; I Cor. 5:9-10, John 17:15.)

**What do we believe about future events?**

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

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

***What future may each of us choose?***

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

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

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

## SECTION 2: GOVERNANCE

### Section 2: Governance

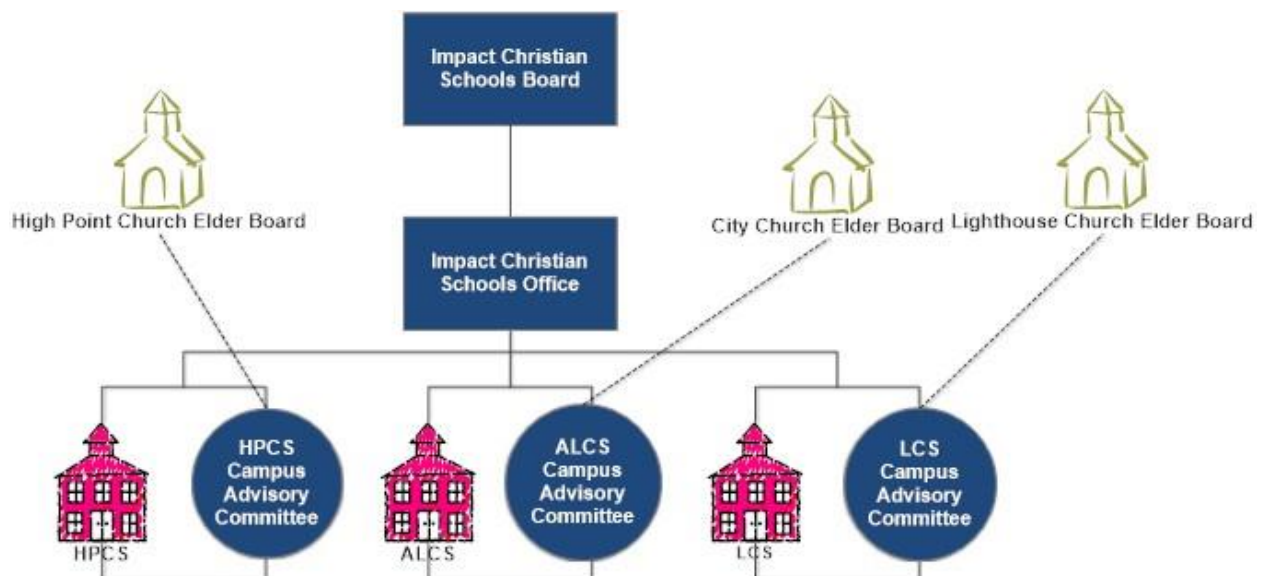
#### Policy

It is the responsibility of each church/school to have the senior pastor (or designee) sit on the ICS Board and to form a Campus Advisory Committee.

#### HPCS Roles and Responsibilities

High Point Christian School is a ministry of High Point Church and is subject to and shares its 501(c)3 non-profit status. While the school operates independently of the church, both report to the HPC Elders.

- The school has signed a management agreement with Impact Christian Schools and as such has agreed to follow the ICS Policies and Procedures Handbook. Where the ICS Policies and Procedures handbook allows discretion by individual schools, the HPCS Campus Advisory Committee gives advice and forwards important decisions to the HPC Elders for their action.
- Both church and school budgets are overseen by the Finance Committee of the HPC Elders, both school and church have an annual joint financial full GAP audit and the combined budget is formally approved by a congregational vote each May.
- HPCS Faculty and Administrators are vetted spiritually and approved by the HPC Elders.



## SECTION 2: GOVERNANCE

Complicating, but necessary to allow all currently enrolled students to opt into the Wisconsin Parental Choice Program, the above remains in place but the following also is in force as the highest authority: As part of a two-year Private School Management Agreement: Per Wis. Stats. sec. 118.60(2)(d), the board of Lighthouse Christian School agrees to govern High Point Christian School, effective July 1, 2019, through June 30, 2021.

### **School Governing Board Members**

Stephanie Avila  
Shannon Inman  
Larry Lantis  
Cesar Labrabor  
Juan Oportus  
Marcio Sierra

## SECTION 3: HPCS PRESCHOOL GENERAL INFORMATION

### Section 3: HPCS Preschool General Information

#### 3.1 HPCS HISTORY

In 1974, Middleton Christian School (MCS) was birthed through the vision and leadership of Middleton Baptist Church (MBC). Middleton Baptist Church relocated and became High Point Church (HPC) in August 1991. At that time MCS changed its name to High Point Christian School (HPCS). High Point Christian Preschool was added in September of 2005. The fall of 2011, High Point and Abundant Life consolidated and became Madison Christian Schools: one school with two campuses. The campuses retained their individual names. In 2017, the vision of Madison Christian Schools was expanded to areas outside of Madison and the organization was renamed “Impact Christian Schools (ICS). The fall of 2019, the Mt. Horeb campus of HPCS located at New Life Church was added with kindergarten through eighth grade students. The fall of 2020, the Mt. Horeb Preschool (formerly, Sonshine Christian Preschool) campus located at New Hope Evangelical Free Church was added for three and four year old children.

#### 3.2 SCHOOL MASCOT

Victor E. Eagle

#### 3.3 SCHOOL COLORS

Maroon and White

#### 3.4 FACTS SIS (STUDENT INFORMATION SYSTEM)

The internet-based communication and administrative tool we use is called FACTS SIS (formerly known as RenWeb). This student information system is where you will most information that you may need regarding the school. All of the major documents, *HPCS Preschool Parent Handbook*, school directory, individual student and classroom information, hot lunch, events, etc. can be found on this website. Every family is given secure login access to the site. There is a lot of information available in FACTS SIS. It’s worth exploring and it’s absolutely crucial that parents use it during the school year, at least weekly – otherwise they might miss something important.

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

- Tuition payment plan.
- Incidental billing items (sports fees, misc. items).



## SECTION 3: HPCS PRESCHOOL GENERAL INFORMATION

- Prepay account (hot lunch order records).

### 3.4 HPCS PRESCHOOL PHILOSOPHY

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

We also believe children learn by example. (Deuteronomy 6:7) Teachers are to have a biblical worldview and live a Christian lifestyle at school, at home, and in the community.

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

We believe the parents are the primary and most important provider of care, nurturing, and education of their children. We believe parents and teachers are to be partners in the child's care and education. (Deuteronomy 6:4 and Proverbs 2).

## SECTION 4: COMMUNITY

### Section 4: Community

Our desire is that HPCS would be more than a place for students to learn. We want it to be a place of community for families. If possible, new families are partnered with a family who has been at HPCS for at least one year. Volunteer opportunities abound both in the classroom and within the school. A wonderful place to get started is by becoming a room parent or by attending Town Hall meetings. Friendships are developed by regularly attending sporting events and the social events organized by the athletic department, and room parents. Participating in the community is the best way to feel a part of the community. We hope all of our families feel welcome because we truly are glad that each family is part of our HPCS community.

#### 4.1 GIVING: FUNDRAISING

##### Policy

All fundraising activities will seek to provide economic resources to the school both by routine sustained activities and by specific short-term projects whose purposes are consistent with the school's mission statement.

All fundraising activities will in every aspect glorify God and further the mission of the school.

##### Fundraising Activities

Tuition and fees fall short of covering the costs of educating a student at HPCS. Therefore, it is necessary to do fundraising in order to fill this gap.

1. Examples of fundraisers which go towards filling this gap are SCRIP, and our annual Joyful Giving campaign.
2. Additional fundraisers, some of which are run by the PSO, provide additional monies which go toward the purchase of items not in the budget.
3. We also partner with Missions organizations or other worthwhile organizations donating both material goods and funds as the needs arise.
4. Finally, we give of our time. Parents will also be asked to volunteer in the classroom, to chaperone field trips, to assist with hot lunch, and to help in a variety of other areas.

##### SCRIP

A major fundraising tool used by the school is the SCRIP program. This program requires no additional purchasing other than what you would normally buy from gas stations, grocery stores, pharmacies, clothing stores, and restaurants. Simply purchase a gift card from SCRIP for whatever

## SECTION 4: COMMUNITY

you would normally buy. You will receive product dollar for dollar just as with any gift card. There is no additional cost to you. Each vendor then contributes a certain percentage back to the school for each gift card purchased. A portion of the “rebate” goes towards your personal tuition reduction and a portion goes to the school. This tuition deduction is applied once each year after November.

### 4.2 ROOM PARENTS

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

### 4.3 VOLUNTEER OPPORTUNITIES

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

### 4.4 PARENT – TEACHER COMMUNICATIONS

We offer many options for parents and teachers to communicate. We feel that communications between home and school can make or break a program. Below are some of the various opportunities for communicating with your preschooler’s teacher. Please use any or all of the methods. Most importantly, please communicate!

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

**Parent to Teacher Communication Book** – There will be a notebook for each class. Please use this notebook to jot down any notes to the teachers such as: child’s health notes, sleep notes, pick-up or drop-off notes, doctor’s appointment notes, vacation notes, or anything you would like to share with the teachers. This notebook is a very effective way of communicating information with lots of details that would otherwise require the teachers to remember.

**FACTS SIS** All pertinent information will be found on the website. This tool will be used for mass

## SECTION 4: COMMUNITY

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

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

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

**Face to Face Communications** – We know that drop-off and pick-up time can be a bit chaotic, yet we encourage parents to use this time for brief communications with the teachers.

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

### **Goal setting conferences**

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

### **Parent Teacher Conferences**

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

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

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

### **Family Interview**

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

## SECTION 4: COMMUNITY

### **Progress Reports**

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

### **SeeSaw**

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

### **4.5 LUNCH PROGRAM**

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

## SECTION 5: ATTENDANCE AND TRANSPORTATION

### Section 5: Attendance and Transportation

#### **PRESCHOOL PROGRAM NOTES**

**Three Year Old Program** (and young four year olds) Options: 3Days or Full Day

**3 Day Class Days:** Monday, Tuesday, and Wednesday mornings

- Class Time: 8:30 a.m. to 12:00 p.m. (doors open at 8:10 a.m.)
- Teachers: One Lead and One Assistant Teacher of classes with 9 or more children
- Maximum Students: 16

**Full Day Class Days:** Monday-Friday

- Class Time: 8:30 a.m.-3:23 p.m. (doors open at 8:10 am)
- Teachers: One Lead and One Assistant Teacher of classes with 9 or more children
- Maximum Students: 16

\*3 Day three year olds and Full Day three year olds will be combined in one classroom

\*\*Maximum numbers may be adjusted due to health regulations.

#### **Four Year Old Program Options:**

**4 Year Old Kindergarten ½ Day AM** (fours and young five year olds)

- Class Days: Monday - Thursday Morning Class Time: 8:30 a.m. to 12:00 p.m. (doors open at 8:10)
- Teachers: One Lead and One Assistant Teacher of classes with 9 or more children.
- Maximum Students: 16

**4 Year Old Full Day Kindergarten** (fours and young five year olds)

- Class days: Monday - Friday. Class Times: 8:30 a.m. -3:23 p.m. (Doors open at 8:10)
- Teachers: One Lead and One Assistant Teacher of classes with 9 or more children.
- Maximum Students:16

\*Maximum numbers may be adjusted due to health regulations.

The number of children in each class is intentionally limited to achieve a maximum student/teacher ratio of 8:1 in all classrooms. We believe this allows for a more caring and productive class environment.

## SECTION 5: ATTENDANCE AND TRANSPORTATION

### 5.1 SCHOOL HOURS

Regular school hours are as follows:

Morning Only: 8:30 AM to 12:00 PM (Doors open at 8:10)

Full Day: 8:30 AM to 3:23 PM (Doors open at 8:10)

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

### 5.2 STUDENT DROP-OFF

#### ENTRANCE PROCEDURES

1. Please park in the main parking lot at the front of the building. Please do not park on the driveway in front of the doors. This is a fire lane.
  2. Please use the school entrance to enter the school (not the church entrance)
  3. Please use the crosswalk and obey the crossing guards.
  4. An adult (a parent, grandparent, guardian or an adult caregiver, or friend) must drop off preschoolers. Older siblings may not drop off or pick-up preschoolers unless they are adults. We require adults to bring children to the classroom and not drop them off at the door.
  5. The school has a security system. The front door will lock at 8:30. If you arrive after 8:30 a.m., you will need to ring the doorbell and wait for the signal to enter into the building.
  6. Upon entering the school, walk your child to the classroom. Have your child hang his/her backpack and any outerwear on the hallway coat hooks labeled with your child's name.
  7. If you arrive before the classroom door is open, take some time to read and discuss the information on the bulletin board above the coat hooks. Please be aware that the hallways can get busy at times. Please leave a clear passage in the hall for other students and staff. Please do not try to enter the classroom or attempt to engage the teachers in conversation while the door is still closed. The teachers are preparing for class and because of shared use of facilities, this often times means physical rearrangements of the room from the night before.
- Once the doors open to the classroom, be sure a teacher acknowledges your child's presence before leaving the classroom. A teacher is required to do a "health check." Check the information on the information cart. Typically, there is information about volunteer opportunities, field trips, and reminders of coming events.
  - Please write any special notes in the Parent to Teacher Communication Notebook.

## SECTION 5: ATTENDANCE AND TRANSPORTATION

### 5.3 STUDENT P.M. PICK-UP

See Carpool 101 document on FACTS SIS.

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

#### Morning-Only Classroom Procedure:

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

#### Full-Day Classroom Procedure:

Children may be picked up from the classroom.

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

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

- Preschool parents will turn out of the line to drive past the Micah A kitchen driveway to Door #5.
- The preschool class will be waiting at the back of the building by door #5. In order to move dismissal along as quickly as possible, regardless of where your student(s) is standing, pull your car as far forward as possible before stopping and loading students.
- Please do not use this time to communicate with teachers out of consideration for those waiting in line behind you. It is especially important that teachers be supervising their students at this time and such verbal messages at busy times often are forgotten.
- Parents arriving for pick-up after school should remain in their cars and queue up along the curb in the back of the building near the playground equipment. Do not pull through



## SECTION 5: ATTENDANCE AND TRANSPORTATION

to the west parking lot until a staff person or crossing guard has moved the cones or waved the first car in. Parents should not leave their car unoccupied in the line under any circumstance, as this will hold up the entire line of parents.

- Parents who wish to enter the building for any reason should park in the south parking lot area only and **cross at the crosswalk**.
- If it is necessary to wait on a student who is late for dismissal, remain in the queue until you can safely move to the south parking lot (to park and wait).
- Due to several safety issues, pets will not be allowed among students in the carpool line. Feel free to have pets in your vehicle, but not among the students.

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

### 5.4 RAINY DAY PICK-UP (Full Day only)

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

1. Queue up as normal regardless of which grade(s) your student(s) is in.
2. Students 4K-3rd grade will wait in their classrooms or hallways and be called out to their cars as the car pulls up to the school back entrance (Door #3). 4k and Kindergarten students will be escorted to their cars by a teacher through Door #3.
3. As always, parents are welcome to park in the south parking lot and come in and pick-up students.

### 5.5 LATE PICK-UP

HPCS does not provide after school care.\* Teachers have responsibilities after school which preclude them being available to watch children who are picked up late. One teacher is assigned to afterschool duty each week but it is not a service to parents, rather it is out of concern for the safety for the student. Please be considerate and be on time. If you know you will be delayed picking up your student, please call the school office no later than 11:45 for morning classes and 3:10 pm for afternoon classes. If a student is picked up later than 3:35, there may be an **additional charge** and the parent will need to park and come in to the school building to pick up their student.

## SECTION 5: ATTENDANCE AND TRANSPORTATION

### 5.6 \*AFTER SCHOOL CARE

HPCS partners with Koala T Kare (KTK), an outside vendor who will provide after school care for our families in need of this service. Parents may contract privately with KTK whose program will share our facility.

### 5.7 SNOW CLOSINGS

In cases of extreme weather conditions, the principal will make the call. HPCS will use FACTS SIS Parent Alert and email to notify parents of school closings.

School closings or after school activity cancellations will also be announced on the following: WISC-TV Channel 3, WKOW-TV, Channel 27, and WMTV-TV Channel 15. Please do not tie up the telephone lines by calling the school administrator or the TV and radio stations.

### 5.8 ABSENCE

Regular attendance is important if a student is to gain the most from school.

The school office ((608)836-7170 or [office@hpcsmadison.org](mailto:office@hpcsmadison.org)) must be notified no later than 9:00 a.m. if your child is absent from school. If you call prior to school hours, leave a message on the answering machine with your child's name, grade, date(s) of absence, and reason for absence. If we have not heard from a parent or guardian at that time, the office will call your work or home numbers or send a text alert in an effort to determine where your child is.

If a student needs to be excused during the day for an appointment, etc., the parent should communicate the time and reason for the absence to the teacher and to the office. When picking up the student, the parent should come in to the school office to sign the student out.

### 5.9 EXCUSED TRAVEL ABSENCE

HPCS recognizes that there is often a valid educational aspect to student travel, or parents may need to travel during the school year due to emergency, business, or other situations. In light of these considerations, please notify the teachers in advance of such absences. You may either leave a note in the "Parent-Teacher Communications Notebook" or complete an Advance Request for Excused absence form. An Advance Request for Excused Absence Form is available in FACTS SIS under Resource Documents.

## SECTION 6: ACADEMICS

### Section 6: Academics

#### **6.1 ACCREDITATION**

All Impact Christian Schools (ICS) campuses are fully accredited with Association of Christian Schools International (ACSI). Since our initial accreditation, we undergo a rigorous process of reaccreditation every five years. Accreditation is a process by which we look and see what our school is and does, document it, and then invite a team of professionals to come to our school for a site visit in order to verify our documentation. All High Point Christian School (HPCS) staff are involved in the accreditation process. All faculty hold an educator's certificate and many hold advanced degrees.

#### **6.2 EXEMPTION STATEMENT**

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

#### **6.3 TYPICAL DAY AT PRESCHOOL**

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

- Circle time - finger plays, songs, Read Alouds, Calendar activities, Sharing time
- Center time - Sensory activities, Dramatic play, art, supervised free play
- Language arts
- Large and fine motor activities
- Self-help activities
- Music
- Snack
- Worship and Bible time

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

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

## SECTION 6: ACADEMICS

### 6.4 OUTDOOR PLAY

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

**All students are expected to go outside for recess with their classmates.** Exceptions will be made for medical reasons if the teacher is provided with a signed excuse from the student's physician. We live in a climate that can have extreme temperatures. During extreme weather conditions, the decision to go out for recess is at the discretion of the HPCS recess supervisors. When the wind chill is 0 degrees F or less, or the temperature is above 90 degrees with the heat index, students will stay indoors. Generally, it is advisable to assume the students **will go outside notwithstanding the weather forecast**. Therefore, always send appropriate outside clothing to school with your child. It is also our philosophy is that if a child is not well enough to go outside, he/she should remain at home.

### 6.5 SPECIALS CLASSES

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

The full day program also offers Physical Education twice a week, and library, music and art once a week.

#### Music

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

#### Library

4k students will check out books for their classroom. These books will not go home with the student.

The HPCS library database can be accessed through this link:

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

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

### 6.6 WHAT TO BRING TO SCHOOL

#### Backpack

Each child should come to school with a **regular sized** (at least 12 inches wide and 15 inches high)

## SECTION 6: ACADEMICS

backpack to take home his/her art projects and any possible parent communications at the end of the day. Please be sure your child's name is clearly marked on the backpack.

### School Supplies

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

### Art Supply Contribution

In lieu of an art supply fee for preschool, we will be asking the parents of each child to bring in a nominally priced (approx. \$10) item at the beginning of the year, to enhance our arts and crafts units during the year. These will be available at Parent Night and the Meet The Teacher event.

In addition, throughout the year we will be asking parents to save specific recycling materials, which we can use for art projects. A list of desired recyclable items can be found in the addendum of this handbook.

### Change of Clothes

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

### Other Personal Items

We ask that your child leave toys and other personal items at home or in the car, and not be brought into the school or left in the backpack. The only exception to this would be on your child's special day, when he/she will be asked to bring an item in to share with the class.

## 6.7 POLICY REGARDING PUPIL RECORDS

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

- Enrollment papers.
- Grades.
- Attendance records.

## SECTION 6: ACADEMICS

- Immunization records.
- Progress reports.
- Standardized test results (if applicable).
- Accident reports (if applicable).
- Behavior plans or discipline reports (if applicable)

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

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

### 6.8 MOVIE VIEWING POLICY

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

1. The class syllabus will include any movies, as well as its rating, to be shown as part of a unit of instruction.
2. When a movie is being shown as entertainment in the classroom or as a school-wide activity, it will be rated G.
3. If a movie is not on the pre-approved list, teachers must give parents at least two weeks' notice of what will be shown to the students.
4. If a parent objects to the content of a movie to be shown for entertainment (i.e. class party), the teacher will choose a different movie. If a parent objects to a movie shown for educational purposes, the parent should meet with the teacher and try to come to a common understanding and acceptable solution. If no mutually satisfactory conclusion is reached, the student may be excused from the movie and the assignment modified for him or her.

## SECTION 6: ACADEMICS

### 6.9 PLEDGES

Students who attend chapel will learn the Pledges<sup>1</sup>.

#### PLEDGE TO THE AMERICAN FLAG

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

#### PLEDGE TO THE CHRISTIAN FLAG

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

#### PLEDGE TO THE BIBLE

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

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<sup>1</sup> Every public school shall offer the pledge of allegiance or the national anthem in grades one to 12 each school day. Every private school shall offer the pledge of allegiance or the national anthem in grades one to 12 each school day unless the governing body of the private school determines that the requirement conflicts with the school's religious doctrines. No pupil may be compelled, against the pupil's objections or those of the pupil's parents or guardian, to recite the pledge or to sing the anthem. – WI Statutes 118.06 (2)

## SECTION 7: SPECIAL DAYS AND EXTRACURRICULAR ACTIVITIES

### Section 7: Special Days and Extracurricular Activities

#### 7.1 SPECIAL DAY/WEEK

One way in which we try to enhance your child's self-esteem and turn the spotlight on him/her as an individual, is through our Special Day/Week program. On this day, your child will have the opportunity to share something from home with the other children in the class. During circle time we will ask the child to tell us something about this item, and we allow the peers to ask questions as well. Special Day/Week items in the past have been toys, pictures of family members, special books, or an item the child has made. Each child will have multiple opportunities for a "Special Day/Week" throughout the school year.

#### 7.2 SNACK

In addition to the shared item, we ask that the special day/week child supply the snack for that day/week. The assignments are posted on the calendar on the Bulletin Board outside your child's classroom and on the FACTS SIS home page for each class under the calendar tab.

We believe that teaching preschoolers healthy eating habits is important. We believe that snack time provides an opportunity for the children to pray together, practice social skills and develop healthy eating habits. Snacks are served family style with the teachers joining the children. Children are encouraged to sit at the table during snack time, but children may choose to eat the snack or not. We are asking parent(s) for their cooperation by providing healthy snacks for children.

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

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

Parents of students with food allergies will be asked to supply a substitute for food that cannot be eaten by a child with a food allergy.

Drinks must be in their original, sealed containers.

All juices must be 100% juice.



## SECTION 7: SPECIAL DAYS AND EXTRACURRICULAR ACTIVITIES

Parents must contact the director and classroom teaches immediately if their child has food allergies. The director, teachers and parents will have a meeting to discuss the allergy, preventive measures, reaction if exposed and treatment.

### 7.3 BIRTHDAYS

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

### 7.4 FIELD TRIPS AND OUTINGS

Field trips are a valid learning experience and an extension of the classroom curriculum. Typical Field trips have been to a pumpkin patch, grocery store, ice arena, nature centers, a farm to see baby animals, Olbrich Gardens, and Babcock Ice Cream Store.

Specific instructions for each trip will be sent home prior to the activity. These instructions will include such things as the purpose of the trip, destination, transportation arrangements, fees, dress for the day, lunch particulars and return schedule.

#### Items of Note:

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

The signed Enrollment Contract grants blanket permission for student participation in field trips at the time of enrollment. All regular rules of student conduct apply to field trips as well. (See Section 8: Conduct and Discipline).

## SECTION 7: SPECIAL DAYS AND EXTRACURRICULAR ACTIVITIES

### **Field Trip Accident Procedure**

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

## SECTION 8: CONDUCT AND DISCIPLINE

### Section 8: Conduct and Discipline

#### 8.1 PHILOSOPHY

It is the philosophy of High Point Christian School (HPCS) to educate students in and with the truth of God's Word in every area of instruction and activity. Our prayer is that their lives may be transformed by the renewing of their minds (Romans 12:2).

HPCS is committed to the principle that parents have the primary responsibility for the conduct and discipline of their children (Ephesians 6:4, Deut. 6:4-9). Our purpose is to provide, in alliance with family, faculty and church, an atmosphere in which young people "can grow in wisdom, and stature, and in favor with God and man" (Luke 2:52; Romans 8:5-11).

Discipline may be best defined as instruction, training, and correction that shapes, strengthens, and completes the student (Hebrews 12:5-11). The goals of the HPCS conduct policy are to help students develop a Biblical world and life view (seeing the world through the filter of what the Bible teaches us), to create a climate that facilitates maximum learning for each student, and to help each student move from external discipline to self-discipline and ultimately to Spirit control (I Peter 1:13-16; II Peter 1:3-11).

Students are expected at all times to conduct themselves in a Christian manner and to abide by the school's behavior expectations. It is further expected that parents will teach and encourage these expectations. Christian conduct requires submission to the Word of God, respect for authority, respect for others, and respect for the property of others. Our hope is that responsible behavior ultimately comes from the heart in love and obedience to Jesus Christ.

Attending HPCS is a privilege and as such the privilege of each student must be protected by the disciplinary procedures. The basic premise in our classrooms is that no student has the right to interfere with teaching or with learning. School personnel is responsible for teaching, clarifying and enforcing school and classroom policies. We strive to do this in a Christian context based upon principles set forth in the Word of God.

In order to bring about this nurturing and "*growing in Christ through learning*" environment, all parties involved must adhere to established guidelines that protect the rights of all (Col. 3:15-17). Establishing guidelines that give all parties protection from harm (physical, emotional, spiritual and mental) allows all to partake in the learning, educational process. These guidelines combined with an environment of love and Christian community create a winning combination that helps parents, teachers, students and administration achieve the goals of Christian education at HPCS (Gal. 5:13-14; Eph. 2:19-22).

## SECTION 8: CONDUCT AND DISCIPLINE

### 8.2 CONDUCT AND DISCIPLINE

#### GENERAL RULES OF BEHAVIOR

Conduct at HPCS is based upon one or more of the following principles:

1. Respect for the authority of God, teachers, and parents.
2. Consideration for the rights of fellow students.
3. Safety of the entire student body.
4. Preservation of the building, grounds, and equipment.
5. Quality of the educational program.
6. Stewardship of time and talents.
7. Consistency with the school's spiritual standards.
8. Standardization of operating procedures.

All situations will be evaluated in light of the above criteria.

#### MISSION STATEMENT

It is the mission of HPCS to educate students in and with the truth of God's Word in every area of instruction and activity. In doing so their lives may be transformed by the renewing of their minds. (Romans 12:2)

HPCS is committed to the principle that parents have the primary responsibility for the conduct and discipline of their children. (Ephesians 6:4, Deut. 6:4-9) Our purpose is to provide, in alliance with family, faculty and church, an atmosphere in which young people can "grow in wisdom and stature and in favor with God and man." (Luke 2:52, Romans 8:5-11)

Discipline may be best defined as instruction, training, and correction that shapes, strengthens, and completes the student. (Hebrews 12:5-11) The goals of the HPCS conduct policy are to help students develop a Biblical world and life view (seeing the world through the filter of what the Bible teaches us), create a climate that facilitates maximum learning for each student, and help each student move from external control to self-control and ultimately to Spirit control. (I Peter 1:13-16, II Peter 1:5-11)

Students are expected at all times to conduct themselves in a Christian manner and to abide by the school's code of Christian conduct. It is further expected that parents will teach and encourage this respect. Christian conduct requires submission to the Word of God, respect for authority, respect for others, and respect for the property of others. Our hope is that responsible behavior ultimately comes from the heart in love and obedience to Jesus Christ.

## SECTION 8: CONDUCT AND DISCIPLINE

Attending HPCS is a privilege and as such the privilege of each student must be protected by the disciplinary procedures. The basic premise in our classrooms is that no student has the right to interfere with teaching or with learning. School personnel are responsible for teaching, clarifying and enforcing school and classroom policies. We strive to do this in a Christian context based upon principles set forth in the Word of God.

In order to bring about this nurturing and “growing in Christ through learning” environment, all parties involved must adhere to established guidelines that protect the rights of all. (Col. 3:15-17) Establishing guidelines that give all parties protection from harm (physical, emotional, spiritual and mental) allows all to partake in the learning (education) process. These guidelines combined with an environment of love and Christian community create a winning combination that helps parents, teachers, students and administration achieve the goals of Christian education at HPCS. (Gal. 5:13-14, Eph. 2:19-22)

### CHILD GUIDANCE THROUGH PLAY

A goal of child guidance and play management is to lead a child towards self-control. Good behavior is best achieved by continually orienting children to what is expected and by managing the play and learning environment in such a way as to minimize frustration. In these ways, we have found that children are less apt to act out in aggressive or inappropriate ways. We are all working to make your child a secure, loved, confident, and caring person who is learning to respect the rights of others.

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

1. In the beginning of the year and throughout the school year, the staff will explain, model, and practice expectations of behaviors. The teachers will use books, role play, and talk about what they expect children to say and do.
2. If a child experiences difficulties with appropriate behavior, a teacher will explain the situation to the child and remind the child of the desirable/expected behavior. An explanation is very important in helping your child to understand how their peers feel when their actions are inappropriate. If the problem behavior persists, the child may be directed to another activity. Time out is only used when a child has become over-stimulated or frustrated and needs a couple of quiet minutes to regain self-control and focus. Time out will be no longer than three minutes. At the end of the time out, a teacher will talk with the child reviewing expectations and desirable behavior. The teacher may pray with the child and plan what the child will do next. Parents will be notified when a child has a time out in the classroom

## SECTION 8: CONDUCT AND DISCIPLINE

3. In the classroom and through our teaching/guiding, we hope to emphasize and reinforce the positive actions of children by praising them when appropriate, and giving them words of encouragement. We will also give the children opportunities to make decisions on their own, such as choices in activities during center time. With this strategy children are motivated to learn and grow socially and improve their level of self-confidence.
4. We will be using every opportunity to teach the children that God loves and forgives us all. This will be our model as we learn to love and forgive others in our classroom.
5. Please see *Appendix D: Behavior Policy*.

### 8.3 CLOTHING YOUR PRESCHOOLER

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

- Classroom activities will be messy at times, and we will do our best to use art smocks to protect clothing, however sometimes our efforts are not enough.
- Please provide a Ziploc bag with a change of clothing for your child in his/her backpack at all times.
- Soiled clothing is sent home with parent(s) and immediate replacement of extra clothes is requested.
- For safety reasons, please send your children to school with closed toe shoes. We are out on the playground and will be doing some projects in the classroom. Note: You may elect to pack a pair of tennis shoes in your child's backpack in lieu of wearing them to school. Tennis shoes are required for Gym class.
- Please dress your child for the weather. We will be outdoors with activities during the winter.
- Be sure to mark all coats, boots, sweatshirts, mittens, and hats, etc. with your child's name, so we can assure their safe return if lost.
- We will be encouraging students to dress themselves when occasions arise in the classroom. We would ask that you also encourage this at home.

### DRESS CODE

High Point Christian School (HPCS) desires to maintain an appropriate educational environment. Cleanliness, neatness, and modesty (I Tim 2:9 "... dress modestly, with decency and propriety...") are our basic goals. We believe our dress and our actions represent the feelings and thoughts of our hearts. Therefore, our clothing and the way we wear it should represent our desire to please

## SECTION 8: CONDUCT AND DISCIPLINE

God and honor him. Any apparel, hairstyles, make-up, jewelry, or accessories that interfere with these purposes are unacceptable.

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

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

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

### General Guidelines for All Students

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

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

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

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

## SECTION 8: CONDUCT AND DISCIPLINE

graduation pictures only, we will allow dresses that are a bit shorter as long as they are of modest length (mini-skirt length is not modest length).

### Boys

**SHIRTS:** Shirts must be opaque with modest necklines. Sweatshirts are acceptable. No underclothing may be displayed. Sleeveless t-shirts are acceptable, but tank-type shirts are not. Shirts with buttons must be buttoned appropriately. Shirts must reach below the waistline – no bare stomachs. \*

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

**SHORTS:** Knee-length shorts may be worn from April through October (unless worn with leggings underneath). Spandex and short shorts are unacceptable.

### Girls

**SHIRTS AND BLOUSES:** Shirts and blouses must be opaque with modest necklines. A modest neckline is defined as when the hand (fingers together, as for the pledges) is laid on the collarbone below the chin, the cloth is touched by the lowest finger. Sweatshirts are acceptable. Sleeveless blouses and t-shirts are acceptable, but the shoulder must be at least three fingers wide. Shirts with buttons must be buttoned appropriately. Shirts must reach below the waistline – no bare stomachs. \*

**DRESSES, SKIRTS, AND SLACKS:** Dresses, skirts, and skorts are acceptable. Hemlines must be fingertip (arms straight down at side) length or longer. This does not apply if leggings or tights are worn underneath. Dresses must have modest necklines (see above definition). Tank style dresses and jumpers are unacceptable unless worn with a blouse or shirt. Dress slacks, sweatpants, wind pants, and jeans are acceptable. “Ripped” jeans may be worn only if rips are at or below the fingertips (arms straight down at side).

**SHORTS:** Shorts (at or below fingertip level) may be worn April through October. Spandex and short shorts are unacceptable. For those playing athletics (during practices and games only), mid-thigh shorts are acceptable.

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



## SECTION 8: CONDUCT AND DISCIPLINE

*Non-compliance with the HPCS Dress Code will result in the student having to change into appropriate clothing before being allowed to return to the classroom. Students may choose to keep an extra set of clothing at school if uncertain whether or not what they want to wear meets dress code, a parent may be notified to bring in an appropriate clothing item, or students may change into clothing supplied by the school.*

## SECTION 9: HPCS HEALTH AND SAFETY

### Section 9: HPCS Health and Safety

#### 9.1 MEDICAL INFORMATION

##### Medical Emergency Forms

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

##### Asthma/Allergies/Diagnosed Medical Conditions

In order to make HPCS a safe environment for students diagnosed with severe allergies, asthma or other diagnosed medical conditions, HPCS will work with parents to be aware of these conditions.

**\*\*If severe allergies or asthma are noted, HPCS will send the parents a mailing during the summer requesting appropriate medical action plans and all prescription medications. Instructions will be provided for compliance expected prior to August first.**

##### Prescription Epinephrine Auto-Injector/EpiPen

HPCS will obtain 2 sets of adult/junior EpiPens which will be strategically placed in clearly marked storage. : Each student with a prescribed EpiPen is required to provide the school ONE personal device. This device will be stored in the school office medical cabinet.

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

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

##### Medication

**See Medication Consent Form in FACTS SIS**

Prescription medications, including inhalers, will be administered to the appropriate student(s) at school according to physician indications. Any provided medication must come in the prescription bottle or have the prescription label on it (as with inhalers). **Over-the-counter medications will only be administered with a doctor's prescription.** Medications (rx or OTC) will only be administered with an accompanying Medication Consent Form signed by both the parent(s) and

## SECTION 9: HPCS HEALTH AND SAFETY

the physician. This form includes required information, such as : Student's name, Name of medication and dosage, Frequency and duration of medication, Reason for medication, Person to be administering medication and Parent's signature.

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

### 9.2 ILLNESS AT SCHOOL

A sick child may not remain at school. Parents are expected to make immediate arrangements to pick up the child. Ill children who cannot participate fully in a normal day, including outside recess, may not attend school on that day. Many times a child cannot concentrate on classroom activities and may expose other children to their illness.

As a parent, it is difficult to decide if your child is well enough to go to school. Here are some guidelines to help in decision-making.

- Parents must not allow children to come to school who with obvious signs of illness (fever, chills, diarrhea, lethargy, unusual irritability, yellow discharge runny nose, etc... , )or who have not recovered sufficiently from an illness.
- Children must not have had medication for at least 24 hours for relief of these symptoms before returning to school.
- A child should remain home when illness such as a sore throat, nausea or cough will prevent them from functioning in class or outside recess.
- Children should stay home until no fever (100.0 F oral) has been present for 24 hours **without medication**.
- If your child has symptoms but does not have a communicable disease, you may send your child to school, provided we receive a signed/dated note from a physician indicating that your child does not have a communicable disease and is able to participate in our programming.

#### Specific Reasons to Keep Your Child Home:

**Vomiting/Diarrhea** - A child with vomiting and/or diarrhea needs to stay home from school. Your child can return to school when the symptoms have stopped and the child can tolerate a regular diet.

**Rash** - A rash with symptoms such as trouble breathing or swallowing, fever, or ill appearance, should be evaluated by your physician.

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**Sore throat** - Children can attend school with mild sore throats if no other symptoms are occurring. Any child with a sore throat associated with fever, vomiting, abdominal pain, or difficulty swallowing should be seen by a doctor. A child with strep throat needs to stay out of school until on antibiotics for 24 hours.

**Cough** - Cough alone may not prevent your child from attending school unless it is interfering with a child's sleep or ability to participate in school activities, especially in the classroom.

**Pinkeye** - For pinkeye caused by bacteria, children should stay home from school for the first 24 hours after treatment begins. Symptoms of pinkeye include eye redness, irritation, swelling, and drainage.

**Staph Infection** - Staph is a bacteria commonly found on human skin. Symptoms of a Staph infection include redness, warmth, swelling, tenderness of the skin, and boils or blisters. Staph can be transferred from person to person via prolonged contact with infected skin or through shared objects. Early treatment can help prevent the infection from getting worse and spreading. Please notify the school immediately if a child has a Staph infection so preventative measures may be taken. Students may attend school if her/his healthcare provider clears the student to do so and the infected area is covered with a bandage.

### **Communicable Diseases**

Any child who has a reported communicable disease such as but not limited to chicken pox, scarlet fever, hepatitis, mumps, tuberculosis, salmonella, rubella, scabies, giardiasis, pertussis, meningitis, and impetigo is not allowed to attend school.

The director will notify parent(s) of exposed children and the local public health officer.

The child may return to preschool once you provide a written statement from a physician declaring that your child is no longer contagious or if the child has been absent for a period of time equal to the longest usual incubation period for the disease as specified by the Public Health Department.

### **Lice Policy**

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

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personnel and be nit free before returning to the classroom. Students who have had lice and returned to school nit free will be checked at 10 days after returning and 14 days after returning.

### 9.3 FOOD ALLERGY POLICY

\*\* We cannot guarantee a 100% allergen-free environment as we share our classroom space with multiple other ministries in the evenings and weekends. Instead we encourage parents of children with allergies to thoroughly and properly educate their children in how to ensure their own safety. We train our faculty and staff in working with students with allergies to allow relatively safe (but not “100% allergen-free”) learning environments.

#### Classroom Guidelines:

1. HPCS will not serve or provide peanuts/tree nuts for consuming or for classroom use.
1. Peanuts/tree nuts are not allowed in our classroom space (as snacks, treats, rewards or other reasons).
2. The school office is responsible to communicate medical needs of our students to substitute teachers.

#### Lunchroom Guidelines:

1. The HPCS Hot Lunch program will not include peanuts/tree nuts in the ingredients but does not guarantee a nut free kitchen preparation.
2. HPCS Food Services staff will provide lunches that are peanut/tree nut free to students who forget to bring a bag lunch.
3. A designated peanut/tree nut **free** table is at the end of each grade’s lunch section.
4. A designated peanut/tree nut **friendly** table will be located at the opposite end from the **free** table for each grade’s lunch section. This will create a buffer of an allergen-free eating area in between.
5. Hand wipes will be provided for students consuming known food allergens, such as a peanut butter and jelly sandwich. Students are to be instructed to also wash their hands after consuming these known allergens.

#### Responsibilities for Parents and Guardians:

##### Forms

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

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- Permission Form for Prescribed and Over The Counter (OTC) Mediations
  - FARE (Food Allergy & Anaphylaxis Emergency Care Plan)
2. Annually update (or mid-year if changes occur) the forms on file regarding your child's allergy status including details of symptoms. (see forms listed above)
  3. Provide the school office with current phone numbers and emergency contacts at the start of each school year and as changes are made.

### **Medication**

1. Provide up-to-date Epi-Pens and other necessary medications at the start of each school year and refill as necessary.
2. If your child carries his/her own Epi-Pen on them (i.e. backpack or purse), notify school staff of its location.
  - A FARE should be kept with the medication, a copy of the FARE should be given to the school office.
  - Parents are encouraged, but not required, to keep a "back-up" Epi-Pen in the school office as well.
  - Parents/guardians and physicians must give written consent to allow a student to carry his/her own medication.
  - Teachers are not responsible for ensuring the student remembers to carry or update his/her Epi-Pen.

### **Food**

1. Decide if your child will sit at an "allergy-free" table in the cafeteria and talk with your child about the importance of sitting there each day for lunch.
2. To ensure your child's safety on special treat days such as classmate birthdays, provide your child with a safe alternative. This can be stored in the classroom for unexpected situations.
3. Be aware that in Preschool and 4K, food is often used in lesson plans. For any food intolerance, work with the teacher to ensure that an acceptable food option is available for your child.
4. Review the school lunch menus and send cold lunch with your child on days when eating a school hot lunch may not be a safe choice. Teachers and HPCS staff are not responsible for monitoring ingredients of hot lunches.
5. Teach your child to recognize safe and unsafe food items, and not to eat something with unknown ingredients.
6. Teach your child not to trade or share food, drinks, or utensils with others.

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### **Safety**

1. Inform the school office if you would like to initiate an optional protocol meeting to support the FARE, as provided by the physician.
2. Teach your child to report any symptoms of an allergic reaction to their teacher and/or supervising adult immediately.
3. While the school will not exclude a child with food allergies from a field trip, a parent may choose to do so. Be willing to go on your child's field trips, if requested.
4. Consider providing your child with a medic alert bracelet.

### **Responsibilities for Students with Life-Threatening Food Allergies**

#### **Medication**

1. Wear a medic alert bracelet, if provided by your parents.
2. Know how to administer your own Epi-Pen (if age appropriate).
3. If you carry your own medication, keep your medication in its designated location.
4. If you carry your own medication, bring it on field trips. A FARE should accompany your medication.
5. Do not share medications with others.

#### **Food**

1. Do not trade or share food, drinks, or utensils.
2. Do not eat anything with unknown ingredients.

#### **Safety**

1. Wash your hands or use hand wipes before and after eating.
2. Learn to recognize symptoms of an allergic reaction.
3. Notify a teacher or other adult immediately if an allergic reaction occurs or if you may have eaten something containing your food allergen.
4. Notify an adult if you are being picked on or threatened by other students as it relates to your food allergy.

### **Responsibilities for School Administrator:**

#### **Forms**

1. Have appropriate required allergy forms available for parents which include an explanation that the required forms must be completed and returned.
2. Have knowledge of the FARE for all students with life-threatening food allergies in their building.

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3. Familiarize teachers with each FARE of their students as well as any other staff members who have contact with these students on a need-to-know basis.

### **Medication**

1. Conduct and document training for administering Epi-Pens.
2. Review, update and train all personnel regarding the location of medications within the facility.

### **Food**

Reinforce a no-food and no-utensil trading/sharing best practice.

### **Safety**

1. Follow all applicable federal laws, including Americans with Disabilities Act, Individuals with Disabilities Education Act, as well as all state laws and HPCS policies/guidelines that may apply to food allergies.
2. Reinforce with building custodial staff the need to develop a cleaning protocol to ensure that the risk of exposure to food allergens is minimized.
3. Responsible for posting food allergy alert signs in building as appropriate.

### **Responsibilities for the School Office Staff**

#### **Forms**

1. Review and retain all forms and documents submitted by parents and medical professionals related to students with life-threatening allergies.
2. Maintain a copy of the FARE in the school office. A copy of the FARE should also be maintained in the office for those students who carry their own medication and should accompany the student's teacher on field trips.
3. Distribute the Medical Concerns list to all faculty and staff within the building prior to the beginning of the school year and update as needed during the school year.
4. Add verified list of food and ingredients to avoid (from FARE) to the Medical Concerns list.
5. Add food allergy alerts into the student's profile in FACTS SIS.
6. Inform parents of students who enroll mid-year of the school Food Allergy Policy.

#### **Medication**

1. Store parent provided Epi-Pens in the school office, periodically check medications for expiration dates, and notify parents of the need for refills.
2. Send all Epi-Pens and FARE's on field trips.



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3. Procure and maintain two general use Epi-Pen sets (1 adult and 1 junior), replacing as needed, in the clearly marked, easily accessible wall boxes located in the lunch kitchen and in the upstairs staff copy room.

### **Food**

Communicate to vendors who bring food or food samples into the building that we may not serve students peanuts or tree nuts.

### **Safety**

1. Assist the school administrator in providing information about students with life-threatening food allergies to staff where there is a need-to-know.
2. Provide training for faculty and staff about how to recognize and respond to allergic reactions.
3. Provide annual training for all designated staff on the use of the Epi-Pen auto-injector.
4. Inform the school administrator and the parent/guardian if any student experiences an allergic reaction that has not been previously identified.
5. Maintain records of all staff training related to students with life-threatening allergies.

### **Responsibilities of the Teachers**

#### **Forms**

Review the Medical Concerns list and FARE's of all students identified with a life-threatening food allergy prior to the start of the school year and as updated during the school year.

#### **Medication**

1. Be aware of the location of Epi-Pens and other medications.
2. Collaborate with the school office prior to planning a field trip. Ensure prescribed medications, Epi-Pens and FAREs are taken on field trips.
3. Teachers are responsible for the prescribed medications, Epi-Pens, and FAREs that are taken on a field trip. Epi-Pens are not to be given to a parent to hold unless the parent is the parent of the child with the Epi-Pen.

### **Food**

1. Discourage the sharing or trading of food, drinks, or utensils.
2. If contamination of foods is suspected, use hand wipes to clean the desk and student's hands.

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3. Encourage food allergy students to wash hands before and after eating. Use hand wipes if no sinks are available.
4. Encourage students who eat food with known allergens to wash hands or use hand wipes after eating.
5. Use allergen-free products for classroom activities (i.e. arts and crafts, science projects, math manipulatives, cooking, and celebrations). Modify class materials as needed.
6. If a food event has been held in a classroom, wash the tables and chairs afterward.
7. Consider the use of non-food incentives as classroom gifts, prizes, and rewards.
8. When inviting an animal into the classroom, be aware of the possible food allergens in pet food or treats given to the animal.
9. Consider eating situations on field trips and plan for reducing the risk of exposure to the student's life-threatening food allergens.

### **Safety**

1. Participate in any meetings for students with life-threatening food allergies.
2. Inform parents of the student with a life-threatening allergy in advance of any class events where food will be served.
3. Never question or hesitate to act immediately if a student reports signs or symptoms of an allergic reaction.
4. Attend training to recognize and respond to a life-threatening food allergy or anaphylaxis.
5. Consider the risk of exposure to food allergens when planning a field trip.
6. Ensure a functioning cell phone or other communication device is taken on the field trip.
7. Invite, but do not require, parents of students with life-threatening food allergies to accompany their child on the field trip, in addition to chaperones.
8. When splitting up into groups on a field trip, ensure that any student(s) with a food allergy is in your group, or with that child's parent.
9. Teachers, volunteers, and visitors are encouraged to wash hands prior to coming into the classroom to help reduce the potential of contaminating shared surfaces with food allergens.

### **Responsibilities for Substitute Teachers**

#### **Forms**

1. Review the Medical Concerns list located in the sub-folder to be alerted as to which students in the classroom have life-threatening food allergies.
2. Review the FARE located in the school office for each of your students before class begins. If you have any questions about the FARE, please ask the school office personnel.

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### **Medication**

Be aware of the location of Epi-Pens and other medications.

### **Food**

Short-term substitute staff and volunteers should never offer food items without verifying the presence of students with a FARE.

### **Safety**

1. Wash your hands prior to coming into the classroom to help reduce the potential of contaminating shared surfaces with food allergens.
2. Never question or hesitate to act immediately if a student reports signs or symptoms of an allergic reaction. Take all complaints seriously.

### **Responsibilities for Recess/Lunch Room Aides**

#### **Forms**

Review the Medical Concerns list and FARE of all students identified with a life-threatening food allergy prior to the start of the school year.

### **Medication**

Be aware of the location of Epi-Pens and other medications.

### **Food**

Ensure that only students with “safe lunches” eat at the allergy-free table area.

### **Safety**

1. Attend training to recognize and respond to a life-threatening food allergy or anaphylaxis.
2. Never question or hesitate to act immediately if a student reports signs or symptoms of an allergic reaction. Take all complaints seriously.
3. Encourage hand washing or use of hand wipes for students after eating food containing food allergens.

### **Responsibilities for Food Services Staff**

#### **Forms**

1. Post the Medical Concerns list within the lunchroom kitchen area (not for public viewing).
2. Review the FARE for students with life-threatening food allergies.

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3. Make available, as requested by parents/guardians, specific labels of products used in the school's food service program to identify ingredients which are potential allergens.

### **Medication**

Be aware of the location of Epi-Pens and other medications.

### **Food**

1. Provide training to Food Service volunteers regarding safe food handling practices to avoid cross-contamination with potential food allergens.
2. Maintain knowledge of which food products contain allergens.

### **Safety**

1. Thoroughly clean all tables and chairs after lunch. Use separate, labeled, products and cloth with approved cleaning agents solely for the cleaning of the marked allergen-free table.
2. Wear non-latex gloves. Glove covered hands shall be washed and/or gloves changed during extended use to avoid cross-contamination with potential food allergens.
3. Provide the lunchroom with hand wipes.
4. Attend training to recognize and respond to a life-threatening food allergy or anaphylaxis.

### **Responsibilities for Custodial Staff**

1. Receive training on allergen zone maintenance areas.
2. Develop a cleaning protocol to ensure that the risk of exposure to food allergens is minimized.
3. Report any use or tampering of school Epi-pens or Epi-pen lockers which may have occurred during non-school functions.

### **Responsibilities of Athletic Director, Coaches, and Supervisors of School Funded Activities**

1. Obtain a copy of the Medical Concerns list and the FARE's from the school office prior to the start of the athletic season or activity.
2. Employees and Volunteer Coaches will receive training to recognize and manage signs and symptoms of life-threatening food allergies and anaphylaxis:
  - how to prevent exposure to allergens
  - how to recognize food allergy symptoms
  - how to respond in an emergency
3. Discourage the sharing of snacks, drinks, or utensils.

## SECTION 9: HPCS HEALTH AND SAFETY

### 9.4 REST TIME

All full time children will participate in a rest time after lunch. Children will be expected to rest quietly on their mat provided from home. Children may also have a blanket and a stuffed animal at rest time. The room will be darkened and soft music will be played. The four year old class will lay quietly on their mats for forty-five minutes. Three year old class will lay quietly on their mats for one and half hours. After this time the children that are awake may play quietly. Those that are sleeping may remain sleeping for another 15 minutes for the four year old classroom and thirty minutes for the three year old classroom. Children will be awakened gently. The rest time is required by state regulations. Children play hard at school and their bodies need time to slow down and rest for the remainder of the day

### 9.5 SAFETY PROCEDURES

HPCS has a Safe School plan, which includes numerous safety procedures:

- Health and safety inspections will be made by the teacher on a regular basis, to ensure the classroom is a safe environment at all times. Unsafe items will be removed, repaired or replaced.
- The teacher will keep a medical log of accidents and injuries. Teachers are required to ask about injuries outside of the classroom that leave unusual bruises, lacerations, or contusions. Each classroom is equipped with a first aid kit. In addition, a first aid kit will be taken along on all field trips.
- Fire drills will be conducted on a regular basis. Fire evacuation plans and routes are posted in the classroom. In the case of a tornado warning or severe weather, the children will be taken to the hallway and away from the windows until all danger has passed.
- The school practices evacuation and lock down drills twice a year.
- Children are constantly supervised, be it in the classroom, playground, or field trips. Head counts will be taken before, during (upon entering the bus and before leaving the bus) and after a field trip.
- The teacher in charge will be the last person out of the bus after checking each seating area for children and belongings.
- There is no running allowed in the Preschool room or in the Church/School hallways.

### 9.6 CENTER CLEANLINESS

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

## SECTION 9: HPCS HEALTH AND SAFETY

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

### 9.7 INSIDE BUILDING TEMPERATURE

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

### 9.8 EMERGENCY CONTACT PERSON

The classroom is staffed with two teachers regardless of the number of students in attendance. In the event that a teacher needs to leave the classroom for an emergency, the preschool director is designated as its emergency contact person. The next backup is the church's administrative assistant.

### 9.9 STAFFING

The Director will notify the licensee as soon as possible, but not later than the next business day, when: an employee has been convicted of a crime; has been or is being investigated by a government agency; has a substantiated governmental finding against them for abuse or neglect of a child or adult; or for misappropriations of a client's property; or has a professional license denied, revoked, restricted, or otherwise limited.

### 9.10 ASBESTOS FREE CERTIFICATION

HPCS and High Point Church are certified by the designing architects as being asbestos free. There are no construction materials containing asbestos, and no material or equipment item on the specifications and drawings containing any form of asbestos. A copy of the asbestos management plan for HPCS is available in the school office for inspection by parents.

## SECTION 10: SCHOOL OFFICE

### Section 10: School Office

#### 10.1 OFFICE HOURS

The High Point Christian School (HPCS) office hours are from 7:30 AM – 4:00 PM, Monday through Friday during the school year. Consult the school office, FACTS SIS, or the school website ([www.highpointchristianschool.org](http://www.highpointchristianschool.org)) for summer hours. The phone number for the school office is (608)836-7170. If you reach the answering machine, please leave a message with your telephone number so that we can call you back. If you call during the school day and your call is not returned within an hour, please call again. At other times, your call will be returned as soon as possible. Office staff may be reached by email at [office@hpcsmadison.org](mailto:office@hpcsmadison.org)

#### 10.2 OFFICE PROTOCOL

In order to serve the entire school community well, the following office protocol has been established. Please conduct personal conversations away from the office and classrooms. There are phones available near the library and in the school kitchen, if you need to make a phone call. Office equipment is reserved for use by office staff. Appointments should be made ahead of time, if you wish to speak with the school principal or superintendent.

#### 10.3 SCHOOL VISITORS

##### Policy

HPCS is a secured area for the safety of our students. All visitors/parents are required to sign in at the school or church office before entering the school or classroom during school hours. The respective teachers and the school office must approve all visitors at least one day in advance if desiring to formally visit a classroom. Any visitors who prove to be a disruption will be asked to leave the school building.

- All visitors must ring the buzzer (which is monitored by closed-circuit television) to gain entrance into the building.
- Once inside, visitors must stop at the office and sign in with the date, time, and purpose for their visit.
- Visitors will be given an ID badge to wear while in the building.
- When visitors leave the building they must return to the office and sign out.

## SECTION 10: SCHOOL OFFICE

### 10.4 MESSAGES

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

### 10.5 NONCUSTODIAL PARENTS

Divorced and separated families are realities of contemporary life, which affect HPCS' responsibilities to its students. The following guidelines have been adopted to assist the school in situations where a noncustodial parent wishes to become involved in school-related activities of a child or wishes to have contact with or take custody of the child while the child is at school:

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

### 10.6 LOST AND FOUND

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



# SECTION 11: HPCS REGISTRATION

## Section 11: HPCS Registration

### 11.1 GENERAL PROCEDURES

High Point Christian School (HPCS) Registration is an annual requirement.\* Parent(s) will need to complete the online component, and pay the appropriate registration fee BEFORE the deadline each year. The deadline for re-enrollment steps will be published each year in a timely manner. To miss the deadline is to risk losing the possibility of enrolling your student for the coming year. Please notify the school office of any change in address or phone numbers during the year.

Since staff and textbook purchases are based on enrollment, early registration is encouraged.

\*Re-registration for all students at HPCS will be assumed for students who are eligible to return the following school year. Please inform the school office by January 15 if you do not plan on re-enrolling for the next school year. In order to be considered re-enrolled, however, the online registration process must be completed, along with the registration fee payment.

Currently enrolled HPCS families may also enroll additional students at that time if there is space within that grade's classroom. Registration must be paid in full no later than the due date. Registration fees and online enrollment must both be completed by the due date or that student will not be considered enrolled for the next school year. *This could result in the loss of the student's placement at HPCS for the next school year.*

All current-student accounts must be paid in full prior to registration. Students with outstanding accounts will not be permitted to register for the fall semester. All accounts must remain current in order for a registered student to remain enrolled for the next school year. HPCS may consider a student no longer enrolled for accounts more than 60 days in arrears or not current at the end of a semester. The registration fee for the formerly enrolled student would then be applied to the account in arrears.

### TOILET TRAINING POLICY

All preschoolers are to be toilet trained prior to the start of the school year. We will be taking bathroom breaks during class, and reminders will be given as deemed necessary. Children are to be in underwear while at school, unless your child has a medical condition that requires him/her to wear pull-ups/diapers (doctor's note required).

## SECTION 11: HPCS REGISTRATION

### 11.2 WAIT LIST

Space limitations make it necessary to cap the number of students enrolled in each classroom. The maximum number of students per class is 26 (K-8). Our desire is to be as fair as possible in making enrollment decisions. If you wish to enroll a new student, it is very important that you contact the Director of Admissions and complete the Admissions process in order to put your child on the Wait List.

The Admissions process includes an application, student records and an academic assessment. These components assist HPCS in determining placement and eligibility for enrollment. When a student has completed the Admissions process and been accepted to HPCS, seat availability will be reviewed. If a seat is available, you will be contacted by the Director of Admission. Once contacted, you will have 2 business days to make a decision as to whether or not to enroll. Offers for enrollment will be made as follows:

1. Current staff and faculty of HPCS as well as Pastoral staff of HPC
2. Currently enrolled families and alumni of HPCS
3. Accepted students placed on the Wait List by the Director of Admissions

### 11.3 NEW STUDENTS

Registration opens to new students after the re-enrollment process is complete for existing students in late January. All students new to HPCS will be given an academic assessment prior to enrollment. Those entering kindergarten will be given a kindergarten readiness assessment prior to enrollment, unless they have been enrolled in HPCS pre-kindergarten. Students who have been enrolled in HPCS 4k do not require a readiness assessment.

### TRANSFER OF CREDITS

#### Policy

HPCS will send student records to another school district or school within 5 working days of receiving written notice from the student or the parent of a student that the student intends to enroll in the other school.

### 11.4 STUDENT MEDICAL INSURANCE

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

## SECTION 11: HPCS REGISTRATION

### **11.5 IMMUNIZATION RECORDS**

Children entering HPCS are required to have the following inoculations as established by the State of Wisconsin (this requirement can be waived only if a properly signed health, religious, or personal conviction waiver is filed with the school):

4 doses of DPT (diphtheria-pertussis-tetanus)

3 doses of Polio

1 dose MMR (measles-mumps-rubella)

3 doses of Hepatitis B

1 dose of Varicella (chickenpox) or disease history

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

## SECTION 12: TUITION AND FEES

### Section 12: Tuition and Fees

#### 12.1 TUITION PAYMENTS

##### Yearly Payment:

Since many of the school's expenses come due at the beginning of the school year, it is of considerable help to HPCS for parents to pay tuition in full by August 1.

##### Monthly Payments:

For families not wishing to pay full tuition in advance, HPCS provides a monthly installment option. Tuition will be pro-rated for families who enter HPCS after the beginning of the school year. If you choose to pay with a check, mail checks to: High Point Christian School, 7702 Old Sauk Road, Madison, WI 53717. Do not send checks with students or give to a staff member. Put your child's name and class on the check, as well as the purpose of the check.

#### PRESCHOOL BILLING CALENDAR 2020-2021

Billing Date	Due Date	Description
May 15	June 1	First Tuition Payment for the 2020-2021 school year.
June NO Billing		
July NO Billing		
August 15	Sept 1	Tuition #2
September 15	Oct 1	Tuition #3
October 15	Nov 1	Tuition #4
November 15	Dec 1	Tuition #5
December 15	Jan 1	Tuition #6
January 15	Feb 1	Tuition #7
February 15	March 1	Tuition #8
March 15	April 1	Tuition #9
April 15	May 1	Tuition #10

## SECTION 12: TUITION AND FEES

### 12.2 TUITION DISCOUNTS & SCHOLARSHIPS

#### Church Member Discount:

A 10% tuition discount is given to HPC members with students in Grades PS-8. To receive this discount, at least one parent must be a member of High Point Church. Any family receiving the HPC Tuition Discount must notify the school immediately if there is a change in church affiliation during the course of the school year.

#### Need Based Financial Assistance:

Limited funds are available. Applications for assistance may be completed in FACTS SIS Grant and Aid online.

#### Late Enrollment

Families entering during the school year will be charged from the first of the month enrolled. Tuition will be billed on a prorated monthly basis.

#### Early Withdrawal

The school office should be notified in writing of any pending withdrawal as soon as possible. Students withdrawing during the school year will be charged through the month withdrawn. Please note that any tuition refunds will be prorated. All other fees are non-refundable.

#### Fee Payments

- All fees (and the first month tuition installment) are non-refundable.
- Registration Fee: The current registration fee must be paid at the time of registration.

### 12.3 OVERDUE PAYMENT POLICY

#### Purpose

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

In the course of normal operations of the school, there may be situations in which parents are unable to meet their monthly obligations for tuition, or special obligations for registration or

## SECTION 12: TUITION AND FEES

books. The following policy provides guidance for the school administration and parents regarding the course of action when such difficulties arise.

### Policy

Parents of enrolled students are expected to remain current with respect to billed invoices for registration, tuition, and other special needs the student may have. Extenuating circumstances may make it difficult or impossible to remain current for the month or over a longer period of time. Communicating the circumstances surrounding such difficulties to school administration is the responsibility of the parents, and not the student(s), teachers, or administrative staff. Consequently, timely communication initiated by the parents is a necessary aspect of this policy. Without such communication, the policy becomes unworkable, and school administration decisions may be made without full knowledge of the circumstances.

### Procedure

**Registration:** The full registration fee, in accordance with the current school fee structure, will accompany the application for registration, which is an online process in FACTS SIS. Applications for re-enrollment will not be accepted unless tuition and fee payments are current.

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

All accounts must remain current in order for a registered student to remain enrolled for the next school year. HPCS may consider a student no longer enrolled for accounts more than 60 days in arrears.

### Payment Plan

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

1. The school can arrange a payment plan with parents, which will be set up taking into account the billing liabilities and the parents' ability to pay. The parents, the school financial secretary and the school administrator will agree to the payment plan. While not a legal contract, the school administration and school committee view the agreement as a morally and ethically binding agreement, and urge the parents to view it in the same manner.

## SECTION 12: TUITION AND FEES

2. The school may be able to provide need based financial assistance if the circumstances warrant it.

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

1. Enrollment fees and/or first tuition payment more than 9 days past due will result in the **student no longer being considered registered for the new school year.**
2. HPCS reserves the right to restrict access to FACTS SIS if billing accounts are not current.
3. Fees due in excess of 9 days following the due date will be assessed a late fee penalty of \$25.00.
4. At the discretion of the administrator, a student whose account exceeds 60 days past due or is not current at the end of a semester may be suspended until payment is received in full.
5. Tuition and any other charges for one semester must be paid in full before the pupil may continue for the next semester.
6. The student will not be permitted to register or will cease to be enrolled for the new school year until tuition and fee payments are current.

### 12.4 TRANSPORTATION REIMBURSEMENT

Wisconsin state law requires each local school district to provide transportation for non-public school children. This service must be comparable to that provided to children in the public schools. Some school districts, but not all, may provide this reimbursement to families of 4k students. Please check with your local school district to see if you are eligible, as policies and reimbursements differ widely between the school districts.

# APPENDIX A: STATEMENT OF FAITH

## Appendix A: Statement of Faith

### High Point Church (governing authority) and Impact Christian Schools

#### *How do we speak concisely about our faith?*

##### The Apostle's Creed

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

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

##### Who is God?

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

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

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



## APPENDIX A: STATEMENT OF FAITH

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

Who are we as human beings?

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

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

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

How does God love us?

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

## APPENDIX A: STATEMENT OF FAITH

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

How does God work in our lives every day?

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

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

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

What happens when our life on earth ends?

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

How do we worship & serve together?

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

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What special services do we share together?

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

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

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

How do we engage our community?

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

What do we believe about future events?

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

## APPENDIX A: STATEMENT OF FAITH

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

*What future may each of us choose?*

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

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

## APPENDIX B: STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

### Appendix B: Statement on Marriage, Gender, and Sexuality

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

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

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

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

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

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

## APPENDIX C: NOTICE OF NONDISCRIMINATION

### Appendix C: Notice of Nondiscrimination

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

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

## APPENDIX D: BEHAVIOR POLICY

### Appendix D: Behavior Policy

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

#### **Preschool Major Violations**

Aggressive behavior (slapping, biting, scratching, kicking, pinching or hurting another person, throwing hard objects, pushing and shoving, fits of rage, or lack of body control when paired with anger, or using verbally aggressive language-- all of which may or may not be provoked.)

#### ***Preschool Classroom Procedure for Major Violations***

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

#### ***Preschool-Grade 8 Office Procedure for Major Violations***

1. If age appropriate, the student will fill out an Office Student Incident Report while in the office, to be checked by principal and teacher.
2. The principal will have a conference with the teacher and the student as deemed necessary.

## APPENDIX D: BEHAVIOR POLICY

3. Parents will be contacted and may be requested to come to school immediately. Note: Emergency contact numbers will be used if parents are unavailable.
4. The principal and relevant staff will have a conference with student and parents as deemed necessary.

### ***Preschool-Grade 8 Major Violations Could Have the Following Consequences:***

1. Detention coupled with probation.
2. Suspension: in-school or out-of-school suspension will be determined by principal/parents.
3. Immediate suspension and/or temporary dismissal.
4. Conditional enrollment.
5. Expulsion.

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

### **Appeals**

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

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



## APPENDIX E: STATEMENT OF DOCTRINE

### Appendix E: Statement of Doctrine

1. We believe in the Scriptures of the Old and New Testaments as verbally inspired of God, and inerrant in the original writings, and that they are of supreme and final authority in faith and life.
2. We believe in one God, eternally existing in three persons, Father, Son and Holy Spirit.
3. We believe that Jesus Christ was begotten by the Holy Spirit, and born of the Virgin Mary, and is true God and true man.
4. We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death but also spiritual death which is separation from God, and that all human beings are born with a sinful nature, and, in the case of those who reach moral responsibility, become sinners in thought, word, and deed.
5. We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a representative and substitution sacrifice, and that all who believe in Him are justified on the ground of His shed blood.
6. We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us, as High Priest and Advocate.
7. We believe in the local church, which was established by Jesus Christ. The entrance into the church is based on a public profession of faith in Jesus Christ as Lord. We believe in water baptism by immersion as a public confession of our identification with Christ.
8. We believe in "that blessed hope", the personal, pre-millennial, and imminent return of our Lord and Savior, Jesus Christ.
9. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.
10. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting, conscious punishment of the lost.

## APPENDIX F: HPCS CONFLICT RESOLUTION POLICY

### Appendix F: HPCS Conflict Resolution Policy

“If your brother sins against you go and show him his faults, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church: and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.”

.... *Matthew 18:15-17*

#### **Policy:**

It is the policy of HPCS that problems, disputes, and issues involving parents, teachers or administrative staff shall be first addressed directly between the individual(s) involved, being certain that the “truth is spoken in love.”

The Matthew 18 principle is applicable to the interpersonal relations within the HPCS community. The policy and procedure for solving problems, reconciling disputes, and resolving issues whenever parents, teachers, or administrative staff is involved are as follows:

#### **Expectation**

##### ***Steps of Conflict Resolution***

1. Go directly to the staff person with whom there is a conflict.
2. If no satisfactory resolution is reached, go to that person’s direct supervisor.
3. After discussing the issue with the supervisor, a meeting will be set up between the conflicted parties and the supervisor, with the supervisor acting as mediator. Except in the case of the Executive Director, in which the senior pastor will act as a mediator along with the School Committee chair.
4. If no satisfactory resolution is reached, the court of last resort is meeting with the elders of High Point Church along with the senior pastor and other involved parties. The elders’ decision will be final and binding. The elders have the right to decide whether the conflict warrants this step. They may choose to give the ICS chair or senior pastor the authority to make the final and binding decision.

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

1. Do not speak to others about the conflict or people involved. Even if accurate information is initially imparted, it doesn’t take long before the information becomes twisted and

## APPENDIX F: HPCS CONFLICT RESOLUTION POLICY

destructive to the reputation of others and/or the school. The health of the school community depends upon this step being honored. Gossip divides a community and does nothing constructive towards bringing resolution. In fact, the resolution is less likely to be satisfactory.

2. If the appropriate steps are followed and a party still desires to go to the next level, do not discuss the issue “informally” at carpool, in the hallway, etc. Instead, let the person know you would like to meet with him or her and set up a mutually agreeable time for the meeting.
3. For the sake of children, speak to (and in front of) them as positively as possible about the school, other students and staff. Attitudes of students about the school of which they are a part, peers with whom they associate daily and the staff to whom they are responsible greatly affect behavior and the overall learning environment. Criticism and negative talk make it very difficult for the student to have a positive experience here at school. We very much desire that every student have a positive experience at HPCS.

## APPENDIX G: RECYCLABLE DONATIONS LIST

### Appendix G: Recyclable Donations List

Below is a list of recycled items needed for Preschool art and projects. We ask that throughout the course of the school year, as these items become available in your home, you bring them to school.

- pie plates
- plastic food trays
- silk flowers
- yarn
- buttons
- sequins
- beads
- cardboard tubes (paper towel & toilet paper rolls)
- old small appliances,
- watches for taking apart
- feathers (goose, duck, pheasant)
- felt scraps
- wall paper
- rick-rack
- ribbon & bows
- lace
- soft wood scraps
- old nuts and bolts
- wooden spools
- keys
- shells
- cardstock scraps from scrapbooking
- unused stamps
- small muffin tins
- toothbrushes,
- veggie brushes (for painting)
- empty film canisters

## APPENDIX G: RECYCLABLE DONATIONS LIST

- plastic baby food jars (no glass ones are needed)
- empty oatmeal boxes
- ribbon & bows
- cookie cutters
- coffee filters
- clothes pins
- typewriter