



HIGHLANDS LATIN
Cottage School
— Beaufort —

Classical. Christian. Traditional

2023/2024
Parent/Student
Handbook

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PARENT/STUDENT HANDBOOK

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HISTORY OF HIGHLANDS LATIN SCHOOL

Highlands Latin School has a unique and inspiring history. As a mother of two sons, Cheryl Lowe began Highlands Latin School in the living room of her Kentucky home as a means to provide her children with a classical Christian education. She invited neighbors and friends to join in on Latin lessons and word quickly spread. They quickly outgrew her living room school and rented two classrooms from a local church. She hired one teacher and offered just two subjects, Latin and Classical Studies. Today, Highlands Latin is one of the most highly esteemed schools in the country. Scoring in the top 1% of the ITBS Standardized and consistently leading the state in the ACT scores. Highlands Latin now has five full time schools and nineteen cottage school campuses across the nation.

As a Highlands Latin Cottage school we are trademarked and operating under Highlands Latin School main campus in Louisville, KY. Adopting the formula, standards and many benefits of being part of the Highlands Latin Family while also reaping the benefits of being at home learning with our families, the best of both worlds. This is year one for Highlands Beaufort and we are delighted to begin building a history and story of our own.

COTTAGE SCHOOL MODEL

Cottage Schools are schools that meet 1-2 days per week and model Highlands Latin School in KY. Highlands Beaufort will meet twice a week. All instruction is provided in the classroom under the instruction of teachers. We then partner with parents providing homework and individual assistance on the three home days. Class sizes are kept to a minimum to increase participation, and ensure a high level of attention is granted each student. Lessons are incremental, content is age-appropriate, and students learn the important skill of quality written work completed in a timely manner. Homework is moderate and is for the purpose of practicing or preparing for a lesson.

At HLS Beaufort, we do not teach families how to homeschool. Homeschooling families have access to incredible resources regarding how to homeschool, how to homeschool in your state, and the legal aspects surrounding homeschooling. We recommend the Homeschool Legal Defense Association (HSLDA) as an excellent starting place for State specific homeschooling information including attendance, testing, reporting grades and homeschool legal umbrella groups.

Please note that attending HLS twice a week for 35 weeks does not fulfill the state requirement of 180 days for attendance. You will have to complete and include your home days and fill in for any more needed days. You can read more about attendance at HLSDA.org

FOUNDATIONAL STATEMENTS

Mission

In partnership with parents, and guided by the Gospel, Highlands Latin Schools strive to educate students to the highest standards of the classical tradition, so that they may grow in knowledge, wisdom, and the love of Our Lord, and more ably use their gifts in the service of others, and for the glory of Christ and his Church.

Vision

Highlands Latin is an organization dedicated to the establishment and growth of classical Christian schools. With Highlands Latin School in Louisville, KY as its model, the organization provides an outline for the foundation and formation of flourishing full-time and cottage school programs. With campuses across the country, students meet one to four days a week for a teacher-led, traditional classroom experience.

Christian

The faith statement of all Highlands Latin Schools is the Apostles' Creed, the most ancient and widely accepted expression of the essential beliefs of the Christian faith. Highlands Latin Schools teach and uphold traditional Christian morality, and the Holy Scriptures as the divinely inspired word of God. Highlands Latin Schools warmly welcome families of other faiths, but ask that you respect the distinctive Christian identity of HLS Trademark Schools. In all of our instruction we are respectful of other faiths, while humbly maintaining the truths of our Christian faith.

Classical

The intensive study of Latin in the grammar school years develops the minds of students as no other subject can. Students who have learned how to learn with Latin become better students in all other subjects. The study of classical languages and the Greek/Roman classics provides a path to wisdom and knowledge that cannot be attained by any other method. In the tradition of western civilization, education and classical education have always been synonymous.

Classical education can be distinguished from modern education, in that it does not neglect the important first step of giving students the classical tools for both intellectual development and for understanding their classical Christian heritage.

Traditional

Although schools have tried many experimental innovations during the last century, none have been able to duplicate the success of the traditional classroom.

In the traditional classroom, a knowledgeable, enthusiastic teacher carefully leads students into an understanding of each subject. Classrooms are quiet, orderly, and disciplined.

Lessons are incremental, content is age-appropriate, and students learn the important skill of quality written work completed in a timely manner. Homework is moderate and is for the purpose of practicing or preparing for a lesson. The traditional classroom is consistent with human nature and the experience of many decades has demonstrated its superiority over the modern child-centered classroom.

APPROACH

Our approach to classical, Christian, traditional education flows from our Foundational Commitments.

Highlands Latin Beaufort provides academic instruction in a university model format in which lessons and instruction in core academic subjects (e.g. reading, penmanship, grammar, math, science, history, literature, and Latin) are provided two school days a week. This model efficiently uses classroom time during school hours, enables parental involvement in the student's education, and maximizes the family's role in shaping the child's faith and character. Instructional days are taken up with academic classroom work, which is pursued with the utmost diligence. This includes mathematics, language arts, Latin, history, and science. The subsequent three days at home are devoted to home-based academic work, requiring involvement of parents. While Highlands Beaufort provides the bulk of academic instruction in the classroom and does not expect parents to teach formal lessons at home, Highlands does require parents to be involved in their child's education. Parental engagement on home days will vary depending on the age of the student (more for younger and less for older students), ability of the student, and nature of the assignment. Highlands Beaufort provides a significant list of books that are to be read at home. It is our intention that every family set aside a daily "quiet" hour devoted exclusively to reading. Our expectation is that since students are not spending a full week sitting in a classroom, more time may be committed to reading, homework, and other educational activities.

Afternoons, evenings and home days are generally free for family-based activities and enrichment pursuits. Music lessons, athletics, ballet, civic clubs, and other such activities may be enjoyed more than might otherwise be possible. Thus, we combine the substantive academics of classical education with the family-engagement emphasized by home-educators.

STATEMENT OF FAITH

I believe in God, the Father Almighty, Creator of Heaven and earth;
and in Jesus Christ, His only Son Our Lord,
Who was conceived by 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 sitteth at the right hand of God, the Father almighty;
from thence 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.

NON-DISCRIMINATION POLICY

Highlands Beaufort does not discriminate on the basis of race, color, national or ethnic origin in any employment practice, educational program, or any other school-administered program, activity or service, nor does it discriminate on the basis of race, color, national or ethnic origin, in administration of its educational policies, admissions policies, athletic and other school-administered programs.

CLASSICAL LATIN SCHOOL ASSOCIATION

In the third year of operation we will become accredited with the Classical Latin School Association. CSLA accreditation requires Highlands Beaufort to be evaluated and meet the philosophical, academic, curricular, instructional, assessment, professional, doctrinal and membership requirements in order to obtain and maintain accreditation.

Our Mission:

In partnership with parents, and guided by the Gospel, we seek to educate students to the highest standards of the classical tradition, so that they may grow in knowledge, wisdom, and the love of our Lord, and more ably use their gifts in the service of others and for the glory of Christ and the Church.

Our Distinctives:

Highlands Latin Cottage School Beaufort aims to pass on the heritage of the Christian West to the modern student. We are Christian, classical, and traditional. Classical education aims to teach wisdom—how to think—and virtue—what to do—through the learning of classical languages, reading classical texts, and study of the liberal arts. Christian education anchors itself to the essentials of the Christian faith, maintaining belief in the goodness of Christian morality and the divine inspiration of the Christian Scriptures. Traditional education takes place in an orderly, teacher-guided classroom with lessons focused on content mastery.

Our Code of Conduct

1. We cheerfully and promptly obey the authority under which we are placed.
2. We may appeal respectfully and courteously. We do not argue or negotiate.
 3. We love and honor one another.
 4. We give encouragement to each other.
5. We do not point out the shortcomings of others in order to build ourselves up.
 6. We tell the truth.
 7. We do not disrespect the classroom and teacher by interrupting.
 8. We do not spread rumors or gossip.
9. We will not make excuses for our wrong actions, but will admit them.
 10. We avoid cliques, clubs, or games that exclude others.
 11. When others are sorry, we forgive them.
 12. When others are sad, we comfort them.
 13. When we have work to do, we do it without complaining.
 14. If we make a mess, we clean it up.
 15. We treat one another with respect and patience.

CELL PHONE AND ELECTRONICS POLICY

Students in 8th grade and below are not permitted to have cell phones on campus unless a specific situation has been discussed and agreed upon with a director. Any cell phone policies listed below are for students in 9th + grades.

1. Student cell phones, smart phones, and smart watches (and similar hand-held or wearable devices with internet, email, or texting capabilities) are permitted on school grounds by students in 9th + grade, but must be turned off and stored in student backpacks, satchels, or purses during school hours. Watches may be worn in class as long as they are off/silent. If it becomes a problem or distraction the student will be asked to remove it and keep it in their

backpack. (Occasional accidental failure to turn off a stored device will not result in student discipline.)

2. Student cell phones, smart phones, and smart watches (and similar devices) may be used during school hours **only** with the explicit permission of a teacher. Usage of these devices on campus prior to (before 8:00 am) and after school hours (after 3:45 pm) must be limited to essential purposes (e.g. arranging transportation with a parent, but not to check social media or view videos).

3. No video game devices (dedicated), electronic toys, or e-readers are permitted on school grounds

4. Notebook computers and tablets are permitted on campus for academic usage only with the explicit approval of a teacher. Notebooks and tablets that are used on campus must have internet filtering software installed and must be used only in public view in approved classroom space.

5. The school reserves the right to confiscate any device that is used improperly or without permission on school grounds. Confiscated items will be stored with a director until retrieved by a parent. Students who violate this policy may be subject to disciplinary action at the discretion of the administration.

6. The school reserves the right to inspect at any time the content of any device brought onto campus by a student. Any student who uses any device on campus to access inappropriate/immoral materials will be subject to disciplinary action at the discretion of the administration.

7. If the cell phone policy for grades 9 + becomes problematic (consistently broken by multiple students), we will follow the rest of the school and not allow cell phones or smart watches on campus in any capacity.

GRIEVANCE AND COMMUNICATIONS

These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Highlands Latin Beaufort operations, between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, and administration.

Students or Parents to Teachers:

1. All concerns about the classroom must first be presented to the teacher by the parents, or the student
2. If the problem is not resolved, the parents or student may bring the concern to the directors, if the student advances the concern to the directors, he must have permission from his parents to do so.
3. If the problem is still not resolved, the parents should appeal the decision to the directors.

Parents to Directors or administrator:

1. If parents have a concern about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the directors.

Volunteers to Staff or Administration:

1. If any volunteer has a concern about the volunteer work, he will present that concern to the staff member responsible for his oversight.
2. If the problem is not resolved, the volunteer may appeal the decision to the Directors.

STUDENT DISCIPLINE

1. Discipline Philosophy

Parents are ultimately responsible for their child's behavior even while the child is at school.

These discipline procedures have the function of placing the responsibility of discipline on the parent.

Practically, the vast majority of real and potential discipline problems will be dealt with at the classroom level. The specifics and nature of each incident and the individual personality of the student involved will be considered.

It is vital for parents and students to realize that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process; therefore, these policies must be adhered to.

2. Misconduct and Discipline:

There are five basic behaviors that will automatically necessitate action from the school administration. Those behaviors are:

- i. Disrespect shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
- ii. Dishonesty in any situation while at school; including lying, cheating, stealing.
- iii. Rebellion e.g. outright disobedience in response to instructions.
- iv. Fighting e.g. striking in anger with the intention to harm another student.
- v. Obscene or profane language including taking the Lord's name in vain.

Students will be asked to step out of their class to speak with a director about the incident. The director will speak to the student individually and try to get to the heart of the matter. If a student has to be spoken to by a director, parents will be notified. In general, most behaviors will require apologies, forgiveness and a change of behavior when going back into class. If the

behavior continues, the parent may be asked to pick their child up from school. If the same behavior continues with the same child and becomes a consistent problem for the classroom, a director will reach out to the parents to schedule a meeting about how to proceed. These meetings will be non-negotiable, the student will not be allowed back in the classroom until directors and parents have met and agreed upon a plan for continuance.

Physical behavior (deliberate hitting, fighting, pushing, pulling hair, striking with anger etc) will automatically result in suspension from school for the following day/days. The length of time will be left to the discretion of the directors.

STUDENT AND STAFF RELATIONS

To facilitate professional, friendly, and biblical relationships between staff members and students, the following guidelines shall be observed.

1. Staff members are to remember that they serve as professional, adult role models before the students. Relationships between staff members and students are to be friendly and courteous, but never familial or intimate.
2. Staff members are to be careful that any physical contacts and verbal interchanges with each other and with students avoid even the appearance of impropriety.
3. Flirtation, casual disrespect toward authority, excessive familiarity, etc. are examples of the kind of unprofessional and inappropriate behavior that will not be tolerated. Necessary and cautionary measures required to limit these kinds of behaviors should be corporately and individually taken.
4. If it is necessary for a staff member to spend time alone with a student or staff member, it should be arranged that they are easily visible to the public (e.g. an open door, windowed room, etc.)
5. Staff members shall not travel alone in a car with one student without explicit permission from the parent of the student.

PARENT-TEACHER COMMUNICATION

1. Formal parent-teacher conferences will be scheduled in November of each school year . These are always optional for parents to attend.
2. Informal conferences will be arranged as needed.
3. Teachers will inform parents about what is happening in their child's classroom. Vehicles for accomplishing this include weekly notes and at-home lesson plans for families to follow, periodic updates, trimester progress reports, parent-teacher conferences, and informal interaction.

4. At the beginning of the school year individual teachers will inform parents how they would like to be contacted outside of school hours. Parents are responsible for reading and following through on all teacher communications.

5. Parents are also asked to show consideration of teachers' family and church commitments by not contacting them late in the evening (after 8:00 PM) or on Sundays (in honor of the Lord's Day).

ILLNESS POLICY

In consideration of student's wellness in addition to preventing the spread of illness to a child's classmates and teachers, a student or teacher should be symptom free from the following a full 24 hours before returning to school:

- Fever- Temperature of 100 degrees or above without the use of fever reducing medication
- Vomiting
- Diarrhea
- Rash
- Persistent cough

INCLEMENT WEATHER POLICY

HLS Beaufort makes all decisions for school closing, delayed start and early dismissal.

You will receive an email and text message by 6:30 AM on the school day with information regarding closings and delayed start.

In the event school should be closed mid-day, all children will need to be picked up in a timely manner. If you cannot pick up your student, we can only release them to a person listed as Authorized for Pick Up on their Family Administrative Form. This is a strict policy for the safety of the children, so please consider it when you are filling out this portion of the form.

In cases of inclement weather, students will be expected to complete their work at home and teachers will send instructions and assignments home so that everyone knows what to do. The only exception to this rule is if there is a mandatory evacuation. We do not expect students to keep up with school work in the event of a mandatory evacuation.

VISITOR POLICY

Parents, siblings, and special visitors are welcome to join us on campus during the Morning Assembly between 8:00 AM and 8:25 AM and during the shared lunch block between 11:45 AM and 12:30 PM.

Special Open House days and school events will be planned and publicized throughout the year for parents and prospective families to visit our campus and observe in the classrooms.

Parents are welcome to observe in classes at any time throughout the school day, we ask that you coordinate classroom visits ahead of time with one of the directors so that we can properly accommodate your visit and maintain the decorum of the classroom.

ATTENDANCE

Academic progress and achievement, as well as work and study habits, are reliant on prompt, regular attendance. Tardiness and absences disrupt class as well.

When your child will be absent from school, please email the directors and each of your child's teachers at your earliest convenience to let us know. It is the parent's responsibility to contact the child's teacher to get any missed assignments and to make up the work at home. Teachers are not required to provide assignments ahead of time to students missing school. Every attempt should be made to schedule vacations during non-school days.

Students are required to make up missed class days at home under the instruction of their parents.

Please note that attending HLS twice a week for 35 weeks does not fulfill the state requirement of 180 days for attendance. It is the responsibility of the parent/family/guardian to complete and include your home days and fill in for any more needed days. You can read more about attendance at HLSDA.org

UNIFORM POLICY

HLS Beaufort is a classical, Christian cottage school with a unique culture of discipline, tradition and excellence. Our uniform policy and dress standards are designed to support and reinforce these values. Ensuring your child honors the letter and the spirit of the uniform policy assists us in this task.

The HLS Uniform Policy may be viewed on our website at highlandslatin.org/beaufort.

1. Outerwear may be worn only when traveling into or out of the buildings, recess and car line.
2. For boys, hair should be conservative in style, neat and above the collar and eyebrows, and no longer than mid-ear. Boys may not have earrings, tattoos, or facial hair.
3. Girls should exhibit modesty and good taste. Hair should be neat, off the face, and not dyed an unnatural color. Skirts and jumpers may not be more than one inch above the knee. Nail polish is allowed, but it should be conservative in color.
4. The faculty and directors reserve the right to require students to modify any elements of dress or appearance that are inconsistent with the culture of the school.

For house days and field trips, HLS tee shirts and House Tee Shirts should be worn. Field trips can be worn with anything, for house days and any other dress down day in school they should be worn with appropriate athletic bottoms, athletic shoes.

For the 2023-2024 school year, white or gray sneakers will be the uniform shoe. Some accent coloring (piping, logo, etc) may have color, but the overall color and look should be solid. No light up shoes, heelys, designs, or characters. Brand logos are ok as long as it does not become a distraction or disruption.

LUNCH

Lunch will be shared schoolwide to promote camaraderie and community across ages, unless our school is too large to fit in the lunch room together. If this is the case, Junior Kindergarten through 2nd grade will eat together and 3rd through high school will eat together.

Students will bring packed lunches. We will not have the ability to keep lunch items in a refrigerator. Weather permitting, we will enjoy lunch outdoors.

HLS Beaufort is not an allergen free school. It is the responsibility of the parent and child to be capable of avoiding allergens and treating reactions. Due to the number of students and allergies, HLS Beaufort does not regulate student contact with possible allergens. Please list any allergies on the family administrative form and we will work to honor reasonable requests for the protection of the child.

STUDY HALL

HLSB High school students and a la carte students may have the opportunity in their schedule for a study hall period.

Students in study hall are required to provide their own academic work and work quietly for the duration of the period. This time is not permitted for using cell phones, wandering halls or talking with other students.

If a student needs to use a laptop for work during study hall, it is required that all of the guidelines concerning electronics in the school are kept.

PARENT COUNCIL

The parent council is a committee of parents who volunteer their time, skills and resources to HLS Beaufort. Each year parents have the opportunity to sign up for events they would like to help with and list skills they would be willing to share. HLS Beaufort values the talented hands and willing hearts of parents and seeks, through the organized efforts of the parent Council, to use them efficiently.

The Parent Council will work together to coordinate and carry out activities for the school community such as the following:

-Bless New Life Church: Organizing treats and events to bless the staff for their willingness to host HLS Beaufort on campus.

-Teacher Appreciation: Providing encouragement for the HLS Beaufort teachers through treats, notes, gifts, or special meals.

-Holiday Celebrations: Planning special activities or foods seasonally during the lunch block (ex: Christmas cookie decorating, Valentines Day Exchange, etc.)

-Parent Activities: Mom's night out events and Summer gatherings to come.

The Parent Council is welcome to come up with ideas that will complement and enhance the school culture. All plans must be approved by the Directors of the school before implementing. If you are interested in being a part of the Parent Council, please contact highlandsbeaufort@gmail.com

TUITION AND FEES

Enrollment is for the full academic year and no portion of the tuition paid or outstanding will be refunded or canceled due to absence, academic performance, accident, transfer, sickness, withdrawal or dismissal from school, unless by express written consent by the Directors of the school.

The fact that the school allows tuition to be paid in installments does not create a fractional contract or in any way relieve the parents of the responsibility for the entire tuition. If you decide after enrollment that HLS Beaufort is not the right fit for your family the remainder of tuition is still due.

Parents will receive and sign a tuition agreement containing the terms of all tuition and fees.

For the 2023-2024 school year if there is a balance due on your account over 10 days old, students will not be able to attend school in person until it is settled and discussed with a director.

STUDENT ARRIVAL AND DISMISSAL

Arrival

HLS Beaufort will begin welcoming students each morning at 7:45 AM. All students are expected to be at school and in morning assembly by 8am each school day.

Do not park and walk your child inside and do not park to let your child out. This is a safety hazard, please come through the car line and a staff member will be waiting to help your child safely out of the vehicle and inside the building. Exceptions are made for the first day of school only.

Dismissal

HLS Beaufort will begin dismissing students to their families at 3:30PM.

Do not line up in the car line any earlier than 3:20 PM, we do not want to block traffic and access to the school and church for both school members and for the church staff/members.

Do not park and walk up to get your child, this is a safety hazard.

Parents will receive a car tag before school begins. Anyone who picks up a student must have the car tag, and if it is not a parent they must have their photo I.D ready to be shown and be listed on the authorized pick up list.

If any parent will be later than 3:50 PM to pick their child up, they must contact the Director of the school and inform them.

If a child needs to be picked up for early dismissal, please contact the school ahead of time.

STUDENT SAFETY

HLS Beaufort does everything possible to ensure every child is safe on our campus.

All doors to the school will remain locked throughout the entire school day, all adults working with students will have background checks completed, students will never be left alone without adult supervision, and parents will work together with faculty to ensure drop off and pick up procedures are followed.

Twice a year HLS Beaufort will conduct school wide fire and tornado drills. If there is ever a concern about the safety of any student at HLS Beaufort, please bring it to the immediate attention of a director.

PARENT PARTNERSHIP AND ACCOUNTABILITY

Highlands Latin School Beaufort is a two-day-a-week cottage school. Our goal is to help relieve some of the burden of homeschooling by providing instruction for core subjects two days a week. By enrolling at HLS Beaufort you are agreeing to partner with us in this endeavor by ensuring your student does the work assigned to them at home Monday, Wednesday, and Friday. It is not optional if you are enrolled at HLS Beaufort, we cannot provide a full and complete classical education in two days a week. Home assignments are mandatory.

If a student begins to stop turning in assignments and/or not doing their work in any class, a mandatory meeting will be scheduled with the parents to discuss the situation and how to move forward. The student will be unable to return to school until the meeting is attended.

If a plan is put into place for continuation but the student continues to not turn in assignments or do the work required after the initial meeting, being asked to not return to HLS Beaufort will be an option.

To move forward in a class at Highlands Latin School Beaufort, students grades 3+ must have an 80% average in the class. Exceptions can be made by a director if there is a known learning difference or struggle involved, communication is key. Moving forward in the lower grades will be based on guidance from the teacher and evaluations toward the end of the school year.

