



**Preschool - 8<sup>th</sup> Grade  
Parent/Student Handbook  
2021-2022**

11500 Southern Highlands Parkway • Las Vegas, NV • 89141  
(702) 617-6030  
[www.SouthernHighlandsPrep.com](http://www.SouthernHighlandsPrep.com)

## Table of Contents

	PAGE (S)
Mission/ Vision/ Accreditation Statements: Preschool – 8 <sup>th</sup> Grade	3-5
School Contact Information/School Administration	5
Staff Information	6
General Information: Preschool	10
General Information: Kindergarten – 8 <sup>th</sup> Grade	10-13
Academic Assessments: Kindergarten – 8 <sup>th</sup> Grade	13-14
Admissions Procedures/Registration & Payment: Preschool – 8 <sup>th</sup> Grade	14-15
Attendance Guidelines: Preschool & Kindergarten – 8 <sup>th</sup> Grade	15
Educational Program: Preschool	16-17
Educational Program: Kindergarten – 8 <sup>th</sup> Grade	17-18
Homework Guidelines/Alma: Kindergarten – 8 <sup>th</sup> Grade	18-19
Parent Communication: Preschool – 8 <sup>th</sup> Grade	19-20
Parent Involvement/PTO: Preschool – 8 <sup>th</sup> Grade	20-21
Student Behavioral Expectations: Preschool	21
Student Behavioral Expectations: Kindergarten – 8 <sup>th</sup> Grade	21-23
Behavior Policies: Kindergarten – 8 <sup>th</sup> Grade	23-26
Student Uniform/Dress Code: Preschool – 8 <sup>th</sup> Grade	27-28
Academic Policies/Procedures: Kindergarten – 8 <sup>th</sup> Grade	29-31
School/Extracurricular Activities: Preschool – 8 <sup>th</sup> Grade	32
Licensing Agencies Contact Information	33
No Smoking Policy	34
Policy Addendum Acceptable Use Policy: Kindergarten – 8 <sup>th</sup> Grade	35-38
Parent/Student Signature Acknowledgement Form	39

THESE POLICIES ARE NOT AN ALL-INCLUSIVE LIST. WE RESERVE THE RIGHT TO AMEND AND/OR MAKE CHANGES WHEN NECESSARY, APPROPRIATE AND BASED ON HEALTH/SAFETY MANDATES.

# **Southern Highlands Preparatory School - Preschool**

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## **OUR MISSION**

We will prepare our students to become independent learners with the desires, the skills, and the abilities necessary for lifelong learning. This will require creating a professional learning environment, which is centered around students, directed by teachers, and supported by home and the community.

## **OUR VISION**

The vision is to offer a professional learning community between administrators, staff, students, and families to reach and enrich the needs of every student by use of team-developed formative and summative assessments for improving student achievement.

## **OUR PHILOSOPHY**

Our program has consistently reflected the latest in educational research both in the United States and abroad. Components of the blueprint for education in the 21<sup>st</sup> Century are the same as those components that our school system has been providing for over two decades.

These components include:

- Individualized and personalized education
- Multicultural orientation
- Diverse, cooperative environment
- Success oriented environment
- Skills of critical and creative thinking
- Thematic studies in an integrated program
- Integration of technology into the curriculum

### **Highlights:**

- Small class sizes
- Outstanding physical facilities
- Integrated program with focus on the 8 component areas of our Links to Learning Curriculum
- Early childhood educated faculty
- Extended day programs
- Summer camp program

## **ACCREDITATION**

Accreditation is a voluntary method of quality assurance developed and designed primarily to distinguish schools adhering to a set of educational standards. The accreditation process is also known in terms of its ability to effectively drive student performance and continuous improvement in education. Southern Highlands Preparatory School is accredited by the Northwest Association Commission (NWAC), an accrediting division of Cognia, formerly known as AdvancED.

While accreditation is a set of rigorous protocols and research-based processes for evaluating a school's effectiveness, it is far more than that. Accreditation examines the whole school — the

programs, the cultural context, the community of stakeholders—to determine how well the parts work together to meet the needs of students.

Accreditation is important because it is a significant part of our overall quality assurance program, and it is a measure that is accepted and understood by our parents, students, faculty, and community partners. As an accredited school, Southern Highlands Preparatory primary goals are to ensure that the school strives every day for continuous improvement of our educational programs which support student learning and overall achievement.

## **Southern Highlands Preparatory School – Kindergarten – 8<sup>th</sup> Grade**

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### **OUR MISSION**

The mission of Southern Highlands Preparatory School is to prepare students to conquer challenges by applying 21st Century Skills and knowledge to academic and real-world situations.

### **WE BELIEVE**

- Provide a safe and supportive learning environment.
- Focus on individual strengths and learning styles of each child.
- Promote confidence and self-esteem through diverse opportunities for success.
- Facilitate a balance between a traditional and progressive education.

### **OUR VISION**

The Spring Education Group. mission is to create unique educational environments built on sound research, qualified instruction, and local communities of learning that foster academic excellence, instill a love of active learning, and provide experiences that enable all students to acquire a foundation of skills for lifelong achievement, increasing value to our families, our shareholders, and our employees. We nurture creativity and exploration in learning; respect children, parents, employees, and the environment; foster collaboration in our community of learners; meet the needs of children and the expectations of their parents; provide educational programs that consistently meet quality assurance criteria; develop and improve instructional delivery of our programs; demonstrate accountability and effectiveness to our constituencies; build and maintain our learning communities on a foundation of integrity and high standards.

### **ACCREDITATION**

Accreditation is a voluntary method of quality assurance developed and designed primarily to distinguish schools adhering to a set of educational standards. The accreditation process is also known in terms of its ability to effectively drive student performance and continuous improvement in education. Southern Highlands Preparatory School is accredited by the Northwest Association Commission (NWAC), an accrediting division of Cognia, formerly known as AdvancED.

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## School Contact Information

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Southern Highlands Preparatory School  
 11500 Southern Highlands Parkway  
 Las Vegas, NV 89141

Phone: (702) 617-6030

Fax: (702) 617-1361

SCHOOL ADMINISTRATION	
<b>Dawn Roberts</b> Interim Head of School	<a href="mailto:Dawn.Roberts@southernhighlandsprep.com">Dawn.Roberts@southernhighlandsprep.com</a>
<b>Gabrielle Jackson</b> ECE Director (Preschool)	<a href="mailto:Gabrielle.Jackson-Mcgee@southernhighlandsprep.com">Gabrielle.Jackson-Mcgee@southernhighlandsprep.com</a>
<b>Tiffanie Zuttermeister</b> Director of Admissions	<a href="mailto:Tiffanie.Zuttermeister@southernhighlandsprep.com">Tiffanie.Zuttermeister@southernhighlandsprep.com</a>
<b>Hollie Quaranta</b> Finance Manager	<a href="mailto:Hollie.Quaranta@southernhighlandsprep.com">Hollie.Quaranta@southernhighlandsprep.com</a>
<b>Lori Quijada</b> Upper School Office Manager	<a href="mailto:Lori.Quijada@southernhighlandsprep.com">Lori.Quijada@southernhighlandsprep.com</a>
<b>Marisol Ponce</b> Lower School Office Manager	<a href="mailto:Marisol.Ponce@southernhighlandsprep.com">Marisol.Ponce@southernhighlandsprep.com</a>

## PRESCHOOL STAFF INFORMATION

<b>Beginners – 2’s</b>	<b>Intermediate – 3’s</b>
Nerissa Felipe Nancy Balce	Maggie Poehler Valerie Julian Shayna Thompson
<b>PreK – 4’s</b>	<b>Junior K – 5’s</b>
Danielle Howard Adison Dahle Mandy Largent Tori Mitchell	Kristine Lambert Joanna Knight

## KINDERGARTEN – 8<sup>TH</sup> GRADE STAFF INFORMATION

<b>Kindergarten</b>	<b>Grade 1</b>	<b>Grade 2</b>
Tracie Hadama-Deparini Jordan Reeder Ashlee Comfort	Rosa Aceves Stacey Ballard Jennifer Williams	Adil Ouassini Maria Seitz
<b>Grade 3</b>	<b>Grade 4</b>	<b>Grade 5</b>
Casey Garza Heather Smith	Marci Brandon Carolyn Wallace	Tess Dillashaw Jennifer Sanabia

<b>Middle School</b>	<b>K-8 Specialists</b>
Fatima Iglesias - Language Arts April Coulter - Math/Science Susan Kolodny - Math Jones Dyson - Science Jaime Wunderlich - Social Studies	Doug Coombs - Art, K-8th Ileana Freisleben - Spanish, Middle School Heidi Calvert - Spanish, K-5th CarolAnn Premonics - Music, K-8th Jeffrey Stafford - Technology, K-8th Grant Watson - Athletic Director/PE

## Teacher Assistants

Ramona Gaudreau Guadalupe Lopez Lonnie Kritzler Donna Storfer Blake Korbel	Dayton Yingling Katherine Harrison Alex Chase Emily Marin Jennilyn Flores
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## General Information – Preschool

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Hours of Operation: 7:00 AM – 6:00 PM

School Hours: 8:45 AM – 2:45 PM

### **Arrival and Dismissal Procedure:**

Preschool Before care: 7:00am - 8:30am

Preschool drop off: 8:30am - 8:45am

Preschool pick up: 2:45pm - 3:00pm

Preschool Aftercare: 3:00pm - 6:00pm

**Extended Care:** Hours are from 7:00am – 8:30am and 3:00pm – 6:00pm. Refer to extended care form for rates. Hourly extended care will be billed at \$12.00 an hour. **There is a late pick up fee of \$5.00 per minute past 6:00pm.**

**Car Line:** On the first day of school, you will be receiving a color coded, per grade level card for your windshield/dashboard to identify the student that is being dropped off or picked up. You will display this card daily during drop off/pick up times on regular school days. Staff will be assisting students to their classrooms.

**Beginners - Junior Kindergarten: Blue**

**Lunch and Snacks:** We offer children nutritious mid-morning and mid-afternoon snacks. Afternoon extended day children are also offered a nutritious snack. The snacks provided meet USDA nutritional standards. The snack menu is posted and updated daily through our Links 2 Home daily report. All students will need to bring a lunch from home. *We are unable to microwave or refrigerate students' lunches.*

**Peanut-Free Policy:** As you may know, food allergies are a major problem and they claim over 200 lives and cause over 30,000 emergency room visits each year, nationwide. A policy has been placed for the preschool to address this issue as health and safety have always been top priorities for Southern Highlands Preparatory School, so we are taking this very seriously. For more information on food allergies, please visit: [www.foodallergy.org](http://www.foodallergy.org). Here are a few ideas for a peanut butter substitute:

- Soy butter
- Sun Butter (yellow lid w/a sunflower on the front)
- Wow Butter (sold at Wal-Mart & Whole Foods)

These products can be found in the same location as the peanut butter. We have found that the Wow Butter is the better of these products. If the children are unaware it is not peanut butter, many of them could not tell the difference. When packing your child's lunch, please keep it healthy. We will be working with the children to help build good eating habits and table manners. Please do not send sweets, nuts, candy, or sodas for lunch. These items are not healthy and will be sent home for later. Make sure to insert an ice pack to keep your child's lunch cold. Note: teachers cannot leave the classroom to reheat lunch items, so pack accordingly. Here are a few ideas for successful school lunches:

- Turkey, ham, or other meat sandwiches
- Slices of meat and cheese-use a small cookie cutter to cut out shapes
- Fruit balls-use a melon baller and have them help
- 100% fruit snacks in place of fruit snacks w/fructose corn syrup
- Fruit leathers in place of fruit roll-ups or candy
- 100% fruit juices in place of juice boxes that are only 20% real juice
- Graham crackers in place of high-sugar cookies

**Medication:** All medication must be kept in the office including cough drops, inhalers, and all over-the-counter medications. In addition:

- A medication release form signed by the parent/guardian and the physician must accompany the medication. The form must specify the dosage to be administered, the time to be administered, and the length of time that the child is expected to be on the medication.
- If a medication is to be administered, we require a physician's signature on the appropriate medication form with the exception of sunscreen and teething gel.
- Medication must be in the original container and prescription medication clearly labeled with the full pharmacy label.
- Medication must be clearly labeled with the child's first and last name, the name of the medication and the directions for use.
- Prescription medication shall be used only for the child named on the label.
- Medication is not allowed in cubbies or book bags.
- The school cannot administer medicines or perform procedures requiring specific skills or prior medical training.

**Illness/Sick Policy:** subject to most recent communication and state mandates.

The purpose of our sick policy is to reduce the spread of illness among children and to encourage full recuperation of sick children before they return to school. We depend on parents to assist us in maintaining a safe and healthy environment for all of our children. *We reserve the right to send home any student who shows signs of illness at school.* Any student who becomes ill at school will be made comfortable until his/her parent can be notified, and the student is picked up from school. A sick child must stay home where he/she is most relaxed and comfortable. We are not designated as an "ill childcare facility" by our licensing authority therefore, any child with the following symptoms may be excluded from care:

- A fever of 100.4 degrees or more (parents will be notified at 100 degrees)
- Acute vomiting (two (2) or more episodes, within a period of 24-hours)
- Acute diarrhea (two (2) or more episodes, within a period of 24-hours)
- A heavy nasal discharge indicative of infection
- A sore throat or severe coughing
- Fussy, cranky behavior and generally not himself/herself
- A skin rash lasting more than one (1) day, excluding diaper rash
- Head lice



- Symptoms of communicable disease
- Small, raised bumps or blisters on skin with itching
- Red eyes or red lining (conjunctiva) of the eye with discharge

Following an illness, a child must be free of all of these specified symptoms for at least 72 hours before he/she can return to school. A doctor’s clearance may be requested stating that the child’s condition is not infectious, and he/she may return to school.

**Injury/Incident:** If a child has an injury or incident during the day, the appropriate form will be filed and sent home for the parent’s notice. In addition, if a child has an injury and the area affected is his/her shoulders and/or above, the parent/guardian will also be contacted by phone. Staff members are trained in first aid and CPR and can tend to everyday bumps and bruises. In the event of a serious emergency, the school will secure immediate medical attention as described on the “Student Illness/Emergency” section of the child’s Tuition Agreement form filed in the school office. Every effort will be made to contact parents, guardians, or authorized family members or friends.

**Pets:** For health and safety reasons, pets are not allowed in the school building, including during dismissal, without prior approval from administration.

**Emergency Procedures:** Safety procedures help keep students and staff safe during unpredictable circumstances. Our school has procedures and practice drills for all types of emergencies. Administration reviews these procedures regularly, and students and staff practice a wide variety of drills throughout the school year. Information sheets are posted in each classroom stating directions to follow clearly during all drills. An announcement will be made in the event of drills or emergencies. Cooperation and alertness is necessary during all drills. Teachers will give instructions about leaving the building in case of emergencies. Should you find yourself on campus while a drill is taking place, please participate with your child. Please take time to review and discuss the importance of such drills with your child.

Offsite Emergency Evacuation Plan is listed below:

Site #1	Fire Department Station #65 3825 W. Starr Las Vegas, NV 89141 (702) 229-0297	Directions from the school: Northwest on Southern Highlands Pkwy. Second right onto S. Valley View Blvd. First right onto W. Starr
Site #2	Inzalaco Family Park 5801 Shinnecock Hills Ave. Las Vegas, NV 89141	Directions from the school: Northwest on Southern Highlands Pkwy. Left on Shinnecock Hills Ave. Park is one mile on the left

**Visitors at School:** There will be no visitors of any kind allowed inside the school buildings.

**Student Records Request:** All requests for student records must be submitted in writing to the office. Such requests may take up to seven school days to process. We appreciate your patience.

**Withdrawal/Transfer:** Withdrawal from the school during the School Year requires at least one month's advanced written notice. You must continue tuition payments for attendance through the date, which is once month after our receipt of your withdrawal notice per your Tuition and Fee Schedule Agreement.

## **General Information – Kindergarten – 8<sup>th</sup> Grade**

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Hours of Operation: 7:00 AM – 6:00 PM

K-5<sup>th</sup> School Hours: 8:30 AM – 3:00 PM

6<sup>th</sup>-8<sup>th</sup> School Hours: 8:15 AM – 3:15 PM

**Dismissal Procedure:** If a student has permission to walk or ride their bike home, the office needs a written permission form on file. For safety reasons, students are not permitted to leave school with another student or alternate ride unless the office has been notified at the start of the school day. The office will notify the student's teacher that they have received written or verbal authorization for the student to leave with an alternate ride. Students are not permitted to call their parents for this authorization at the end of the day as this is disruptive for both the office and the teachers.

Students who need to leave prior to the end of the academic day (before 3:00 PM) must remain in their classrooms until their parent arrives to pick them up in the front carline. Students are not permitted to wait "up front" in the lobby or in the front office for their ride. If a student is on campus, they must be in their assigned classroom location with the proper supervision. We appreciate your cooperation in this matter.

### **Extended Care:**

Drop off Before Care:

Kindergarten - 5<sup>th</sup> grade: 7:00am - 8:15am

6<sup>th</sup> - 8<sup>th</sup> grade: 7:00am - 8:00am

Pick Up Aftercare:

Kindergarten - 5<sup>th</sup> grade: 3:15pm - 6:00pm

6<sup>th</sup> - 8<sup>th</sup> grade: 3:30pm - 6:00pm

**Car Line:** On the first day of school, you will be receiving a color coded, per grade level card for your windshield/dashboard to identify the student that is being dropped off or picked up. You will display this card daily during drop off/pick up times on regular school days. Staff will be assisting students to their classrooms.

Kindergarten – 1<sup>st</sup> Grade – **Green**

2<sup>nd</sup> Grade – 5<sup>th</sup> Grade – **Yellow**

6<sup>th</sup> Grade – 8<sup>th</sup> Grade Middle School – **Red**

After 3:30 pm all classrooms are off-limits. Since students will not be allowed to enter classrooms, students will need to take their personal belongings with them to the after-school program. Assignments will be written on the board for students to copy down and/or take a picture of it with their iPads (6<sup>th</sup>-8<sup>th</sup> grade) to reference at home. Parents and students will have to rely on their personal planners, iPads, and ALMA as their primary sources of information. Parents will have to hold their children accountable for using their planners and iPad calendar properly. In this way, the student's independence is supported, and their responsibility is fostered.

**Lunch:** Please check with your child daily to be sure they have a lunch brought from home. *We are unable to microwave or refrigerate students' lunches.*

Better Lunch Program- SHPS Lunch Codes: **1037** (grades K-8); **1037PK** (PS)

**Medication:** All medication must be kept in the office including cough drops, inhalers, and all over-the-counter medications. There is a medication form to be filled out with the dates and times that the medication needs to be administered to your child. Please see the office for more information.

**Illness/Injury:** When ill, a student should get permission from his or her teacher prior to going to the main office. A parent/guardian will be contacted if the student needs to go home. All injuries need to be reported to the main office. First aid will be administered when necessary and/or parents will be notified.

**Pets:** For health and safety reasons, pets are not allowed in the school building, including during dismissal, without prior approval from administration.

**Emergency Procedures:** Safety procedures help keep students and staff safe during unpredictable circumstances. Our school has procedures and practice drills for all types of emergencies. Administration reviews these procedures regularly, and students and staff practice a wide variety of drills throughout the school year. Information sheets are posted in each classroom stating directions to follow clearly during all drills. An announcement will be made in the event of drills or emergencies. Cooperation and alertness is necessary during all drills. Teachers will give instructions about leaving the building in case of emergencies.

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**Electronic Equipment:** Per Nevada State Law student digital and cellular phones may be brought to school and used during certain times of the school day under the following guidelines:

- All cell phones and electronic equipment must be turned off and kept in the student's locker at all times. Students will only be permitted to use their cell phones with the approval and supervision of their teacher/admin. and under extraordinary circumstances.
- Text messaging, using the camera or video function of an electronic device, and the use of social media websites are prohibited. If a student is found violating any of these restrictions (including using text messaging), her or his phone will be confiscated and turned in to an administrator. If a student frequently abuses the policy and causes a disruption to his or her class, he or she will lose the privilege of having a phone at school.
- *Due to the fact that phones are not viewed as a necessity, please be aware that SHPS assumes no responsibility or liability for any loss or damage to personal electronic items.*

**Telephone Calls:** Faculty and students may not be called from their classrooms to the telephone except in the case of extreme emergency. Necessary messages will be taken at the office and delivered at the appropriate time. Student use of the office telephone is for emergencies/illness and the calls are to be made to the parent/guardian only. No student should be using any classroom phone without permission for any reason from his/her teacher.

**Lockers:** The homeroom teacher will assign a locker to each student for the school year. Since a locker is the property of the school, it may be inspected by school staff at any time and for any reason. The use of combination locks is permitted provided that the combination is provided to their homeroom teacher and administration. Students must only use the locker that is assigned to them and all backpacks and other personal items must be stored in the locker – backpacks and other items cannot be stored on the top of the lockers or in the classrooms. Students are not allowed to decorate the outside of their lockers in any way. No permanent markers (including dry erase markers) or adhesive stickers may be used on the inside or outside of the lockers at any time. Only magnetically supported decorations are permitted in or on the lockers at any time. Locker access is strictly limited to morning before school, breaks, and lunch, (students cannot access their locker by interrupting a class in session). It is the responsibility of the student to keep their locker clean and organized. Food must be removed from the lockers daily and lockers should be cleaned out weekly.

**Student Supplies:** Students are expected to purchase/ furnish their own school supplies. Students will also need to keep a few items at home so they can complete their class assignments and projects properly. Please refer to the SHPS website for a list of school supplies required for each grade level. Textbooks or other materials on loan from the school are the responsibility of the student and he/she must reimburse the school for any lost or damaged item. All hardcover textbooks must always be covered.

**School-issued iPads:** Since we are a one-to-one iPad school for Kindergarten-8th grades, students will be expected to have their iPads charged and with them on a daily basis in class as needed. Please see separate [iPad Policy Handbook](#) for details pertaining to this privilege and responsibility.

**Visitors at School:** There will be no visitors of any kind allowed inside the school buildings.

**Student Records Request:** All requests for student records must be submitted in writing to the office. Such requests may take up to seven school days to process. We appreciate your patience.

**Withdrawal/Transfer:** Withdrawal from the school during the School Year requires at least one month's advanced written notice. You must continue tuition payments for attendance through the date, which is once month after our receipt of your withdrawal notice per your Tuition and Fee Schedule Agreement.

## **Academic Assessments – Kindergarten – 8<sup>th</sup> Grade**

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**AABL/CTP Online/i-Ready:** Assessment is an integral part of instruction, as it determines whether or not goals are being met. Assessment inspires us to ask these hard questions: "Are we teaching what we think we are teaching?" "Are students learning what they are supposed to be learning?" "Is there a way to teach the subject better, thereby promoting better learning?"

We monitor every student's progress in reading and mathematics both during the school year and at the end of each school year. To monitor reading and mathematics during the school year, we utilize the assessment portion of the i-Ready online program three to four times per year. To assess each student's progress in multiple subjects at the end of each school year, we administer the AABL or CTP online.

**i-Ready Reading and Mathematics Assessments:** The i-Ready diagnostic assessments are designed to assess an individual student's skills across multiple grade levels to pinpoint gaps in their knowledge base. It gives teachers an action plan to close those gaps and automatically delivers differentiated, online instruction to students. In addition, this testing provides valuable information regarding where our students are academically in relation to the new Common Core Standards. Teachers use the i-Ready assessment information to customize lessons, which ensure that every student is receiving the appropriate instruction for his/her reading and math level. Educators refer to this as "assessment for learning" because the results help the teacher learn about each child's needs and can then adjust lesson plans and instruction to meet the needs of each student.

**CTP - Comprehensive Testing Program (Grades 1 – 8):** The Comprehensive Testing Program (CTP) is a rigorous assessment for high achieving students in areas such as reading, listening, vocabulary, writing, and mathematics. Verbal and quantitative reasoning

subtests are part of the CTP beginning in Grade 3. The CTP helps compare content specific, curriculum-based performance to the more conceptual knowledge base found in reasoning tests.

The test is given once per year and over a series of days. We ask parents and students to remember a few important test-taking tips:

- Get a good night's rest and eat a normal breakfast before testing.
- Remember not to schedule any outside appointments during the testing window.
- Middle School students need to have their iPads charged and brought to school.
- Relax, taking a few deep breaths.
- Keep a good attitude. Think positively!

## **Admissions Procedures – Preschool – 8<sup>th</sup> Grade**

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We welcome new students and families, and we want to make sure that every student can be successful in our academic program. Therefore, we do require Kindergarten – 8<sup>th</sup> grade students who are interested in attending our school to:

- Provide the last two school year's report card
- Take the Testpoint Placement Test
- Spend a minimum of half-day participating in classroom activities in a "Discovery Day"

This admissions' process helps us ensure that all students who attend our school will be successful academically, socially and behaviorally.

Children may enroll in our kindergarten program if they will be five years old on or before September 30 of the year in which they are to enroll. If there is a question as to the student's kindergarten readiness, then the student will be assessed by administration. If the child turns five years old between September 30 and January 1, then he/she must be assessed by administration and score at or above the 80<sup>th</sup> percentile on all subtests. Parent will be responsible for signing a waiver stating that they understand the policy for a student who enrolls before five. In no instance will a child be considered for kindergarten enrollment if he/she turns five after January 1<sup>st</sup>. Disclaimer- should you choose disenrollment from SHPS, the public school system will not honor our classroom placement if it does not coincide with their enrollment policies.

**Non-Discrimination Statement:** Southern Highlands Preparatory School does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Southern Highlands Preparatory School is non-sectarian, private and independent.

## **Registration and Payment – Preschool – 8<sup>th</sup> Grade**

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For enrollment, a complete Applicant Information Form, Tuition & Fee Schedule, Tuition Agreement, Extended Care Sign-Up Form, Immunization Record, and Birth Certificate and all other state required forms must be on file. This information must be kept current throughout your child's enrollment. Please refer to the Tuition Agreement and Fee Schedule for payment policies, including policies for absence, late pick up and illness.

## **Attendance Guidelines - Preschool**

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It is our expectation that all students will be in school every day when they are healthy enough to do so. Please notify the school when your child will be absent and for what reason.

Most students should not exceed ten absences per year, or an average of one day per month. Absences do affect a student's ability to learn to his/her fullest potential. If your child's absences become excessive, the teacher and principal will request a conference to determine how to remedy the situation. Excessive absences can be reason to not re-enroll a student for the following school year. Please consult with the principal if you have any questions or concerns. No credit or make-up days will be given for holidays or professional in-service days or student absences or illnesses.

Tardiness to school is sometimes unavoidable. A pattern of repeated tardies, however, can be disruptive for not only the late student, but also for the rest of the class. Please help us preserve the importance of the academic day by helping students arrive on time.

## **Attendance Guidelines - Kindergarten – 8<sup>th</sup> Grade**

---

It is our expectation that all students will be in school every day when they are healthy enough to do so. Please call the school to notify us when your child will be absent and for what reason. All absences require a note upon the student's return to school.

Most students should not exceed ten absences per year, or an average of one day per month. Absences do affect a student's ability to learn to his/her fullest potential. If your child's absences become excessive, the teacher and principal will request a conference to determine how to remedy the situation. Excessive absences can be reason to not re-enroll a student for the following school year. Please consult with the principal if you have any questions or concerns.

Tardiness to school is sometimes unavoidable. A pattern of repeated tardies, however, can be disruptive for not only the late student, but also for the rest of the class. Please help us preserve the importance of the academic day by helping students arrive on time. All students who arrive at school past 8:15 am 6-8; 8:30 am Kinder-5<sup>th</sup> MUST stop in the office to receive a Tardy pass in order to be admitted into class.

## Educational Program – Preschool

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**Program Goals:** Our program is designed to respond to the increasing needs of families with young children. We strive to provide a loving, caring atmosphere that will foster each child’s feeling of autonomy and positive self-image. The staff is selected on the basis of their ability to interact positively with young children, as well as for their educational and caregiver experience.

The warm and nurturing atmosphere in our classrooms is carefully created to stimulate the children in an appropriate developmental manner. They also provide opportunities for exploring, learning and social interaction through a variety of daily activities, including the use of manipulatives that encourage hand-eye coordination, fine and gross motor skills and visual tracking.

Our major goal is to provide the necessary educational foundation for success when our students enter an elementary school program by:

- Providing an atmosphere in which children are encouraged to be productive and creative
- Developing an appreciation for education and a love of learning
- Educating the whole child - cognitively, emotionally, socially and physically
- Encouraging a positive self-concept and feeling of self-worth
- Developing fine and gross motor skills
- Teaching about safety and good health habits
- Providing a strong foundation for reading, writing, mathematics, social studies and science
- Providing an atmosphere in which a child feels secure and comfortable away from his/her family
- Developing the ability to communicate effectively with others
- Developing a sense of responsibility and independence by teaching self-help skills and strengthening decision-making abilities
- Developing the ability to work and play in groups, as well as independently and promoting healthy relationships with peers and adults
- Developing awareness of different languages and cultures through the introduction of Spanish
- Understanding the importance of technology as a tool for learning

**Curriculum:** Links 2 Learning is an integrated series of programs for children ages six weeks to five years that engages the young learner’s sense, mind and body. The components of each program build upon each other as children grow and develop, ensuring an excellent preparation for elementary school.

The program draws from the collective expertise of renowned early-age educators such as Dewey, Piaget, and Vygotsky. The Links 2 Learning curriculum builds new learning on past experiences and encourages each child’s interest in discovery and hands-on learning.



Links 2 Learning takes advantage of a child’s readiness to learn with activities that are fun, challenging, easily understood - and are meaningful. The curriculum gives a child the freedom to discover in a supportive, loving and nurturing environment.

Links 2 Learning was created by the Nobel Learning Education Department, a team of highly skilled experts with a vast knowledge of early-age education. This team is guided by our National Advisory Board, which ensures that our curriculum reflects the latest early education research.

Opportunities to learn Spanish are woven throughout the school day. Children between the ages of 2 and 5 have a remarkable ability to learn and absorb language, more so than any other time in their lives. Introducing children to Spanish now helps prepare them for success in language for the rest of their schooling.

Links 2 Learning is organized according to a child’s age and stage of development. We incorporate new skills and concepts at each developmental stage. Here are the component areas for our Links 2 Learning Program:

- Language and Literacy
- Creative Expression
- Mathematics
- Citizens of the World
- Social-Emotional
- Digital Interactions
- Wellness
- Science and Social Studies

## **Educational Program – Kindergarten – 8<sup>th</sup> Grade**

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The core curriculum contains the content of what we teach—the state or national academic standards. In planning instruction and lessons, we weave both 21<sup>st</sup> century themes and skills into the delivery of the content standards in language arts, mathematics, science, and social studies. The Common Core Standards are embedded in what we do here at SHPS, but we go above and beyond CCS in all areas of instruction.

### **Science: Stemscores**

Beginning in Kindergarten through 8<sup>th</sup> grade, our students will experience STEMSCOPES: Hands-On Exploration Kits • Investigations - nurture curiosity • Inquiry-based - learn through exploring and discovering scientific models, concepts and phenomenon • Hands-on - students are doing science • Designed to support students in developing deeper understanding of science concepts so they can explain the world around them • Students work like scientists and engineers to explore, discover and design solutions • Develop real world understanding of science, engineering, technology & math concepts • Requires the development of explanations and design solutions • Requires students to support their solutions and explanations with evidence-based arguments and reasoning • Support the development of 21<sup>st</sup> century skills - collaboration, inquiry, communication, problem-solving, innovation, design

## **Personal Learning Plans**

The Personal Learning Plan provides an opportunity for teacher, parent, and student to set goals and to measure progress on school-related learning that is not captured on the traditional report card. The Personal Learning Plan has four sections:

**Academic Goals:** Students, in consultation with the teacher and parents, choose a reading and mathematics goal for the year. Then, all the members of the PLP team together decide what each member will do to meet those goals.

**Life and Career Goal:** The student, teacher, and parent choose a particular study skill, such as time management or organization that all three will work on together to assist the student in enhancing academic performance.

**21<sup>st</sup> Century Skills Goal:** Throughout the year, students are given an opportunity to choose which product (art work, brochure, report, poster, and diorama) or performance (skit, song, debate, and poem) assessment they would like to do as their final assessment of learning. STEM is also included in this portion of the PLP.

## **Academic Success**

The ultimate measure of an educational program is student achievement results. Using both the annual AABL/ERB and the i-Ready formative assessment data collected during the school year, we are able to measure and to document the progress and achievement of our students in both reading and mathematics. It also provides valuable information to the teacher so that he/she can customize and personalize lesson plans to meet the needs of every student.

## **Homework Guidelines / ALMA**

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Homework is given on a regular basis to improve skills and to develop responsibility. Homework solidifies and reinforces concepts taught during the school day. Each teacher will upload their homework, on a weekly basis, to their ALMA page. Parents should regularly check ALMA for assignments, communication, and grades. Parents should check ALMA for homework assignments prior to calling the school for their child's homework. Time spent on completing daily homework increases as students mature. A general, but not rigid, guideline for homework time per night is as follows:

Kindergarten:	15-20 minutes
Grade 1:	20-30 minutes
Grade 2:	30-45 minutes
Grade 3:	50-55 minutes
Grades 4-5:	45-60 minutes
Grades 6-8:	90 minutes - 2 hours

**ALMA** Student Information System (SIS) [www.nlcil306.getalma.com](http://www.nlcil306.getalma.com)

ALMA is our primary method for communicating with parents regarding the academic progress of each of our students. Teachers for grades K through 8 are required to post their grades in all subjects weekly. New students will receive an activation link as well as instructions detailing the procedures to set up their account by the second week of school. Parents and students will have separate logins. Parents should use the same password for multiple children as you will be able to see all children under your username. We strongly encourage all parents to monitor their child's grades on a weekly basis so that any and all issues that arise can be addressed promptly rather than at the end of the quarter. Please email your child's teacher first, before contacting administration.

## Parent Communication – Preschool – 8<sup>th</sup> Grade

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The key to a successful partnership between teachers and parents is good communication. To create an optimum educational environment, open lines of communication between the school and the parent is required to allow positive dialogue. It is important for parents and teachers to share the responsibility for creating a working relationship that fosters each student's learning and development. Students need to know that their teachers and parents have formed an alliance in order to make sure that their learning experience is positive, supportive, and that the rules and expectations that govern the classroom will also be reinforced at home. The following programs are in place to promote communication between school and home:

- Links 2 Home (Preschool only): Parents will receive a daily report and photo each day via email. View all of your photos and reports at any time through our Links 2 Home app as well as sharing drop-off notes with your teacher.
- Newsletters (K – 8 only): School newsletters will be distributed via email. They highlight activities, events, and student successes.
- Student Planners: Planners will be provided for students in grades 3-5. Also, students in grades 4-8 are given individual iPads and this is also a tool that can be used for keeping track of assignments. Please keep in mind that only students in grades 6,7, and 8 take their iPads home.
- Parent/Teacher Conferences: Parent-teacher contact is vital to the success of students. Formal parent-teacher conferences will be scheduled by teachers at the end of the 1st and 3rd quarters. During these conferences, report cards will be discussed, and Personal Learning Plans will be updated for K – 8 parents and Preschool parents will receive parent reports and Personal Learning Goals. Parents may also request additional conferences throughout the year by contacting the teacher directly. NOTE (K-8 only) Progress reports are NOT sent out, as grades in ALMA should reflect updated grades. If you are not seeing this, please contact both your child's teacher and administration immediately.

**Concerns:** Whenever you have a concern or problem please let us know so we can discuss it and attempt to come up with a workable solution.

- First Step: Please contact the teacher first. The majority of concerns can be immediately addressed and resolved through direct contact with the teacher, this includes specialty teachers.
- Second Step: If you still have a concern, then you should talk to a school administrator. You should request a conference with the administration through the teacher. This should be done only after you have attempted direct contact with the teacher.

**Electronic Communication:** The use of technology is a vital component of communication in our world today. It not only helps to improve student learning, but it also enhances the efficiency of school support services. The teachers encourage the use of electronic communication (email and ALMA) as a major source of information for parents and students. We use technology to provide immediate access to information and documents via ALMA. We invite parents and students to email teachers with questions and comments. We also invite parents and students to actively seek out our site for information about homework, projects, activities, etc. The teachers will be responsible for posting the information, and parents and students will be responsible for accessing it. Make sure you have your correct email on file with both the main office and your child's teacher. The electronic resource we use is: ALMA (for reporting grades for Grades K-8). You will receive specific details and log-in information within the first few weeks of the school year.

## **Parent Involvement**

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A team is formed through communication to share common goals such as: encouraging good attitudes, high achievement, and a strong commitment to education. Strong links between home and school will help to facilitate these goals. Parent involvement in their child's education is an important factor in school success and achievement. Many middle school students, however, seem reluctant to even talk about their schoolwork with their parents, let alone involve them in it. Fortunately, parent involvement can take many forms and parents are encouraged to participate in the life of the school. It is important for the parents to stay actively informed and to let their kids know just how important school is through their words and actions. Please note that all parents must check in at the main office during the school day.

### **Parent/Teacher Organization**

The Parent Teacher Organization (PTO) encourages every parent to join them in their mission to support school programs and improve communication between home and school. More information will be sent out regarding how you can be involved in the PTO. Contact PTO President, Khara Scheppmann: [Khara@SHPSPTO.com](mailto:Khara@SHPSPTO.com)

## **Referral Plan**

Parents have the opportunity to share the good news about our school and save on tuition. When you refer a family to our school, you may receive a free week of tuition. Simply call the school office to request a Referral Certificate, provide the Certificate to the family you are referring, and ask the new enrolling family to write your name on the line marked, "Family at School". The referred family then hands the completed Referral Certificate to the principal during his or her tour.

If you have further questions, you may contact the Head of School. (The family who refers the new family is paid their stipend after the family has been in attendance for 90 days.)

## **Student Behavioral Expectations – Preschool**

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Our approach to discipline and behavior management is to solve behavior concerns using modeling, redirection, and positive reinforcement. We let children know the rules of their classroom and what is expected of them. We reinforce positive behavior through attention, praise and recognition. Circle time and other group meetings are used as a time for children to hear praise for themselves and others, to plan activities together, and to discuss class concerns and goals for desired behavior.

When needed for older children, we use "thinking time" as a tool to improve behavior. We discuss the behavior of concern with the child, set a plan of action and give the child in-class "thinking time." The purpose of "thinking time" is to give the child an opportunity away from the group to think about his/her behavior and plan with the teacher how to regain control of that behavior. When necessary, we work with parents to resolve behavior issues. If the behavior concern cannot be resolved or the child is harming himself or others, we reserve the right to dismiss or suspend a child for unsatisfactory behavior.

## **Student Behavioral Expectations – Kindergarten – 8<sup>th</sup> Grade**

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Students at Southern Highlands Preparatory School are expected to conduct themselves within the following general guidelines while attending school or school related functions:

**Before and After School:** The school classrooms are available to students between the hours of 8:00 AM to 3:30 PM. Students that arrive before that time should report DIRECTLY to their homeroom with their belongings and follow the directions of the support staff (students are not permitted to be in any other section of the building during this time). Middle School students are not permitted to go to their lockers prior to 8:00 am nor are they permitted in the middle school hallway without prior permission from the before care teacher. Students are not allowed to gather in classrooms (or anywhere on campus) without supervision. For the safety and welfare of our students, any student NOT under the supervision of a faculty member or approved adult will be subject to disciplinary action. This action can result in a detention, suspension, or exclusion from extracurricular activities.

**Assemblies:** Assemblies are presented throughout the year. In order for all to enjoy this privilege to the fullest extent, it is expected that the students will walk quietly to and from the assemblies as well as show respect to the people presenting the program. Students are expected to follow these general guidelines:

- Do not enter or exit when a person or group is performing.
- Handclapping is the appropriate way to show appreciation.
- Talking during the program is inappropriate.

**Classroom:** Students are required to complete all assignments given to them by the teachers. They should not disrupt the classroom or disturb other students. Since different subjects require different forms of behavior (for example, physical education, science lab, or history lecture), each teacher has the right to set up his/her own classroom rules in addition to the established school rules. \*Students are required to come to classes prepared to study; that is, **THEY SHOULD BRING THEIR TEXTBOOKS, PAPER, PEN OR PENCIL, AND ANY OTHER MATERIALS REQUIRED BY THE TEACHER AS STATED IN HIS/HER SYLLABUS.**

When students have a substitute teacher, aide, or volunteer, they must behave as requested in addition to following the regular teacher's expectations.

To leave the classroom, students must ask permission from their teacher stating the reason and their destination. Students must sign out and back in with each exit and entrance. Students are to go directly to the destination and return directly to class without other stops that were not agreed to by the teacher. Failure to follow the teacher's specific directions may result in disciplinary action.

**General Building Rules:** Student behavior in the building must promote a safe and orderly environment for all and must not disrupt classes in session.

- Always walk; **DO NOT RUN.**
- Maintain a reasonable tone of voice, especially in the hallways.
- Refrain from disturbing classes in session.
- Keep all areas clean and free from litter.
- Eat only in designated areas (this does not include the hallway or computer lab).
- Refrain from marking on walls, lockers, furniture, books, and other people.
- Refrain from throwing objects in or from the building.
- Use appropriate language; do not use racist, sexist, or obscene words and/or gestures.
- Chewing gum is not permitted on school grounds at any time. Any students who are chewing gum will immediately and without a warning, be assigned a detention.

**Lunch:** Students must bring a lunch from home. There are no microwaves or refrigerators available for student lunches. Behavior during the lunch period includes keeping the area safe and clean. Students are expected to:

- Obey all lunch supervisors.
- Walk; **DO NOT RUN.**
- Use a reasonable tone of voice.

- Eat only in designated areas.
- Clean up eating area and dispose of garbage.
- Refrain from throwing food or other objects.
- Remain in designated areas until dismissed by a lunch supervisor.
- Remember that glass bottles or containers are not permitted.

## **Behavior Policies – Kindergarten – 8<sup>th</sup> Grade**

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The following are disciplinary procedures/actions which can be used by teachers and administrators to resolve problems of student misbehavior while under the school's jurisdiction:

- Discussion with student
- Contact with student's parents/guardians
- Conference with parents/guardians
- Lunch detention/Recess detention
- Referral to office
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Expulsion from school
- Notification of police

### **Lunch/Recess Detention:** (middle school students only)

Students will be assigned to a detention room during their lunch period if they break classroom and/or school rules. Students assigned to the detention room are notified at least one day in advance. They will be issued a conduct referral form and it is the student's responsibility to take it home, have it signed by a parent, and return it to the detention lunch supervisor. Students will not be admitted without parent/guardian signature or contact with the office. **LUNCH DETENTIONS WILL BE HELD ON TUESDAYS AND THURSDAYS.** If students are absent on their assigned day, they will serve the detention the next day that they return to school. Furthermore, they will be assigned an additional detention if they do not have their conduct referral form signed and return it to the detention lunch supervisor on their assigned day of detention.

### **Lunch Detention Rules and Procedures:**

- Students must be on time to the lunch detention room.
- Student must bring lunch detention form signed by parent/guardian or proof of parent notification.
- Student must bring their lunch with them.
- There will be no talking or noise during lunch detention.

### **Lunch Detention Absence:**

1<sup>st</sup> infraction – issue another referral

2<sup>nd</sup> infraction -1-day ISS

Each additional infraction will result in another day of ISS.

Three lunch detentions within any 30-day period will result in a 1-day OSS.

**In-School Suspension-K-8:** In-School Suspension (ISS) is an alternative to Out-of-School Suspension (OSS).

Students must do their daily schoolwork and eat lunch in a supervised room separated from the rest of their peers during the regular school day. Students will have a morning and afternoon rest break each day.

Students assigned to ISS will have class assignments to complete during their suspension. Parents will be contacted either in writing or by the telephone before a student is assigned to ISS. Two In-School Suspensions within any 30-day period will result in a 3-day OSS.

**In-School Suspension Rules and Procedures:**

The following rules and procedures apply at all times while in ISS:

- Students are to report to the office with all their textbooks and a reading book immediately upon arriving at school.
- Talking is not permitted.
- Remain in your seat at all times.
- Defacing tables or any other part of the ISS area is not permitted.
- There will be two breaks: one in the morning and one in the afternoon.
- Students will be allowed to use the restroom and get a drink of water at breaks and during lunch time.
- Students must be actively working on their class assignments at all times. If they have an assignment from every teacher and finish their work, they may read a book.

Students who fail to comply with ISS rules will be assigned OSS in future incidents.

**Out-of-School Suspension:** Students may be given an Out-of-School (OSS) suspension from 1 to 5 days depending upon the severity of the infraction. This disciplinary option may be utilized based on the severity or frequency of a student's behavioral infractions. Multiple OSS's during the school year may result in expulsion.

**Student Conduct and Regulations:** Southern Highlands Preparatory School has set forth policies regarding student conduct and regulations. These policies are a guide for student behavior so that we can provide a safe and positive learning environment for all students. THESE POLICIES ARE NOT AN ALL-INCLUSIVE LIST. WE RESERVE THE RIGHT TO AMEND AND/OR MAKE CHANGES WHEN NECESSARY AND APPROPRIATE. ALL DISCIPLINARY ACTIONS WILL BE DETERMINED BY THE ADMINISTRATION AND WILL BE BASED ON THE SEVERITY AND THE FREQUENCY OF THE INFRACTION.

**Alcohol, Tobacco, and other Drugs:**

Alcohol, narcotics, tobacco, energy drinks such as Red Bull or Monster, illegal stimulants and depressants are not allowed. Students are not to use, possess, or be under the influence of these substances when traveling to and from school or when on school property during regular school hours or at any activity involving student attendance after school hours. Energy drinks such as Monster or Red Bull, are not permitted on campus.



**Consequences: Parent notification and suspension or expulsion as well as possible notification of police.**

\*\*Note: The same consequences apply to any substance that looks like and/or is represented to be alcohol or a drug, regardless of its content.

**Arson:**

No student shall use or possess matches, lighters, or explosive devices (firecrackers, smoke bombs, caps, etc.) that could cause damage or disruption.

**Consequences: Parent notification and suspension or expulsion and possible notification of police.**

**Computer/iPad Activity or Internet Misuse:** The use of computers by students in an inappropriate manner is unacceptable. Students who violate these policies shall be subject to any or all of the following:

- Revocation of computer use privileges, detention or suspension from school, and in appropriate cases, possible recommendation for expulsion.

**Dishonesty/Cheating/ Plagiarism/Forged Signatures:** All students are expected to display honesty at all times.

**Consequences: Parent notification, no credit for assignment or test and in-school suspension.**

**Displays of Affection:** There is a proper time and place for expression of affection and the school campus is not considered a proper place. Students are asked to avoid embarrassment to themselves and others by avoiding displays of affection during the school day and at school events. Refusal to comply will result in

**Consequences: Parent notification and possible detention or suspension.**

**Disrespect of Authority:** Students are expected to show respect for the authority of all adults in the school setting. We believe this is fundamental to the resolution of problems and to the success of our students. Respect infers cooperation, communication, and understanding by all parties that we each have roles to play, rules to follow, and jobs to accomplish in school. These expectations relate to all staff members and substitute teachers.

**Consequences:**

**1<sup>st</sup> violation** – Lunch detention or referral to office, depending upon severity

**2<sup>nd</sup> violation** – 1-2 days ISS depending upon severity

**3<sup>rd</sup> violation** – 3-5 days OSS

**Fighting/ Instigating a Fight:** It is the position of the school that fighting is not an acceptable way for people to resolve their differences. It is recommended that students who are having problems or are threatened by another person seek the assistance of a teacher or an administrator to help resolve the problem. Consequences for students who participate in, encourage, or instigate any physical aggression towards another student are as follows:

Parent notification and:

**1<sup>st</sup> violation** – 1-2 days ISS or OSS

**2<sup>nd</sup> violation** – 3 days OSS and notification

**3<sup>rd</sup> violation** – review for expulsion

**Harassment/Verbal Abuse/ Threats:** Students shall not engage in verbal abuse or threaten another student, either on school property, on the way to and from school, or at a school related activity.

- Sexual harassment includes, but is not limited to, any unwelcome or unwanted sexual advances. This may include verbal, written, or physical conduct of a sexual nature that is unwanted or unwelcome.
- Racial harassment includes, but is not limited to, racial slurs and degrading remarks and comments of an offensive nature.

Harassment and verbal abuse will be dealt with in the following manner depending on the type and severity of the incident:

- Parent notification and detention
- Suspension
- Police notification

**Stealing/Extortion:** No student shall attempt extortion of anything from another student through intimidation or violence. Students shall not take items belonging to other students, staff, or the school.

Consequences: Parent notification and suspension (possible expulsion), notification of police, repayment for any loss.

**Tardies:** Any student tardy to class after passing periods, breaks, or lunch without a pass will be issued lunch detention.

**Vandalism:** Students shall not engage in any act of destruction of school or an individual's personal property.

Consequences: Parent notification and possible suspension, notification of police; restitution for damages.

**Weapons:** Students are not permitted to have in their possession any instrument that may be considered a weapon that may be used for injury to others. The administration will contact parents and the police.

**A violation will result in expulsion.**

### **Persistent Misbehavior**

Students who have accumulated excessive detentions due to rule violations will be handled in the following manner:

- 3 lunch detentions in any calendar month – 1-day ISS, pending administrator approval.
- 2 ISS in any 30-day period – 3-day OSS, suspension from all after-school activities, and administrator, parents, teachers, and student will initiate a behavioral contract before student returns to school.
- 2 OSS in any 30-day period – Possible Expulsion.

**Please Note:** Continued persistent misbehavior may result in recommendation for expulsion.

## **Student Uniform/Dress Code – Preschool – 8<sup>th</sup> Grade**

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### **Face Mask Requirement:**

- Students 2 years old and above must wear a face mask upon entering our building.
- Students may wear a cloth style mask, or a surgical mask.
- Face shields are not permitted!
- May wear masks with colors, patterns or designs as long as it is school appropriate.

### **Tops:**

- All shirts/tops are to be purchased from the Campus Club Uniform Store and should have the current SHPS School Logo on them.
- All shirts are to be tucked in at all times.
- Only WHITE or NAVY t-shirts or turtlenecks may be worn under your polo or P.E. shirts.

### **Bottoms (3 years old – 8<sup>th</sup> grade:)**

- Uniform style pants and walking shorts must be khaki or navy.
- All bottoms MUST be worn at the natural waistline, not below.
- Shorts, skirts, and skorts must be no shorter than 2 inches above the knee.
- Bottoms must fit appropriately – not too tight or excessively baggy.
- All shorts, pants, skirts and skorts must be purchased from the Campus Club Uniform Store.
- No corduroy or capris pants are allowed.
- Leggings/tights and bicycle shorts may only be worn under the uniform and may be navy blue, white, or black only.
- Belts are required to be worn with pants or shorts with belt loops.
- *\*BEGINNERS (2 years old) ONLY:* Parents are not required to purchase bottoms from Campus Club Uniform Store. These items can be purchased based on comfort/convenience during potty training. They MUST still be SOLID navy or khaki.

### **Shoes/Socks:**

- Only non-skid soled athletic shoes may be worn to school. No heels, flip flops, cowboy boots, or “Uggs” boots may be worn to school.
- Open toed/open backed shoes are not permitted at school except on dress-up days (graduation/NJHS Induction) and awards ceremonies.
- Socks must be solid navy, black or white in any style or length.

### **P.E. Uniforms (K -8 only:)**

- P.E. shirts, shorts, sweatpants, and sweatshirts must be purchased from the Campus Club Uniform Store.

- Students should come to school dressed in their P.E. uniforms on the days that they are scheduled for P.E. class.
- No jewelry should be worn on P.E. days.

### **Outerwear:**

- Only sweaters, jackets, and hoodies with the SHPS logo may be worn in the classroom during the school day. Other hats/coats/jackets may be worn to school for outside activities, but they must be solid colors (navy, light blue, black, khaki, hunter green, or white) and they must be stored in lockers/cubbies during the school day.

### **Other:**

- All hair must be pulled back off the face and out of the student's eyes at all times. Hair styles must be such that they will not cause disruption or distraction in the classroom.
- Jewelry may be worn if it is moderate in size and does not exhibit any offensive symbols. No dangling or hanging earrings may be worn at any time.
- Students may not have any visible body piercing (nose, eyebrows, tongue etc...).
- Bandanas and hats are not permitted during school hours.
- Face Masks/Coverings are **REQUIRED** for all students until further notice. Design is free of choice. Face shields are only permitted under special circumstances.

### **Free Dress Day:**

Free dress days are special days on which students may dress out of uniform. Students **MAY NOT** wear the following on free dress days:

- Clothing with offensive logos or pictures.
- Excessively baggy or tight clothes.
- Clothing showing bare midriff, having spaghetti straps, or exposed underwear.
- Excessively short shirts or skirts.
- Leggings may only be worn under pants or skirts.
- Flip flops or unsafe shoes.

**Please note:** While we recognize that the determination regarding inappropriate attire is subjective, the school will be the final authority regarding the dress code. If a student is out of uniform, they will be given a uniform infraction notice by their homeroom teacher and a parent will be called. Students will be given the option to change into surplus clothing available at the school. Parents will have the option to bring appropriate attire for the student to change into or will be required to pick up their child if the student chooses not to change into surplus clothing available at the school.

## **Academic Policies/Procedures – Kindergarten – 8<sup>th</sup> Grade**

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The following course of study for Southern Highlands Preparatory School students has been developed to accomplish the school goals.

### **K-5**

Language Arts  
Mathematics  
Handwriting  
Social Studies  
Science  
Spanish, Technology, Physical Ed., Art, & Music

### **Middle School – Grades 6-8**

Language Arts  
Mathematics  
Social Studies  
Science  
Spanish  
Computer Literacy  
Physical Ed.  
Art  
Music

**Elective Classes:** In the Middle School Program, a wide variety of electives are offered based upon interest and staffing.

### **Grading Policy**

- Students must understand that their grades reflect their effort and the responsibility taken for academic achievement.
- It is in the student's best interest that grades are earned, not given, and belong to him/her and not to the teacher or the parent. Please work with us in the area of keeping grades the responsibility of your child.
- In order to achieve this grading objective, grades are calculated in percentages and all grades will be updated on ALMA on a weekly basis.
- As each subject is comprised of varying components, please see the syllabus for each respective middle school class for a detailed breakdown of the grading system.

### **Homework**

- Students should take pride in the work that they turn in on a daily basis.
- Homework will not be accepted if it is ripped, wrinkled, torn, or written illegibly.

- The proper heading should be included on all assignments. The proper heading for all assignments will be discussed in each individual class and may vary based on the requirements of the class or teacher.
- Daily assignments are to be completed in pencil only unless otherwise specified by the teacher. Some assignments may be required to be typed or written in pen. If an assignment is required to be completed in pen it must be either blue or black ink pen only. No colored pens or pencils.

### **Homework Policy**

- You will find that homework is an extension of our daily class work. This helps you, as a parent, to know what the class is learning.
- The same standards that are required for the student's daily work should be followed for homework.
- It is recommended that all returned work be kept until the end of the grading period to ensure that grades were recorded correctly.

### **Late Homework Policy (Middle School students only):**

- The first day it is late there will be a reduction of 10%; the 2nd day, a reduction of 50%; after that a 0 will be given for all late homework.

### **Procedure for Make-up Work**

- When a student is absent, it is the responsibility of the student to contact the teacher to determine if they have missed any in class assignments and to go on the applicable online homework site to clarify what homework assignments they have missed.
- Students have as many days as they were absent to make up any and all missing work. For example, if the student misses Monday and Tuesday, they will have two days, or until Friday morning to make up any missed assignments.
- Please note, failure to make up and submit missed work will significantly impact a student's grade.

### **Report Cards**

- Report cards are available at the end of each quarter via ALMA. A final report card will be available at the end of the school year.

### **Grading Scale**

**Grades K-2** have adopted the following grading scale:

E: Excellent achievement in class and on homework and tests

G: Good achievement in class and on homework and tests

S: Satisfactory achievement in class and on homework and tests

N: Needs Improvement

U: Unsatisfactory (Kindergarten does not use Unsatisfactory)

**Grades 3-8** have adopted the following grading scale:

90%-100%: A

80% - 89%: B

70%-79%: C

60%-69%: D

Below 60%: F

### **Standards-based Grading K-8**

- |                         |  |
|-------------------------|--|
| 4: Exceeding Standard   | <b>In depth</b> understanding of grade level and extended knowledge and skills. Student is able to analyze and synthesize essential content knowledge beyond the expected level of performance.  |
| 3: Meeting Standard     | <b>Complete</b> understanding of the knowledge and skills at grade level. Student meets expectation as skills are performed consistently and accurately with little to no support. This is the expected level of performance.          |
| 2: Approaching Standard | <b>Partial</b> understanding of grade level knowledge and skills and is working to perform skills consistently. The student needs more time and support to reach mastery. This level of performance is progressing toward expectation. |
| 1: Emerging Standard    | <b>Limited</b> understanding of grade level knowledge and skills and is unable to perform skills consistently. This level of performance is below expectation and requires significant teacher assistance.                             |

### **Honor Roll (middle school students only):**

- Middle School students will be eligible for Honor Roll each quarter if they have all A's in every subject including specialty classes.

### **Academic Probation (middle school students only):**

- At the end of the quarter grading period, students below a cumulative GPA of 2.0 and/or a failing grade in any class (including specialty classes) will be placed on academic probation.
- This status will remain until the next grading period for further review and assessment.
- Students who are on academic probation are not eligible to participate in any sports or extracurricular activities.
- Students who have obtained two or more semesters of academic probation are subject to remediation or dismissal.

## **School/Extracurricular Activities – Preschool – 8<sup>th</sup> Grade**

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Subject to most recent communication.

No field trips, or outside vendors, until further notice.

**Class Parties and Celebrations:** From time to time, we will celebrate certain holidays or events. These celebrations tend to be fun in nature, but with a purpose towards cultural and social enrichment. Students are also welcomed to celebrate their birthdays with their class if they wish to bring a snack. The snack will be distributed during their snack/lunch break or at the end of the school day. Please make arrangements with your child's homeroom/classroom teacher at least one day prior to the celebration. Food items must be store bought, and unopened.

**National Junior Honor Society (6 – 8 only):** The National Junior Honor Society (NJHS) is the nation's premier organization established to recognize outstanding middle school students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Character and Citizenship. Students are eligible for selection by an application process which is screened through a panel of middle school teachers/administration. All NJHS students are required to complete 40 hours of community service as well as other service projects throughout the school year.

**STEM Exposition/Science Fair (PreK – 8 only):** TBD

**Winter Program (Preschool only):** TBD

**Winter and Spring Concerts (K – 8 only):** TBD



**Southern Highlands Preparatory School is subject to licensing by an outside agency. Should you want to communicate with these agencies, they are listed for your convenience:**

### **Clark County Dept. of Business License**

500 S. Grand Central Parkway, 3<sup>rd</sup> Floor  
Las Vegas, NV 89155-1810  
Main Phone Number: (702) 455-4252  
Toll-Free: (800) 328-4812  
TT/DD: Relay Nevada toll-Free: (800) 326-6868  
Child Care Licensing  
Email us at: [cclo@co.clard.nv.us](mailto:cclo@co.clard.nv.us)  
Call us @ (702) 455-3894

### **State of Nevada**

Dept. of Health and Human Services  
Division of Public and Behavioral Health  
Bureau of Health Care Quality and Compliance  
Child Care Licensing Program  
3811 W. Charleston Blvd.  
Suite 210  
Las Vegas, NV 89102  
Phone: 702- 486-3822  
Fax: 702-486-6660

### **State of Nevada Department of Education**

Melisa Schroeder  
9890 S. Maryland Pkwy, 2nd Floor  
Las Vegas NV 89183  
Phone: 702-486-8259  
Fax: 702-486-6450

# No Smoking Policy

Southern Highlands Preparatory School is a smoke free campus. No smoking is allowed in the building or on the grounds, this includes all electronic smoking devices. Your cooperation is appreciated.



## **POLICY ADDENDUM**

### **Acceptable Use Policy (AUP)**

## **Spring Education Group Policy on Acceptable Use of Information Technology Resources For Kindergarten - Grade 2**

### **For Parents or Guardians:**

#### **What are “information technology resources”?**

The school’s information technology resources include all electronic devices and software programs owned or supplied by Spring Education Group that are used, either in school or out of school, for purposes such as the following: to access the Internet for school-related assignments or for entertainment; to communicate in different ways, for example, through email, chat rooms, Social Networking websites, or Instant Messaging; to create electronic journals or other original manuscripts; or to use proprietary software supplied by the school. Only software provided by Spring is to be loaded on or used on school-owned equipment.

Since the information technology resources are the property or responsibility of Spring, network administrators and authorized employees of Spring may monitor all communications and use of those resources to protect the safety, security and welfare of students, as well as to protect the equipment. Violations of this Acceptable Use of Technology Policy will result in disciplinary consequences, such as loss of the privilege to use resources or other disciplinary actions prescribed by the school; and may, if illegal, be reported to law enforcement officials.

#### **What are my responsibilities with regard to information technology resources as a parent or guardian?**

Students’ use of technology such as computers and other electronic devices carries with it both benefits and drawbacks, and it is a parent’s responsibility to limit and monitor their use as you would any other tool or entertainment medium. Parents may wish to consider placing electronic devices that can be used to access the Internet in a central location, rather than in a child’s bedroom. Parents may wish to consider also requiring that cell phones be stored overnight outside the bedroom. Excessive use of the Internet and risky online behaviors such as visiting private chat rooms, posting personal information, or communicating with strangers has led to contact with child predators.

Please discuss the responsibilities under this policy with your student(s) to ensure that he or she understands them. This policy applies to use of all school information technology resources, but it provides commonsense advice for use of all technology devices, wherever located or accessed.

Student responsibilities when using school computers are listed on the following page.

## **For Students:**

Knowing how to operate computers is important for doing schoolwork and for future employment. However, use of technology with the internet can also be dangerous because there may be strangers online who have questionable intentions. Please follow the rules below when using school computers.

### **What must I do when using the computers that belong to the school?**

- 1. I must remember that the computers belong to the school and I must treat them carefully.**
- 2. I must keep my password secret, and not share it with anyone, not even my best friend. I must not ask anyone to give me their password.**
- 3. I must not read a message from someone I do not know.**
- 4. I must not copy another's work from the Internet without permission.**
- 5. I must always use words that are kind and respectful. I must not use bad words, even as a joke. If I get an email that makes me feel bad or that frightens me, I need to tell my teacher.**
- 6. If I see anyone using the computer in a careless or wrong way, I must remind the student to be careful and tell the teacher.**

**Please sign and date last page of Policy Addendum.**

**Spring Education Group**  
**Policy on Acceptable Use of Information Technology Resources**  
**For Grades 3<sup>rd</sup> - 8<sup>th</sup>**

Skillful use of technology is essential in today’s world. However, misuse of technology can lead to negative consequences. Students and caregivers are asked to read the following student responsibilities when using school technology resources, as well as the advice for caregivers, and to signify their intent to comply by signing their names at the end.

**What are “information technology resources”?**

The school’s information technology resources include all electronic devices and software programs owned or supplied by Spring Education Group that are used, either in school or out of school, for purposes such as the following: to access the Internet for school-related assignments or for entertainment; to communicate in different ways, for example, through email, chat rooms, Social Networking websites, or Instant Messaging; to create electronic journals or other original manuscripts; or to use proprietary software supplied by the school. Only software provided by Spring is to be loaded on or used on school-owned equipment.

Since the information technology resources are the property or responsibility of Spring, network administrators and authorized employees of Spring may monitor all communications and use of those resources to protect the safety, security and welfare of students, as well as to protect the equipment. Violations of this Acceptable Use of Technology Policy will result in disciplinary consequences, such as loss of the privilege to use resources or other disciplinary actions prescribed by the school administrator; and may, if illegal, be reported to law enforcement officials.

**For Students:**

**What are my responsibilities when using the school’s information technology resources?**

1. Students must remember that the use of the school’s information technology resources is a privilege, and they should be used mainly for educational purposes.
2. Students must respect and protect their own privacy and the privacy of others by using only their own assigned accounts, and not accessing, using or copying others’ passwords. Students should not disclose their own passwords to anyone else, and they should not give out personal or private information about themselves or about others.
3. Students must remember that copyright protects Internet materials as it does hard copies of papers, magazines, books, and other materials. Making unauthorized copies of written materials, music, songs, games, or video is a copyright violation punishable by law. The only material that is free to copy is material that specifically says that it may be freely copied, and the source of that material must be clearly cited. Government documents may

also be freely copied, with the proper citation. Copying without citation or portraying the work of another as your own is plagiarism.

4. Students must communicate in ways that are kind and respectful. They must not use inappropriate, rude, or offensive language, even as a joke. The school's Code of Conduct or Behavior Policy applies to all electronic communications. Communications that can reasonably be considered pornography, obscenity, sexual harassment, bullying, cyberbullying or threatening messages are forbidden. Students who receive communications that cause them to feel threatened or uncomfortable should report the communications to a teacher or network administrator.
5. Students must treat all school information technology resources with respect and care, to avoid damaging equipment and to safeguard data. Students should report violations to a teacher.

### **For Parents/Guardians:**

Students' use of technology such as computers and other electronic devices carries with it both benefits and drawbacks, and it is a parent or guardian's responsibility to limit and/or monitor their use as you would any other tool or entertainment medium. Parents may wish to consider placing electronic devices that can be used to access the internet in a central location, rather than in a child's bedroom. Parents may wish to consider also requiring that cell phones be stored overnight outside the bedroom. Excessive use of the internet and risky online behaviors such as visiting private chat rooms, posting personal information, or communicating with strangers has led to contact with child predators.

Please discuss the responsibilities under this policy with your student(s) to ensure that he or she understands them. This policy applies to use of all school information technology resources, but it provides commonsense advice for use of all technology devices, wherever located or accessed.

**Please sign and date last page of Policy Addendum.**

**THESE POLICIES ARE NOT AN ALL-INCLUSIVE LIST. WE RESERVE THE RIGHT TO AMEND AND/OR MAKE CHANGES WHEN NECESSARY, APPROPRIATE AND BASED ON HEALTH/SAFETY MANDATES.**

# Parent/Student Signature Acknowledgement

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- My child and I have received a copy of the annual Southern Highlands Preparatory School Parent/Student Handbook.
- We have read these policies and we understand our responsibilities.
- We agree to abide by all of the policies and procedures discussed in the Parent/Student Handbook.
- We acknowledge that the Parent/Student Handbook contains information that my child and I will need during the school year.
- We agree to the “Policy Use of Information Technology Resources.”

Student Name	Student Signature	Grade
#1		
#2		
#3		
#4		
#5		
#6		

**Printed Name of Parent:** \_\_\_\_\_

**Signature of Parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_