



HIGH POINT CHRISTIAN SCHOOL MADISON PARENT HANDBOOK

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

TABLE OF CONTENTS

Contents

Section 1: ICS General Information _____	1
1.1 VISION STATEMENT _____	1
1.2 MISSION STATEMENT _____	1
1.3 SCHOOL VERSE _____	1
1.4 PHILOSOPHY STATEMENT _____	1
1.5 CORE VALUES _____	1
1.6 VALUES _____	2
Section 2: Governance _____	8
Section 3: HPCS General Information _____	10
3.1 HPCS HISTORY _____	10
3.2 SCHOOL MASCOT _____	10
3.3 SCHOOL COLORS _____	10
3.4 THE FAMILY PORTAL (STUDENT INFORMATION SYSTEM) _____	10
Section 4: Community _____	12
4.1 GIVING: FUNDRAISING _____	12
4.2 PARENT SUPPORT ORGANIZATION _____	13
4.3 ATHLETIC COMMITTEE _____	13
4.4 LUNCH PROGRAM _____	13
4.5 SCRIP _____	14
Section 5: Attendance and Transportation _____	15
5.1 SCHOOL HOURS _____	15
5.2 DAILY BELL SCHEDULE _____	15
5.3 STUDENT A.M. DROP-OFF _____	16
5.4 SNOW CLOSINGS _____	16
5.5 RECESS _____	16
5.6 ABSENCE _____	17

TABLE OF CONTENTS

5.7	EXCUSED TRAVEL ABSENCE	17
5.8	TRUANCY	18
5.9	TARDINESS TO SCHOOL	18
5.10	DETERMINATION OF TARDY AND HALF-DAY ABSENCE	19
5.11	STUDENT P.M. PICK-UP	19
5.12	LATE PICK-UP	20
5.13	AFTER SCHOOL CARE	21
5.14	CAR POOLS	21
5.15	RAINY DAY PICK-UP	21
Section 6: Academics		22
6.1	ACCREDITATION	22
6.2	CURRICULUM	22
6.3	HOMEWORK GUIDELINES	23
6.4	GRADING AND REPORT CARDS	24
6.5	ACADEMIC HONORS	25
6.6	STUDENT SERVICES	25
6.7	RETENTION POLICY	26
6.8	PARENT TEACHER CONFERENCES	26
6.9	POLICY REGARDING PUPIL RECORDS	27
6.10	MEDIA VIEWING POLICY	27
6.11	PLEDGES	28
6.12	STUDENT BILL OF RESPONSIBILITIES	29
6.13	EXPECTED STUDENT OUTCOMES - EDUCATION THAT LASTS A LIFETIME	29
Section 7: Extracurricular Activities		32
7.1	GENERAL	32
7.2	ATHLETICS	32
7.3	LIBRARY	33
7.4	FIELD TRIPS AND OUTINGS	34

TABLE OF CONTENTS

Section 8: Conduct and Discipline	36
8.1 PHILOSOPHY	36
8.2 BEHAVIOR EXPECTATIONS	37
8.3 GOALS FOR CONDUCT	37
8.4 CONDUCT AT HPCS	38
8.5 CONDUCT ON THE SCHOOL BUS/SHUTTLE	39
8.6 CONDUCT AT SPORTING EVENTS	39
8.7 POLICY REGARDING CONFLICT RESOLUTION	40
8.8 STEPS OF CONFLICT RESOLUTION	40
8.9 DEFINITIONS OF CONSEQUENCES AND CORRESPONDING BEHAVIORS	41
8.10 MINOR AND MAJOR VIOLATIONS OF CONDUCT AND DISCIPLINARY PROCEDURES	43
8.11 NON-HARASSMENT (BULLYING)	48
8.12 ISSUES OF GENDER IDENTITY AND SEXUALITY	52
8.13 DRESS CODE	53
8.14 PERSONAL ELECTRONIC DEVICES	55
Section 9: HPCS Health and Safety	57
9.1 MEDICAL INFORMATION	57
9.2 ILLNESS AT SCHOOL	58
9.3 FOOD ALLERGY POLICY	59
9.4 ASBESTOS FREE CERTIFICATION	67
Section 10: School Office	68
10.1 OFFICE HOURS	68
10.2 OFFICE PROTOCOL	68
10.3 SCHOOL VISITORS	68
10.4 MESSAGES	69
10.5 NONCUSTODIAL PARENTS	69
10.6 LOST AND FOUND	70
Section 11: HPCS Registration	71

TABLE OF CONTENTS

11.1	GENERAL PROCEDURES _____	71
11.2	WAIT LIST _____	71
11.3	NEW STUDENTS _____	72
11.4	STUDENT MEDICAL INSURANCE _____	73
11.5	IMMUNIZATION RECORDS _____	73
11.6	APPLICATION AND APPLICATION APPEALS PROCESS _____	74
Section 12: Tuition and Fees _____		75
12.1	TUITION PAYMENTS _____	75
12.2	TUITION DISCOUNTS & SCHOLARSHIPS _____	75
12.3	OVERDUE PAYMENT POLICY _____	76
12.4	TRANSPORTATION REIMBURSEMENT _____	77
Appendix A: Statement of Faith _____		79
Appendix B: Statement on Marriage, Gender, and Sexuality _____		84
Appendix C: Notice of Nondiscrimination _____		85

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)

SECTION 1: ICS GENERAL INFORMATION

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.)

SECTION 1: ICS GENERAL INFORMATION

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

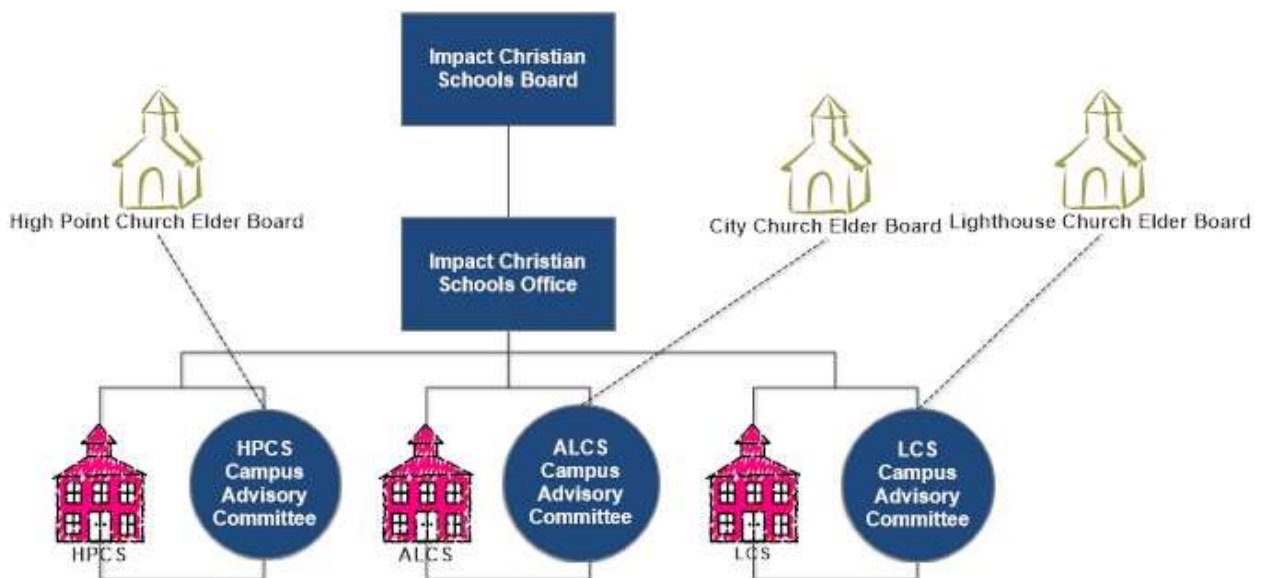
Policy

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

HPCS Campus Advisory Committee Members

1. Frank Pekovich, Chair
2. Dave Wilke, HPC Elder
3. Steven Schmitt, HPC Elder
4. Chuck Moore, HPCS Principal
5. Kristine Pepler, HPC Member
6. Karmin Enge, HPC Member
7. Monte Knetter, HPC Member
8. Michelle Eigsti, HPCS-Madison Parent
9. Benjamin Hoffman, HPCS Mt. Horeb Parent

SECTION 3: HPCS GENERAL INFORMATION

Section 3: HPCS 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 THE FAMILY PORTAL (STUDENT INFORMATION SYSTEM)

The internet-based communication and administrative tool we use is called the Family Portal (formerly known as RenWeb). This student information system is where you will most information that you may need regarding the school. All of the major documents, *HPCS Parent Handbook*, school directory, individual student and classroom information, hot lunch, events, etc. can be found on this website. Every family is given secure login access to the site. There is a lot of information available in the Family Portal. 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.

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

- Tuition payment plan.

SECTION 3: HPCS GENERAL INFORMATION

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

Please see Section 12 for billing procedures.

SECTION 4: COMMUNITY

Section 4: Community

Our desire is that HPCS would be more than a place for students to learn. We want it to be a place of community for families. 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.

SECTION 4: COMMUNITY

4.2 PARENT SUPPORT ORGANIZATION

The Parent Support Organization (PSO) is the parent-run, volunteer organization that supports the faculty and staff of HPCS. We welcome all parents to consider how they are gifted and to find a committee where they can lend a hand! The PSO is comprised of 5 committees:

- 1. Room Parents Committee:**
This committee oversees and assists room parents in communicating school wide information to their classrooms and provides guidance for classroom-specific projects when necessary.
- 2. Fundraising committee:**
This committee implements various fundraisers throughout the school year to defray costs which are not covered by the annual school budget
- 3. Student Activities and Events Committee:**
This committee plans and implements fun activities for staff and student body throughout the year.
- 4. Community Care Committee:**
This committee collects prayer requests and meets regularly to pray for the needs of HPCS and its families. Prayer and need requests can be sent to prayhpcs@gmail.com.
- 5. Staff Appreciation Committee:**
This committee organizes regular events to thank our teachers for the outstanding work they do.

4.3 ATHLETIC COMMITTEE

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

4.4 LUNCH PROGRAM

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

SECTION 4: COMMUNITY

required to serve in the lunchroom during the school year. A family who does not fulfill the service requirement may be subject to a buyout fee.

4.5 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 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.

SECTION 5: ATTENDANCE AND TRANSPORTATION

Section 5: Attendance and Transportation

5.1 SCHOOL HOURS

Regular school hours are as follows:

Grades K-8 8:00 AM to 3:23 PM

The school assumes no liability for students on the school grounds prior to 7:50 AM or after 3:45 PM. The staff of High Point Christian School (HPCS) will not supervise students other than during these hours. Carpool dismissal will be from 3:23 – 3:45 PM. Parents may be billed for any time students remain in the building after 3:45 PM. Students remaining on school grounds after 3:45 will be required to wait inside the double doors near the school office until a parent or carpool driver picks them up.

5.2 DAILY BELL SCHEDULE

7:50-8:00	Students arrive
7:55	Warning Bell
8:00	Tardy Bell
8:00-8:10	Beginning Sundries
8:13-8:57	Period 1
9:00-9:44	Period 2
9:47-10:31	Period 3
10:34-11:18	Period 4
11:21-12:05	Period 5
12:08-12:52	Period 6
12:55-1:39	Period 7
1:42-2:26	Period 8
2:29-3:13	Period 9
3:13-3:23	End of the Day Homeroom
3:23-3:45	Carpool Pickup

SECTION 5: ATTENDANCE AND TRANSPORTATION

5.3 STUDENT A.M. DROP-OFF

Because we are a private school and our students come from so many different areas in the Madison area, we do not offer a bus service, EXCEPT from HPCS to Abundant Life and back again each day. Otherwise, parents are responsible for providing transportation to and from school each day.

Procedure

1. Students may be dropped off at either the south (Door #2) or north (Door #3) facing doors of the school in the morning. Preschool and 4k students must be brought to the classroom by the parent/guardian. Students arriving after school begins must use the main (Door#2) school entrance and stop by the office for a tardy slip.
2. Students arriving at school before access is granted must wait between the exterior and interior doors (Doors #2 & #3) until the first bell rings. Please see daily bell schedule in Section 5.2

5.4 SNOW CLOSINGS

In cases of extreme weather conditions, the principal will make the call. HPCS will use the Family Portal 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.

5.5 RECESS

Recess is intended to give students fresh air and an outlet for physical energy. It takes place on the playground **year-round** and in almost all weather conditions. 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, 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!

SECTION 5: ATTENDANCE AND TRANSPORTATION

5.6 ABSENCE

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

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

1. Sickness
2. Medical and dental appointments
3. Attending a funeral
4. Prearranged absences (must be approved by the administration)
5. Emergency circumstances (to be determined by the administration)

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

Any student who misses more than 3 consecutive school days and/or more than 5 days in any given quarter may be required to bring in a physician's statement. Per Wisconsin state law, no parent may excuse more than 10 days of absence during a school year. Absences not meeting the above criteria will be considered "unexcused" by the administration and teachers and the student may receive a zero for the day or the classes missed.

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.

5.7 EXCUSED TRAVEL ABSENCE

See **Advanced Requests for Excused Absence form in the Family Portal Resource Documents.**

The value intrinsic to the classroom experience cannot be made up solely by the completion of missed assignments. Conversely, 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, parents are encouraged to plan their family trips during HPCS scheduled vacation periods at Christmas, in the spring, and during the summer. Travel during school days should, whenever possible, be for no more than one week and should avoid major exam periods.

SECTION 5: ATTENDANCE AND TRANSPORTATION

An Advance Request for Excused Absence Form is available in the Family Portal under Resource Documents. For planned absences of longer than two days, the Form must be completed and submitted to the school at least one week prior to the absence.

All students will be given work upon returning to school. The work will be due an equal number of days to the absence +1. If a parent desires work beforehand, *the parent or student* may request such work from the teacher if at least one week's notice of absence was provided in writing to the teacher. Work given beforehand is due upon the student's return. The teacher will be required to give homework no more than three days before the absence. It must be noted that this homework will constitute the predictable work to be assigned. It will probably not be complete. Additional make-up work may be assigned upon the student's return. If a test is given before the make-up homework is due, which was covering material the student missed, the student will be given the option of postponing taking the test. Assignments given to the entire class before the absence, but due after the student's return, are still due on the originally assigned date.

5.8 TRUANCY

Any student who misses more than 3 consecutive school days and/or more than 5 days in any given quarter may be required to bring in a physician's statement. Per Wisconsin state law, no parent may excuse a student for more than ten days during the school year.

If it is determined that a student is truant (any absence that has not been excused/approved by the school administration), there will be a penalty of zero in all subjects missed for each day the student is absent. The student may be automatically placed on probation.

See also: 5.6 ABSENCE and 5.7 EXCUSED TRAVEL ABSENCE

5.9 TARDINESS TO SCHOOL

Tardy Policy

Parents are expected to make arrangements to ensure that their child(ren) arrive to school on time. All students arriving after the late bell sounds (8:00 a.m.) will be assessed a tardy and required to obtain a late slip from the school office before proceeding to the classroom.

Per Wisconsin state law, no parent may excuse a student for more than ten days during the school year. Tardies have a negative impact on academic achievement, both for the child that is tardy and his/her classmates. Late arrivals cause interruptions in the classroom. Breaks in instruction interfere with the learning atmosphere and make extra work for the teacher.

SECTION 5: ATTENDANCE AND TRANSPORTATION

Consequences for tardies within one quarter:

1. Three tardies = a note will be sent home
2. Four tardies = parents will be contacted by the principal.
3. Five and Six tardies = lunch detention and communication with parents
4. Seven tardies = probation, lunch detention and meeting with parents
5. Eight or more tardies = at the discretion of the principal

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

Tardiness to Class

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

5.10 DETERMINATION OF TARDY AND HALF-DAY ABSENCE

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

1. If a student arrives at the classroom after 8:00 but before 10:00 AM he shall be marked tardy.
2. If a student arrives at school after 10:00 AM he shall be marked absent for ½ day.
3. If a student leaves school prior to 1:30 he shall be marked absent for ½ day.
4. If a student leaves school after 1:30 he will not be marked absent.

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

5.11 STUDENT P.M. PICK-UP

See Carpool 101 document on the Family Portal.

Procedure:

1. Parents arriving for pick-up after school should remain in their cars and queue up along the curb in back of the building near the playground equipment. Do not pull through to

SECTION 5: ATTENDANCE AND TRANSPORTATION

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.

2. Parents who wish to enter the building for any reason should park in the south parking lot area only and **cross at the crosswalk**.
3. The crosswalk should be used during all pick-up and drop-off times.
4. Each class is assigned to a pick-up area on the west side of the facility. Students stand in the parking stall area near the sidewalk. Eighth grade is on the farthest south end (near Door#2) and Fourth Grade is on the farthest north end (near Door #3). Other classes are arranged between. 4k is around the corner by Door #4, near the Art Room. 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 in the west lot before stopping and loading students. Your patience is greatly appreciated.
5. 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.
6. 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).
7. 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.
8. No student may remain on school property after 3:35 pm unless under the direct supervision of a designated adult. This includes students with later athletic practices or music rehearsals. They may not wait at school unsupervised until their event begins.
9. Due to several safety issues, pets will not be allowed among students in the carpool line. Feel free to have pets in your vehicle, but not among the students.

5.12 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 3:35 pm. 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

5.13 AFTER SCHOOL CARE

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

5.14 CAR POOLS

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

1. Students will be released only to parents unless written permission is submitted to the office by the parent. We encourage you to complete the transportation tab within the Family Portal with the names of **all** potential care givers/drivers, in case of an emergency or unexpected delay.
2. At times a last minute car pool change is necessary. Please call the school office to notify us as soon as possible so that we can let your student and their teacher know of any such changes.

5.15 RAINY DAY PICK-UP

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

1. The teacher-supervised 5th through 8th graders will wait in the entry by the art room (Door #4). All students will be called out to their cars and will be released directly to their car.
2. Queue up as normal regardless of which grade(s) your student(s) is in.
3. Students 4K-3rd grade will wait in the 4th-1st grade classrooms or hallways and be will 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.
4. As always, parents are welcome to park in the south parking lot and come in and pick-up students.

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 CURRICULUM

See **Suggested Reading List in the Family Portal**.

(Mapping of Preschool-Grade 8 Curriculum is available upon request)

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

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

Textbooks

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

SECTION 6: ACADEMICS

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

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

Specials Classes

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

Additionally, Electives are offered to middle school students.

Music

HPCS students participate in Christmas and/or spring music programs. These programs are organized by the music teacher and participation is mandatory as they are considered a part of our music curriculum.

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

6.3 HOMEWORK GUIDELINES

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

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

Due to the tremendous differences between the working habits of students, it is virtually impossible to establish an absolute time limit. The following, however, will serve as general guidelines for K-8.

SECTION 6: ACADEMICS

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

*At the beginning of each school year homework may seem to exceed these limits. Students usually adjust to these new requirements and are able to complete the assigned work within the suggested time frame.

6.4 GRADING AND REPORT CARDS

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

3-8 Letter grade	Percentage	GPA	K-2 Letter Grades
A+	97-100%	4.33/4.00 or 4.00/4.00	E (Excellent)
A	93-96%	4.00/4.00	
A-	90-92%	3.67/4.00	S+ (Highly Satisfactory)
B+	87-89%	3.33/4.00	
B	83-86%	3.00/4.00	
B-	80-82%	2.67/4.00	S (Satisfactory)
C+	77-79%	2.33/4.00	
C	73-76%	2.00/4.00	
C-	70-72%	1.67/4.00	S- (Needs Improvement)
D+	67-69%	1.33/4.00	
D	63-66%	1.00/4.00	
D-	60-62%	0.67/4.00	U (Unsatisfactory)
F	0-59%	0.00/4.00	

SECTION 6: ACADEMICS

6.5 ACADEMIC HONORS

Academic honors are awarded for each quarter and for the total year's average grade. Students with any course grade less than a "B-" become ineligible for honors during that quarter and for full-year honors.

HPCS recognizes two honors categories:

Honor Roll

Average 94 or higher

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

Presidential Academic Achievement Award

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

6.6 STUDENT SERVICES

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

- Teachers will initially refer students of whom they share academic, emotional or behavioral concerns.
- Before any SS observations, informal or formal evaluations begin, parents will be asked to provide their permission for this process to occur.
- All evaluations and assessments will be shared with teachers and parents.

Parents will receive at least quarterly updates from our team as to their child's progress and, as with regular education classes at HPCS, will always have access through email, telephone, or face-to-face meetings to the faculty working with their child(ren).

SECTION 6: ACADEMICS

6.7 RETENTION POLICY

Teacher responsibilities:

1. At first sign of academic difficulties, notify parents. Continue on with communication – there should be no surprises.
2. Document examples of issues, what has been tried, and any communication with parents. Copy and file worksheets, tests, etc.
3. Make sure that the child’s report card accurately reflects the child’s ability.
4. Make it clear what you will and will not be able to do to help this student. Don’t offer more than you can deliver and be sure to carry through with what you do offer. Put anything you offer in writing.
5. Suggest to parents/guardian options outside of school for addressing the issue.

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

A child will be retained under the following conditions:

K – 2nd Grades

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

3rd -8th Grades

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

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

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

6.8 PARENT TEACHER CONFERENCES

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

SECTION 6: ACADEMICS

Teachers are available at other times by appointment. 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.

6.9 POLICY REGARDING PUPIL RECORDS

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

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

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.

6.10 MEDIA VIEWING POLICY

See Approved Movie List in the Family Portal.

Media can supplement classroom curriculum and provide a learning experience for the students at HPCS. As well, movies can be a source of entertainment for children in all grade levels. There is a 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 you student to view because of content. Teachers and staff will adhere to the following criteria when showing movies in the classroom:

SECTION 6: ACADEMICS

1. When a movie is being shown as entertainment in the classroom or as a school-wide activity, the following ratings guideline will be used:
 - a. Preschool-Grade 3: G
 - b. Grades 4-8: G and PG
2. PG-13 movies may be shown to Grades 6-8 with parental permission when it is part of a unit of classroom instruction.
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. Teachers will preview all PG and PG-13 movies and internet videos before showing to the class. It is also required that teachers utilize the *Plugged In Online Movie Review* (www.pluggedinonline.com) to help in evaluating the content and message of movies.
5. If a parent objects to the content of a movie to be shown for entertainment (i.e. class party), the teacher will choose a different movie. If a parent objects to a movie shown for educational purposes, the parent should meet with the teacher and try to come to a common understanding and acceptable solution. If no mutually satisfactory conclusion is reached, the student may be excused from the movie and the assignment modified for him or her.

6.11 PLEDGES

In all classrooms/homerooms the pledges are expected to be a part of the morning routine each day¹. Our desire is for students to also pledge to the Christian flag and the Bible twice a week.

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.

¹ 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 6: ACADEMICS

PLEDGE TO THE BIBLE

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

6.12 STUDENT BILL OF RESPONSIBILITIES

Students, Grades 5-8, will periodically review their Student Bill of Responsibilities:

A student at High Point Christian School is expected to:

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

6.13 EXPECTED STUDENT OUTCOMES – EDUCATION THAT LASTS A LIFETIME

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

Policy

Spiritually:

- Can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
- Understand and commit to a personal relationship with Jesus Christ.
- Know, understand, and apply God’s Word in daily life.
- Possess apologetic skills to defend their faith.
- Are empowered by the Holy Spirit, pursuing a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.

SECTION 6: ACADEMICS

Intellectually:

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

Socially:

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

SECTION 6: ACADEMICS

Physically:

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

SECTION 7: EXTRACURRICULAR ACTIVITIES

Section 7: Extracurricular Activities

High Point Christian School (HPCS) provides a variety of extracurricular activities.

See also 6.2 CURRICULUM.

7.1 GENERAL

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

7.2 ATHLETICS

Our students (Grades 5-8) have the opportunity to participate on a number of sports teams throughout the year. These teams include volleyball, basketball, softball as well as track and field. These teams compete with other private schools in the area through the Madison Area Independent Schools League (MAISL).

Eligibility

All HPCS students in Grades 5-8 are encouraged to participate in interscholastic sports. Students participating in interscholastic sports will be required to maintain academic eligibility in order to participate. The following guidelines will govern eligibility.

1. Academic eligibility must be maintained throughout each grading period. The athletic director will monitor student athlete grades and notify any who are in danger of losing eligibility.
2. All grades earned for a given reporting period will determine eligibility for the following reporting period.
 - A student must maintain a 64% average or higher in all subjects in order to be eligible. Any student who is ineligible will be unable to participate in any interscholastic competition for the following reporting period. Ineligible students will be allowed to practice with their teams.
 - Passing grades in one subject may not be used to balance out failing grades in another.

SECTION 7: EXTRACURRICULAR ACTIVITIES

- This requirement may be waived for students with a professionally diagnosed learning disability on file in the school office, who demonstrate good academic effort proven by handing in all work on time, cooperative and positive attitude in the classroom and work is clearly done to the best of his or her ability.

Reinstatement

Ineligible students may reinstate themselves by meeting either of the following criteria:

Method #1: A student may reinstate himself by earning passing grades (at least “D-”) in all major subjects.

Method #2: A student may reinstate himself before the end of the next reporting period by raising his average to at least a passing grade in all major subjects in which he received an “F” for the previous reporting period.

Fees

HPCS students participating in MAISL will be charged an athletic fee determined by league participation expenses to the school.

Non-HPCS student athletes are required to pay HPCS the sports fee prior to the beginning of the sports season. The non-HPCS student will not be allowed to participate until these fees are paid.

7.3 LIBRARY

General Information

1. The HPCS library database can be accessed through this link:
<https://highpointcs.booksys.net/opac/hpcs/index.html#menuHome>
2. A library card application may be found in your enrollment materials. Please sign and return the form. Checkout privileges will not be given until the form is returned.
3. Students are expected to enter the library quietly and to treat library users, staff and materials with respect.
4. Quiet talk is permitted.
5. The librarian has the same authority as a teacher in the classroom. The same disciplinary procedures apply.
6. Hands must be clean and books must be handled gently. No writing or marking in books is permitted.
7. If taking a book just to look at, return it to the proper place. Use shelf markers if needed.
8. Leave the library neat and ready for the next class.

SECTION 7: EXTRACURRICULAR ACTIVITIES

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

Check Outs

1. Kindergartners may check out one item at a time. Students in Grades 1-8 may check out the number of items as high as their grade level. Students in Grades K-3 may only check out G rated DVD's. Students in Grades 4-8 may check out G & PG rated DVD's.
2. Books are checked out for four weeks and audiovisual materials and magazines are checked out for two weeks with the privilege of one renewal, providing no one else asks for them.

Fines and Lost Materials

1. A fine of five cents per day up to five dollars will be charged for late books and audio materials. The late fee for reference books and DVD's is 50 cents per day. This does not include Saturday, Sunday and holidays.
2. Fines will be issued even when the student has an excused absence. In case of a snow day, materials will not be considered overdue if returned the next school day.
3. The person who checked them out must pay for damaged or lost materials. The charge for books, DVDs/CDs and magazines is a processing charge of \$5 plus the replacement cost of the item. The lost materials' fee must be paid before any more materials are checked out. If an item is found, its cost will be refunded but the processing charge will be retained in lieu of calculating the fine.
4. Students will only receive notices of fines and over dues at the end of each semester. Each item is stamped with the due date and it is the student's responsibility to keep track of his/her account. Library privileges may be suspended until records are cleared. Any fines over \$5 must be paid before the student will be allowed to check out any more materials.

7.4 FIELD TRIPS AND OUTINGS

Field trips are a valid learning experience and an extension of the classroom curriculum. **Field trips are a privilege that must be earned by the student ... not an automatic right.** Students who do not satisfy the requirements of behavior established by the respective teacher will not be allowed to participate.

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. Parents should be present to pick up their children at the designated time so that they will not be left unattended at the school.

SECTION 7: EXTRACURRICULAR ACTIVITIES

Items of Note:

1. **Younger siblings are not to be brought on field trips.** The teacher may decide if it is appropriate to bring siblings on class party outings.
2. **All chaperones** must have had an approved background check.
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). Student participation on field trips is a privilege granted by the school - - not an obligation binding upon it. HPCS reserves the right to deny this privilege to students who demonstrate improper behavior either in the classroom or during special activities.

Field Trip Accident Procedure

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

Field Trips and Hot Lunch

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

SECTION 8: CONDUCT AND DISCIPLINE

Section 8: Conduct and Discipline

8.1 PHILOSOPHY

It is the philosophy of Impact Christian Schools (ICS) 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).

ICS 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 ICS 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 ICS 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 ICS (Gal. 5:13-14; Eph. 2:19-22).

SECTION 8: CONDUCT AND DISCIPLINE

8.2 BEHAVIOR EXPECTATIONS

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

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

8.3 GOALS FOR CONDUCT

Policy

1. Encourage self-discipline, responsibility, and submission to God as the author of all truth.
2. Encourage the adoption of Biblical principles as the basis for value judgments.
3. Develop an appreciation for God’s creation and humanity’s responsibilities as productive citizens.
4. Teach students to work independently and cooperatively.
5. Help students develop proper self-esteem as one created in the image of God.
6. Teach a Biblical perspective toward interpersonal relationships; to love one’s neighbor as one’s self.
7. Teach each student the necessity of forming personal convictions before God and to respect the same in others.
8. Teach the Biblical attitudes that material things and individual abilities are gifts from God and encourage responsibility in using them to His glory.

We believe that students at HPCS should conduct themselves in a Christ-like way. HPCS intends to provide for its teachers and students an environment that is free of offensive kinds of behavior. Conduct – whether intentional or unintentional – that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, biological sex, physical characteristics, abilities, or disability is not permitted. Instead, we expect all persons to treat each other with respect because each person is made to reflect God Himself. This respect translates to authority, peers, and also God’s word. The conduct policies for HPCS will guide any discipline responses.

SECTION 8: CONDUCT AND DISCIPLINE

8.4 CONDUCT AT HPCS

Respect Authority

1. All students, school employees, and HPCS parents are expected to conduct themselves with respect for the dignity of others.
2. Students are to obey and show respect for faculty members, staff, and volunteer helpers at all times.
3. Individual teachers may establish procedural policies for their respective rooms that are appropriate to the age and activities of their students. Such classroom procedures should be consistent with overall school policies.
4. Students, employees, and parent volunteers are to conform to the established dress code.
5. Students are to have all homework and other assignments completed on time.

Respect Students

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

Respect Property

1. Students are to use school equipment in a careful manner and for the purpose for which it was intended.
2. Students are to clean up any mess or litter that they create, including in the lunchroom.

SECTION 8: CONDUCT AND DISCIPLINE

3. Students are to respect the property of others. Personal property should not be used without permission from the owner. Students will be required to compensate the school for any property belonging to others that is lost or damaged.

8.5 CONDUCT ON THE SCHOOL BUS/SHUTTLE

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

1. Students may be assigned seats according to the number of passengers at the discretion of the teacher.
2. Students should stay in their seats for the duration of the trip. Moving around or changing seats while en route is unsafe and is discouraged.
3. Students may talk in a quiet manner but should refrain from loud or boisterous activity.
4. Students should keep their head, hands, and feet inside the bus at all times.
5. Students should not touch any of the special equipment on the bus.
6. Students should not open the bus windows unless special permission is granted. If windows are opened, the same student is responsible for closing the windows before leaving the bus.
7. Students are not to eat or drink on the bus unless special permission is granted.
8. Students should leave the bus in a clean condition.
9. Students who do not comply may lose the privilege of riding the bus.
10. Parents may be requested to pick up their child(ren) in the event of misbehavior.

8.6 CONDUCT AT SPORTING EVENTS

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

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

SECTION 8: CONDUCT AND DISCIPLINE

8.7 POLICY REGARDING CONFLICT RESOLUTION

“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 18:15-20)

Some people may debate about when Matthew 18:15-17 is to be applied (only when sin is involved), but the use of the principle is a wise choice for organizations to follow. Put another way, Matthew 18 may be stated as an organizational behavior policy – resolve problems and disputes directly with the individual(s) involved. Such challenges and disputes should be given direct attention and an effort should be made to minimize the number of individuals involved in resolving the issue.

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

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.”

8.8 STEPS OF CONFLICT RESOLUTION

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.

SECTION 8: CONDUCT AND DISCIPLINE

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 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.

8.9 DEFINITIONS OF CONSEQUENCES AND CORRESPONDING BEHAVIORS

Policy

Lunch Detention:

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

Lunch Detention with Limited Probation:

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

Behavior Probation:

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

SECTION 8: CONDUCT AND DISCIPLINE

Academic Probation:

A student is in danger of not passing two or more classes or not meeting graduation requirements. Academic probation includes a plan for improvement and if goals are not met, the student may not be allowed to continue enrollment due to the improbability of academic success at HPCS or the student may be required to repeat a grade.

In-School Suspensions:

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

Suspension:

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

Reverse Suspension:

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

Temporary Dismissal:

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

Expulsion:

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

SECTION 8: CONDUCT AND DISCIPLINE

CONDITIONAL ENROLLMENT STATUS

Policy

The purpose of conditional enrollment is three-fold:

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

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

8.10 MINOR AND MAJOR VIOLATIONS OF CONDUCT AND DISCIPLINARY PROCEDURES

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

MINOR VIOLATIONS

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

*Repetition of minor violations may constitute a major violation

SECTION 8: CONDUCT AND DISCIPLINE

CLASSROOM PROCEDURES FOR MINOR VIOLATIONS

Teachers will handle incidents of minor violations with students directly. When patterns emerge, they will involve parents in correcting the behavior. Use of the *Office Procedures for Minor Violations*, will occur if not resolved.

K-1

- 1st Occurrence: 1st infraction - Loss of 5 minutes of recess
- 2nd Occurrence: 2nd infraction - Loss of 10 minutes of recess
- 3rd Occurrence: 3rd infraction - Loss of 15 minutes of recess
Parents notified
- 4th Occurrence: 4th infraction - Loss of entire recess
Student/principal conference in office
Parents notified by principal

Grades 2-4

- 1st Occurrence: 1st infraction - Loss of 5 minutes of recess
- 2nd Occurrence: 2nd infraction - Loss of 10 minutes of recess
- 3rd Occurrence: 3rd infraction - Loss of 15 minutes of recess
Parents notified
- 4th Occurrence: 4th infraction
Loss of entire recess
Student/principal conference in office
Parents notified by principal

Grades 5 – 8

- 1st Occurrence: Warning (first check)
- 2nd Occurrence: Lunch detention (second check)
Parents notified
- 3rd Occurrence: Principal's Office (third check)
Possible suspension
Parents notified by principal

Note: Emergency contact numbers will be used to locate parents.

- 3 Lunch Detentions OR 10 infractions in 1 quarter = automatic 1 day in-school suspension.*

SECTION 8: CONDUCT AND DISCIPLINE

- 4 Lunch Detentions in 1 quarter = automatic 2 day in-school suspension.*
- * Grade 5 – 5 Lunch Detentions in 1 quarter = automatic 1 day in-school suspension. - 6 Lunch Detentions in 1 quarter = automatic 2 day in-school suspension.

Office Procedures for Minor Violations

1st office visit:

1. Teacher notifies office of need for student/principal conference.
2. Principal may choose to have the student telephone parents.
3. Principal may choose to take further disciplinary action.

2nd office visit:

1. Teacher notifies office of need for student/principal conference.
2. Student with principal present telephones parents.
3. Principal may request parent/teacher/principal conference and take further disciplinary action.

Subsequent visits:

1. Teacher notifies office of need for student/principal conference
2. Student with principal present telephones parents
3. Principal may request parent/teacher/student conference
4. Discipline may include an in-school suspension when deemed necessary by the principal; all work missed during the suspension must be completed

Two office visits in a day: Student may be required to stay in office for the remainder of day OR may be sent home.

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

MAJOR VIOLATIONS

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.)

SECTION 8: CONDUCT AND DISCIPLINE

K-8 Major Violations

1. Insubordination (refusal to comply with a reasonable request or showing disrespect for school personnel).
2. Excessive absenteeism, tardiness, or truancy (per law, a parent may not excuse more than 10 absences per school year).
3. Forgery, cheating, lying, or plagiarism.
4. Not remaining in designated play areas for recess.
5. Use of profane or obscene language or actions.
6. Demeaning actions, the threat of violence, or physical attack (ie. hitting, striking, punching) directed toward another person.
7. Bullying.
8. Harassment.
9. Theft.
10. Displaying pictures, posters, or slogans that are offensive.
11. Willful destruction or defacement of school or private property on school premises.
12. Discrimination against someone on the basis of race, national origin, sex, or disability.
13. Implied or actual possession of fireworks, any weapon, or explosives.
14. Possession of pornographic material.
15. Inappropriate use of technology.
16. Gambling (exchange of money or goods by betting or wagering).
17. Participation in any illegal activity in or out of school.
18. Use, sale, possession or distribution of tobacco products, alcohol, or drugs at any time.
19. Excessive repetition of minor violations.

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 principal. 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.

SECTION 8: CONDUCT AND DISCIPLINE

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.

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.

Grades K-8 Classroom Procedure for Major Violations

1. The teacher will notify the office that s/he is sending the student to the office. The teacher may request assistance from the office if the student refuses to leave.
2. The teacher will fill out a discipline log report in the Family Portal when he or she is able.
3. The teacher will email a discipline note to parents when he or she is able.
4. The teacher will, at his or her discretion, guide bystanders as to what could be done in the situation.

Kindergarten – 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.
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.

Kindergarten – 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.

SECTION 8: CONDUCT AND DISCIPLINE

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.

8.11 NON-HARASSMENT (BULLYING)

Policy

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

Defining Harassment

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

Defining Bullying Behavior

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

SECTION 8: CONDUCT AND DISCIPLINE

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

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

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

- Physical strength/size.
- Access to embarrassing information.
- Popularity.
- Age or grade level.
- Athlete, scholar, or other characteristic impacting a student's status.

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

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

Prohibiting Bullying Behavior

Bullying is prohibited on all school grounds and at all school-sponsored activities, and on all vehicles used for transportation to and from school. Students who engage in bullying behavior in violation of this policy or in retaliation against an individual for reporting bullying behavior shall be subject to school disciplinary measures. Interactions, including electronic communication, that

SECTION 8: CONDUCT AND DISCIPLINE

do not fall under the above list may still be covered by this policy when the impact of these actions are felt in the school environment, as outlined in this section.

Reporting by Students, Parents/Guardians, and Other Persons

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

Confidentiality of Reports of Bullying

A person making a report of bullying behavior may request that their identity remain confidential. If a target of bullying behavior requests that their identity not be disclosed in connection with any investigation of the alleged bullying behavior, the Principal and/or other assigned administrator/investigator shall discuss with the student and their parent/guardian how such a request may affect the school's ability to investigate and/or resolve a given situation. While the school will protect an individual's confidentiality to the extent possible, the school's priority is to ensure the health and safety of all students and staff.

Investigating Bullying Behavior:

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

Students Subjected To Bullying/Harassment Are Encouraged To:

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

SECTION 8: CONDUCT AND DISCIPLINE

Recommended Parental Response for Students Subjected to Bullying/Harassment:

- Listen to and avoid blaming your child.
- Avoid asking leading questions.
- Help your child to learn not to overreact and focus on the individual incident, not incidents altogether. Overreacting can actually encourage bullies.
- Acknowledge your child's feelings and help him/her find a solution.
- Pray with your child.
- Talk to the teacher.
- Ask the teacher to be vigilant regarding the situation.
- Document the times your child tells you about the behavior. Keep a record of what happened, where it happened and who witnessed it.
- If you choose to contact the other student's parents, do so with an attitude of grace and according to the Matthew 18 principle.
- Students may need help with social signals. Role-play possible scenarios and appropriate ways to handle the situation.
- Show your child how to recognize other's feelings by commenting when someone is happy, sad, worried, etc.
- Ask your child what he or she needs to make school a safe place.
- Help your child identify friends who would be a support to them.

Consequence for a Student Charged with Bullying/Harassment

- The student will be removed from the situation.
- The student will be sent to the principal.
- The student will be required to fill out an Office Student Incident Report, which will be reviewed by the principal and classroom teacher. The goal of this is to help the student understand that his/her own actions are what got him/her into trouble.
- The message given to the student is that s/he behaved inappropriately and that it should stop.
- The student will be subject to discipline deemed necessary by the principal and/or teacher.

Recommended Parental Response for a Student Charged with Bullying/Harassment

- Talk to your child about any communication you have had with your child's teacher or principal.

SECTION 8: CONDUCT AND DISCIPLINE

- Listen to your child.
- Empathize with your child.
- Pray with your child.
- Remind your child that he or she did something unkind that was a choice.
- Let your child know that it was not an acceptable behavior.
- When talking about the situation, focus on the behavior, not the child.
- Help your child to recognize how his or her behavior affected the other person. Remind your child that he or she is accountable for his or her behavior.
- Establish effective ways of promoting self-control in your child at home.
- Limit criticism at home.
- Remind your child what is/is not socially acceptable outside of school.
- Help your child find ways to use their social influence appropriately.

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

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

8.12 ISSUES OF GENDER IDENTITY AND SEXUALITY

Policy:

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

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

Notwithstanding any other board policy, student restrooms, locker rooms, and showers that are designated for one biological sex shall only be used by members of that biological sex. In any other

SECTION 8: CONDUCT AND DISCIPLINE

school facilities or settings where a student may be in a state of undress in the presence of other students (that is, changing costumes during school theatrical productions and so on), school personnel shall provide separate, private areas designated for use by students according to their biological sex.

8.13 DRESS CODE

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

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

HPCS DEPENDS ON OUR PARENTS to work with the school in maintaining these appearance standards by checking your child before 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 sections below for specifics.)

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

SECTION 8: CONDUCT AND DISCIPLINE

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

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

Boys

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

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

SHORTS: Shorts (at or below fingertip length) may be worn April through October (unless worn with leggings underneath). Spandex and short shorts are unacceptable.

Girls

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

DRESSES, SKIRTS, AND PANTS: Dresses, skirts, and skorts are acceptable. Hemlines must be fingertip (arms straight down at side) length or longer even if leggings or tights are worn underneath. Dresses must have modest necklines.* Tank style dresses and jumpers are unacceptable unless worn with a blouse or shirt, or the shoulder is at least three fingers wide. Dress slacks, sweatpants, wind pants, and jeans are acceptable. "Ripped" jeans may be worn only if rips are at or below the fingertips (arms straight down at side). Leggings may be worn as pants, but only with a top that covers 360 degrees at a length at or below

SECTION 8: CONDUCT AND DISCIPLINE

the student's knuckles when the student's arms are extended straight down at their side and hands are in a fist, without pulling or tugging in order to meet the length requirement.

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

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

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

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

K to 8th Grade Dress Code Violations

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

8.14 PERSONAL ELECTRONIC DEVICES

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

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

SECTION 8: CONDUCT AND DISCIPLINE

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

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

Any student who violates this policy may have their personal electronic device confiscated by HPCS staff and taken to the principal. Parents may pick up the device at the end of the school day. Repeat offenses may result in the personal electronic device being banned from school entirely. Breaking the ban constitutes a major violation, and procedures for a major violation will then be followed.

SECTION 9: HPCS HEALTH AND SAFETY

Section 9: HPCS Health and Safety

9.1 MEDICAL INFORMATION

Medical Emergency Forms

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

Asthma/Allergies/Diagnosed Medical Conditions

In order to make HPCS a safe environment for students diagnosed with severe allergies, asthma or other diagnosed medical conditions, HPCS will work with parents to 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 wall boxes in two building locations: The upstairs copy room and the gym kitchen.

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 the Family Portal

SECTION 9: HPCS HEALTH AND SAFETY

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 the physician.

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

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

Specific Reasons to Keep Your Child Home:

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

- Are experiencing Covid-19 symptoms. We will be following the [Public Health Madison and Dane County Exclusion Chart](#).
- Have a fever above 100 degrees. Children should stay home until no fever has been present for 24 hours without medication.
- Have vomiting or diarrhea. Your child can return to school when symptom-free for 24 hours, and the child can tolerate a regular diet.
- Have yellow/green nasal discharge, a drainage from the eyes, Conjunctivitis (pink eye), a questionable rash, or a contagious cough. Children should be symptom-free for 24 hours before returning to school.
- Have been prescribed an antibiotic. Children may return to school 24 hours after the first dose.
- Have chicken pox. Children may return to school when all blisters have scabbed over, at about 10 days.
- Have a communicable illness such as a common cold, hand-foot-and-mouth disease, impetigo, flu, or rotovirus. Children may return to school when their symptoms have cleared.

SECTION 9: HPCS HEALTH AND SAFETY

- If a child has a continual runny nose or rash due to a non-contagious condition, please provide the school with a note from a physician clearing the child to return to school. All student allergies should be reported to the school in the medical information section of the Family Portal.

Lice Policy

The school must be notified if a student has head lice as soon as possible. The student will be excluded from school until 24 hours after appropriate treatment for lice has been completed. 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 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.
2. Peanuts/tree nuts are not allowed in our classroom space (as snacks, treats, rewards or other reasons).
3. 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.

SECTION 9: HPCS HEALTH AND SAFETY

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.
 - 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.

SECTION 9: HPCS HEALTH AND SAFETY

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.

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.

SECTION 9: HPCS HEALTH AND SAFETY

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.
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.

SECTION 9: HPCS HEALTH AND SAFETY

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 the Family Portal.
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.
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.

SECTION 9: HPCS HEALTH AND SAFETY

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.
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.

SECTION 9: HPCS HEALTH AND SAFETY

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.

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.

SECTION 9: HPCS HEALTH AND SAFETY

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.
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.

SECTION 9: HPCS HEALTH AND SAFETY

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.

9.4 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, the Family Portal, or the school website (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

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. The gym is available for such conversations on most mornings until 8:15 am. Limit interruptions of the office staff to school business. 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

High Point Christian School 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 secretary will relay messages to students. Teachers will return the calls during their planning time or after school. Most teachers cannot check their mailboxes after 2:15 PM because of classroom supervision duties. 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.

School phones are business phones and are not to be used by students except for emergency situations. Cell phones may not be used inside the school during school hours 7:55 a.m.-3:35 p.m. without permission from school personnel. Students may use their phones OUTSIDE the building between 3:23 p.m. and 3:35 p.m. while waiting in the carpool line and under the supervision of HPCS staff in order to communicate with parents who may need to make last minute carpool arrangements with their children.

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

10.5 NONCUSTODIAL PARENTS

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.

SECTION 10: SCHOOL OFFICE

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.

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

SECTION 11: HPCS REGISTRATION

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.

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

TRANSFER STUDENT PLACEMENT

Policy

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

HPCS will evaluate coursework and grade placement from other institutions to the extent that coursework and grade placement at the previous institution is in accordance with Wisconsin's

SECTION 11: HPCS REGISTRATION

Academic Standards. All final determinations for grade placement shall be made at the discretion of the principal.

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.

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)

4 doses of Polio

2 doses MMR (measles-mumps-rubella)

3 doses of Hepatitis B

2 doses of Varicella (chickenpox) or disease history

1 Tdap booster for students entering 6th grade

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

SECTION 11: HPCS REGISTRATION

11.6 APPLICATION AND APPLICATION APPEALS PROCESS

APPLICATION

Policy

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

APPLICATION APPEALS

Policy

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

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

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

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

SECTION 12: TUITION AND FEES

Section 12: Tuition and Fees

12.1 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 1st.

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.

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 the Family Portal 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.

SECTION 12: TUITION AND FEES

- Registration Fee: The current registration fee must be paid at the time of registration.
- 8th grade ONLY, Graduation Fee: Billed in January

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 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 the Family Portal. 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.

SECTION 12: TUITION AND FEES

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.
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 the Family Portal 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

SECTION 12: TUITION AND FEES

schools. Districts are granted the option of providing “parent transportation reimbursement contracts” which reimburse parents for transportation expenses, rather than providing the actual busing.

Below is a list of school districts immediately surrounding HPCS that provide reimbursement to families for their child’s transportation to school:

- Madison Metropolitan School District (only students in K-5th grade and those who live more than 2 miles from HPCS are eligible),
- Middleton-Cross Plains School District,
- Verona Area School District
- Waunakee School District.

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

If you do not hear from your local school district by October 1, you should contact them and pursue this matter directly.

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.)

APPENDIX A: STATEMENT OF FAITH

What special services do we share together?

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

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

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

How do we engage our community?

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

What do we believe about future events?

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

APPENDIX A: STATEMENT OF FAITH

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

What future may each of us choose?

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

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

APPENDIX B: STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

Appendix B: Statement on Marriage, Gender, and Sexuality

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

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

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

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

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

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

APPENDIX C: NOTICE OF NONDISCRIMINATION

Appendix C: Notice of Nondiscrimination

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

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