



HIGHLANDS LATIN
Cottage School
— Jackson —

School Handbook

Tuesdays: 8:15 a.m. - 3:45 p.m.

Classes held at Jackson Free Methodist Church
2829 Park Drive Jackson, Mi 49203

For more information, please contact

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Director

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www.highlandslatin.org/jackson

Handbook

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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 his Church.

STATEMENT OF FAITH

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

OUR DISTINCTIVES

Highlands Latin Jackson 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.

COTTAGE SCHOOL MODEL

Highlands Latin Jackson is a [Highlands Latin School trademarked cottage school](#) and a partner member of the [Classical Latin School Association](#). Highlands Latin Jackson provides weekly classes conducted by teachers for specific subjects. Highlands Latin Jackson's instructors provide all or most of the instructional portion of the week's work for tutorial subjects including work to be completed at home. All work that is assigned is purposeful for learning, retention, and growth in the subject matter as well as to aid the student in their development as an independent learner over time.

Highlands Latin Jackson 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. Parents are responsible for overseeing that work is completed as assigned including following any instructor instructions for marking work, returning work to the instructors, and adhering to due

dates. It is the parent and student's responsibility to communicate proactively with instructors if there is difficulty with class material.

Highlands Latin Jackson does not issue formal grades but provides instruction and accountability. Highlands Latin Jackson instructors may offer end of the semester feedback for upper school students in the form of a grade; however, this grade is non-binding as parents still hold responsibility for course level final grades. Parents may need to mark work using their Teacher Guides as well as maintain all records for grading purposes. Some instructors may elect to grade tests, exams, labs, etc. themselves.

In case of an emergency during school hours, please contact one of the administrators via cell phone and the message will be given to the student. **Do not call the church regarding information about Highlands Latin Jackson. They are a separate entity from the tutorial.**

NON-DISCRIMINATION POLICY

Highlands Latin Jackson 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.

The Highlands Latin Jackson Student 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 passing notes or otherwise 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.

TUITION AND FEES

Enrollment is for the full academic year. No portion of the tuition paid or outstanding will be refunded or canceled due to absence, academic performance, accident, transfer, sickness, voluntary withdrawal or dismissal from school, or circumstances which may require classes to meet remotely and /or on different days/times.

- The fact that the school allows tuition and fees 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.
- Parents will receive and sign a tuition agreement containing the terms of all tuition and fees.

CALENDAR

Highlands Latin Jackson's academic-year calendar is posted on the website, [here](#). Note that Highlands Latin Jackson does not necessarily follow the Jackson County School calendar.

ARRIVAL AND DISMISSAL

Arrive promptly for drop-off and pick-up. The earliest a child may be dropped off is 15 minutes before their class begins. The last class of the day ends at 3:45 pm on Tuesdays. Pick up your child(ren) no later than 4:00 pm, so that staff can focus on closing up the facility for the day. If there is an emergency that will cause you to be later than 4:00 pm, call one of the administrators. Highlands Latin Jackson is required to leave the building by 4:15 pm.

Arrival/Dismissal

We will use the **SOUTH LOWER ENTRANCE** of the church for both arrival and dismissal. Please do not use the main entrance of the church. Students must be walked in to the building and then signed in by a parent/guardian at our sign-in table. At the end of the day, students must then be signed out by a parent/guardian or an authorized pick-up. *High school students may sign themselves in for arrival but still need to be picked up by an authorized adult.*

Late Arrivals

Please contact one of the administrators if your student will be arriving after 8:30am and we will meet your child at the door.

Early Dismissal—Parents should inform the instructors and the directors (jacksonlatinschool@gmail.com) when a child is leaving earlier than their normally scheduled time. A parent or guardian will need to come inside to sign a student out.

SCHOOL CLOSING

The fastest way to know if Highlands Latin Jackson is closing for inclement weather is by signing up for REMIND notifications by texting **@ae7kgb**. In the event that school should be closed mid-day, you will be notified by a text and a school-wide email. All students must be picked up in a timely manner. If you cannot pick up your child, we can only release them to a person listed on your Family Administrative Form (FAF). This is a strict policy for the safety of the children, so consider this when you are filling out the FAF. Advise individuals picking up your child that they will have to show a picture identification card so it will not be a surprise to them.

ABSENCES

Attendance is expected. In the event that your child will be absent from classes, email jacksonlatinschool@gmail.com and each of your child's instructors at your earliest convenience. It is the student's or parent's responsibility to contact the instructor to get assignments when there is an absence and to utilize the Teacher Manuals in order to make up content from missed lessons.

LUNCH

Students bring packed lunches. Students do not have access to a refrigerator or microwave. Highlands Latin Jackson 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, Highlands Latin Jackson does not regulate student contact with possible allergens.

Snacks for the K-2nd grade

Bring two small snacks for mid-morning and mid-afternoon. Water is the only beverage allowed for snacks.

FAMILY ADMINISTRATIVE FORM

For the safety of your child, this form must be completed on ClassReach prior to the first day of school. If there is a change in information during the school year, please update the information on ClassReach to keep all information up-to-date. Notify individuals whom you have authorized to pick up your child that any person(s) listed on either form will be asked to show a picture identification card when picking up your child the first time they meet the staff member releasing your child. At any point throughout the school year, if you plan to have someone pick up your child who is not on your Family administrative form you must either provide that information to the Highlands Latin Jackson administrators in writing or via a phone call. No one will be allowed to pick up your child unless they are specifically designated on the above-mentioned form, or Highlands Latin Jackson is properly notified in advance.

STUDY HALL

Study Hall is available to a la carte students in grades sixth and above. Students who remain on the school site must be enrolled in Study Hall if they are not enrolled in a class. Students in grades 3rd-5th who are not enrolled for a full day must be picked up for any class period in which they are not enrolled. Study Hall is meant to be a quiet time for reading, doing homework, or academic work. Electronic devices are not allowed. Students should plan to be busy the entire time so as not to distract other students who are studying.

ADMINISTRATION OF MEDICATION

Highlands Latin Jackson's staff is authorized to administer any over-the-counter medication to the children in their care only with written authorization from the child's parent or guardian.

Prescription medication can be administered only when the following conditions are met:

1. The medicine is brought to school in its original container.
2. A note from the prescribing doctor is provided that states dosage, frequency, and a list of possible side effects. Pharmacy-printed information may be accepted in lieu of a doctor's note.

Highlands Latin Jackson reserves the right to refuse the responsibility of prescription administration for any reason. If this occurs, Highlands Latin Jackson will be happy to accommodate parent visits during the school day for the purpose of medication administration.

ELECTRONIC DEVICES

During school hours phones should be put on silent or turned off and left in bags/backpacks during the school day which includes class time, lunch, and the 15-minute break times. Turn off message notifications on watches, and only use watches for noting the time while at Highlands Latin Jackson or put smartwatches in backpacks while at Highlands Latin Jackson.

Parents can contact school administrators in case of emergency. Students may not use cameras or other personal electronic devices during school hours. These items must be turned off and stored in backpacks or handbags. Electronic devices are never to be used in the restrooms.

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

STUDENT SAFETY

Highlands Latin Jackson works to ensure every child is safe on our campus. We work closely with the staff at Jackson Free Methodist church and have the following procedures in place:

- All visitors to HLS Jackson must sign in and wear a name badge
- All adults working with students will have background checks completed
- Students will not be left alone without adult supervision.
- If there is ever a concern about the safety of any student at Highlands Latin Jackson, please bring it to the immediate attention of the director.

ILLNESS POLICY

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

- Fever - Temperature of 100 degrees or above without the use of fever-reducing medication
- Vomiting/ diarrhea
- Rash
- Persistent Cough

NOTE: If your child has a contagious illness such as chicken pox, strep, or pinkeye, you must provide the director with a physician's note upon returning to school.

Special stipulation: Illness and attendance policies regarding outbreaks, epidemics, and pandemics will be provided by Highlands Latin Jackson as needed.

GRIEVANCES AND COMMUNICATION

Instructors and administration recognize that maintaining a well-disciplined classroom is key to learning. Student behavior, attitude, and physical disposition should contribute positively to the classroom environment. To that end, students are expected to uphold the Highlands Latin Jackson Student Code of Conduct, following:

The HLS Student 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 passing notes or otherwise 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.

DISCIPLINARY POLICY

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.

Highlands Latin Jackson expects families to support the school's cultural standards.

When the family and school behavioral expectations are in conflict, the director will take action to protect the integrity of the school culture which may, as a last resort, include expulsion with no refund.

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. To that end, students are expected to uphold the HLS Student Code of Conduct.

Student behavior that negatively impacts Highlands Latin Jackson or an enrolled student through spreading gossip, bullying, threatening, or other forms of harassment will result in disciplinary action. This includes all forms of electronic communication.

MISCONDUCT AND DISCIPLINE

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

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

If for any of the above behaviors or other reasons an instructor deems it necessary for a student to receive correction from the administration, the following accounting will be observed.

Within the entire school year:

1. The first two times a student is sent to the administration for discipline the student's parents will be contacted and given the details of the visit. The parents' assistance and support in averting further problems will be expected.
2. The third incident will be followed by a meeting with the student, student's parents, director and if necessary the Instructor.

STUDENT/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.
6. Students should not communicate with Highlands Latin Jackson teachers and staff via social networking sites. Communication on ClassReach is acceptable.

PARENT/STAFF COMMUNICATION

At no time should a problem be addressed to non-involved parties. In the great majority of cases, if you have worked patiently and in good faith with the teacher and administrators, you will find a satisfactory resolution.

Instructors can be contacted through ClassReach. It is up to the discretion of our Instructors if they choose to give out their personal phone numbers to parents. Parents are asked to show consideration of Instructors' 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).

If you have a concern about curriculum content, school policy, or educational philosophy, communicate with the director at jacksonlatinschool@gmail.com.

VISITOR POLICY

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. All HLS visitors will be asked to wear a name tag while in the building.

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.

UNIFORM POLICY

Highlands Latin Jackson 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 full HLS Uniform Policy may be viewed on our website at www.highlandslatin.org/jackson.

General Guidelines:

- Shirts must be tucked in at all times.
- Please remember that hair, makeup (girls 7-12), and accessories are considered part of the dress code.
- Hair should be neat and out of eyes.
- Accessories should be kept to a minimum.
- No hats in the classroom.
- Shoes may be any brand of comfortable “dress shoe.” No sneakers or athletic shoes.
- No leggings or pants should be worn under skirts. Fleece lined tights are recommended for coldest winter weather.

Questions should be directed to Highlands Latin Jackson administration.

CURRICULUM MODIFICATIONS

Highlands Latin Jackson pledges to fulfill the mission of the tutorial regardless of whether we meet in person or remotely.

Highlands Latin Jackson reserves the right to modify the school's programs, activities, and curriculum at its discretion. Highlands Latin Jackson expects families to support school policies and standards of conduct in order to avoid situations that are disruptive and impede Highlands Latin Jackson's ability to operate efficiently and effectively. Refunds are not given in circumstances that could affect the manner or means by which Highlands Latin Jackson delivers its educational programs. These circumstances include but are not limited to pandemics, acts of nature, such as severe floods, wildfires, earthquakes, hurricanes, or explosions; fire; epidemics; strikes and labor disputes; and federal, state, and local government restrictions, wars, acts of terrorism, and insurrections, or other such events that are not the fault of and which are beyond Highlands Latin Jackson's control. After the partial and full tuition refund deadlines have passed, families will not be released from the tuition obligations of the enrollment contract.

Highlands Latin Jackson is committed to the safety and security of students, families, and staff. Highlands Latin Jackson intends to follow and act in accordance with federal, state, and local law, as well as consult CDC recommendations regarding public safety with the expectation that teachers and students will comply with health-related guidelines while participating in HLS-related activities. As a renter, Highlands Latin Jackson is subject to policies regarding health concerns that are enforced by Jackson Free Methodist Church. Examples of compliance include, but are not limited to wearing a face covering, social distancing, self- or imposed quarantines, and the procedure for notifying the school of direct exposure, illness, or positive test status. Highlands Latin Jackson has the authority to expel or otherwise discipline students if they flagrantly or repeatedly violate health and safety rules.

In a circumstance in which Highlands Latin Jackson is not able to meet in person during the school year, Highlands Latin Jackson will offer online classes either live or recorded to accommodate students and so fulfill Highlands Latin Jackson's mission to educate students. In the event that Highlands Latin Jackson must resort to remote classes, these classes may be recorded and shared with students who cannot attend class for any reason.

Highlands Latin Jackson policies are reviewed annually and some policies may be changed, updated, added or deleted. Changes, updates, additions, or deletions generally occur in January prior to enrollment for the upcoming year, however, some changes or updates may occur throughout the year. After February 1, each change will be dated for your reference, with new policies effective as of the date listed.