

# Parent – Student Handbook



Principal Mrs. Martha Newman

## **ENROLLMENT & RE-ENROLLMENT: FINANCIAL POLICIES & PROCEDURES**

### **New Student Application Process**

A one-time \$75 non-refundable Application Fee is required with the complete application (per family).

A \$75 non-refundable Enrollment Fee per student will be due at the time of acceptance.

## **RE-ENROLLMENT PROCESS**

### **Early Re-enrollment**

An HDOLA student is not considered re-enrolled until the Commitment Contract is returned. Early re-enrollment ensures your student will not be placed in the wait pool.

### **Late Re-enrollment**

A \$80 late re-enrollment fee per family will apply to a returning student submitting their re-enrollment contract during this period and the student will be placed in a wait pool.

An HDOLA student is not considered re-enrolled until the Family Tuition Commitment Contract is returned.

**Payment of Tuition:** Tuition is due on the 1<sup>st</sup> of each month; a late fee of \$80.00 will be assessed to the account if payment is not made by the 10<sup>th</sup> of each month. Several payment options are available and are clearly outlined on the Tuition Worksheet at the Enrollment/Priority enrollment each year.

- A. Annual Payment Option** – a single payment of total tuition for the year is due in the HDOLA office by the first of August.
- B. Monthly Payment Option** – ten payments (August – May). Tuition is to be paid in advance on the first day of each month and no later than the 10<sup>th</sup>. If the tuition is not paid by 4:00 PM on the 5<sup>th</sup> of the month, a late fee of \$30.00 will be charged.
- C. Scholarship Programs and Payment of Tuition and other fees.** HDOLA accepts the Step Up For Students Scholarship, Hope Scholarship. Please contact the HDOLA office for specific information relative to scholarship programs.

**Sibling Discounts:** Full tuition is charged for the first and second child enrolled at the highest grade level. Discounts for other children of 5%, 15%, and 25%, are applied on a descending grade level basis. Fees per student are not discounted.

**Testing Fees:** Individual student testing fees are included in the enrollment fee.

**Field trips, Events, and Co-curricular Fees:** Throughout the year, field trips, special events, and co-curricular fees will be assessed. Parents will be advised of required fees through email or the school newsletter.

**Late payment Policy:** A late fee of \$30.00 will be assessed to the account if payment is not made by the 10<sup>th</sup> of the month. Any tuition payment that has not reached out office, but the 10<sup>th</sup> of the month is considered delinquent. The penalty for late payments will be a denial of access to the student portal for Parents and their students. The withholding of the students records such as report cards and transcripts until the delinquent account is paid. Parents will receive a written notification of a past due account at the end of 30 days. At 60 days past due, the student(s) will be barred from participating in any extracurricular activities, including field trips. If an account reaches 90 days past due, HDOLA will begin the process of disenrolling the student(s) from the school for the next semester. No, accounts can carry a balance forward to the next school year and no funds can be applied to any HDOLA activity until current obligations are met.

**Refund Policy:** Parents who self-pay and withdraw their child from HDOLA during the school year due to family relocation will be charged tuition for the days the student attended. Families with extenuating circumstances, such as loss of job, serious illness, or death of a parent will also be charged a prorated amount based upon actual attendance. (Supporting documentation may be required).

Parents who withdraw a student for any reason other than for relocation of more than 10 miles will be charged full tuition for any semester in which the student attended. Withdrawal circumstances will be reviewed on a case-by-case basis.

# Higher Dimension of Learning Academy

## Tuition Schedule 2021-2022

GRADE	ENROLLMENT FEE	ANNUAL TUTION	TEN MONTHLY PAYMENTS Aug – May	SEMSTER PAYMENT AUG 11 & JAN 1 <sup>ST</sup>
<b>Kindergarten</b>	\$75	\$6,480	\$648	\$3,240
<b>1<sup>st</sup> – 5<sup>th</sup></b>	\$75	\$6,680	\$668	\$3,340
<b>6<sup>th</sup> -8<sup>th</sup></b>	\$75	\$6,880	\$688	\$3,440

\*Multiple student discounts are applied to the base tuition only.

Book Fee for the school year.....	\$280.00
Testing Fee.....	\$40.00
Field Trips (2 for the year).....	\$50.00

**Miscellaneous Fees:**

Class Fee (K)..... (Due with first tuition payment, includes school supplies, art supplies, and a polo shirt)	\$60.00
Class Fee (1-7) ..... (Due with first tuition payment, school supplies, a polo shirt, and a planner)	\$65.00

**SCHOOL SCHEDULE**

Early Arrival – The building is open for student arrival and supervision by 7:45 AM.

- Grades K – 2 report to their classroom.
- Grades 3 – 5 report to the Worship Center.
- Grades 6-8 report to the Reading Center

**Classes for all grades begin at 8:05 AM**

All students in grades K -8<sup>th</sup> arriving late to school must report to the school office for a tardy slip before reporting to the classroom.

**Dismissal for students.**

Student dismissal is 2:30 PM

Students who are not picked up by 2:45 PM will be signed into Higher Dimension of Learning Academy after school program and student will be charged accordingly.

**School Office Hours**

7:30 AM – 4:00 PM Monday – Friday

The school office will be closed on Fridays in June and July. The school office is closed during school holidays, the first week after the conclusion of the school year, and the week of July 4.

**AFTER SCHOOL PROGRAM – Extended Care**

- Mandatory Registration Form available from office (or online).
- Charges vary according to how often child attend the program.
- Precare and After School program billing is separate from tuition and is billed monthly.

- Registration Fee \$50.00 per child (non-refundable)
- Pre-Care Only \$25 per week/child
- Aftercare Only \$50.00 per week/child
- Pre-Care and Aftercare \$70.00 per week/child

**Daily Drop-in Fees**

- 3:00 P.M. – 5:30 P.M. Daily Drop-in \$20.00 (one child per family)
- 3:00 P.M. – 5:30 P.M. Daily Drop-in \$35.00 (two children per family)
- 3:00 P.M. – 5:30 P.M. Daily Drop-in \$55.00 (three children per family)

**Penalty Fees**

- 5:35 P.M. – 5:50 P.M. Late Pick Up Fee \$10.00 per child
- 5:50 P.M. – 6:10 P.M. Late Pick Up Fee \$20.00 per child

**\*Prices are subject to change annually.**

# **I. School Philosophy**

## **MISSION**

Higher Dimension of Learning Academy is established to create an excellent education and develop future leaders who love God and people.

## **Vision**

Creating a healthy environment with a positive structure, achieving a love for God, for self and for their community. Where all students can excel and thrive to be the best at whatever their challenge would be.

## **Philosophy**

Higher Dimension of Learning Academy is equally committed to providing a sound academic education and encouraging students to embrace a lifestyle that is based on the authoritative and inerrant Word of God. Higher Dimension of Learning Academy offers a curriculum rooted in a Christ-centered view of life. This view holds that God's truth is the standard for all truth.

## **School Colors**

The colors at HDOLA are burgundy, gold, tan, and white.

## **Instructional Goals:**

Higher Dimension of Learning Academy teachers are carefully selected on the basis of their education, experience, and integrity. The most important requirements for the teachers and staff is to have an unselfish spirit of dedication to children, a belief that Christian school ministry is their service to God, and a complete and personal acceptance of the Lord Jesus Christ as their Savior.

The task of the Christian educator is to integrate applicable scriptures and scriptural principles into all subjects and activities of the school. For students to develop a Christian worldview (and in order for an education to be considered Christian), all subjects must be taught, not only by

Christians, but from an integrated Christian frame of reference. Such integration is not intended to be forced or otherwise interjected inappropriately.

### **Notice of Student Nondiscriminatory Policy**

Higher Dimension of Learning Academy admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities made available to students at the school. It does not discriminate based on race, color, national or ethnic origin in administration of its educational policies, admissions policies, and or school administered programs.

## **II. School Policies**

### **ATTENDANCE POLICY**

Students must attend 90% of their scheduled classes during each semester in order to ensure their mastery of the curriculum and their receipt of credit for the class. Students are either present or absent. Students failing to attend 90% of their classes will be required to account for their absences to the Principal and must show that they have completed the assignments during their absences and have demonstrated content mastery in order to ensure credit for that class for the semester. At that time, the Principal will make a determination to either (a) award full credit; (b) place the student on academic probation for the next semester; (c) deny the student credit for the class or (d) other actions as deemed appropriate by the Principal. The Principal is the final authority for determining credit for a particular class.

Students in grades K to 8 may miss up to 9 days of school each semester and remain within the 90% requirement. A written warning (email) will be provided to Parents when students are approaching going below the 90% attendance requirement. Parents may be called to appear before the Principal to discuss the actions.

It is the student's responsibility to know what work is required and to contact the teacher via email or immediately upon return to school for handouts, assignment sheets or other requirements. Parents are required to contact the school when their student is absent in order to verify the absence. Students who depart school without authorization (signing out at the reception desk) or fail to attend school and their parents cannot verify their absence will be considered as truant and will receive disciplinary action.

Tardy students will also receive zeros for the daily activities of the classes they miss. Students must be in school no later than 8:15 AM in order to participate in extracurricular activities that day. Part time students must attend for at least 50% of their scheduled day in order to participate in extracurricular activities that day. Students who are absent due to school activities (competitions, field trips, etc.) will be accounted for as absent, but their absence will not be counted against the 90% attendance requirement. Students missing more than half the class will be counted absent for that class.

## **Perfect Attendance**

Perfect attendance is defined as having been in attendance at school every day school is in session for a minimum of four (4) hours of instructional time.

# **BEHAVIORAL POLICIES**

Higher Dimension of Learning Academy is a partnership between home, school and the church in which the prime relationship is the home. By enrolling children into HDOLA, parents agree to support the school in all its policies as articulated. HDOLA reserves the unconditional right to take disciplinary action, suspend or dismiss any student whose progress, conduct and/or whose parent's conduct is considered by HDOLA, in its sole and absolute discretion, to be unsatisfactory and/or in violation of the school's mission.

## **Academic Dishonesty**

Academic dishonesty includes cheating, copying the work of another student, providing or receiving answers to or from another student, providing or receiving answers from an Internet source, plagiarizing, or any other form of deception related to academic exercises. Unless otherwise instructed, all work is to be completed independently, using the student's own ideas and reasoning. Students of Higher Dimension of Learning Academy are expected to complete all academic tasks according to the highest standards of integrity.

Academic dishonesty is a serious offense that will not be tolerated.

Academic dishonesty will result in loss of credit for the assignment and disciplinary consequences as determined by the principal.

## **Bullying**

Bullying is an act of repeated aggressive behavior (including ridicule) in order to intentionally hurt another person, physically or emotionally. Bullying is characterized by an individual behaving in a certain way in order to gain power or control over another person.

Negative behavior exhibited by students will be addressed in a fair and balanced manner. Once the school is made aware of such behavior, the situation will be evaluated as to the seriousness of the behavior by using the guidelines below:

### **a. Immature Behavior**

- No intent to be unkind
- Annoying activity that causes discomfort
- Foolish actions that may cause harm to others or their property



Such behavior will be primarily addressed by the classroom teacher and, if repeated after correction, by the principal.

### **b. Unkind Behavior**

- Intent to be unkind
- Behavior that is not frequent
- Behavior intensity that is low
- Behavior that reflects an impulsive act
- Behavior duration that is short

Unkind behavior will be addressed by the classroom teacher and by the supervising principal.

### **c. Bullying Behavior**

- Intent to be harmful
- Behavior is frequent
- Behavior intensity is moderate to severe
- Negative behavior is one – sided

Bullying behavior will be addressed by the classroom teacher by the principal. Behavior determined to be bullying by the principal will result in a mandatory parent conference and disciplinary consequences.

## **Devices**

### *Cell phones:*

Students of grades K - 5 may not use cell phones at any time during the school day, and they must remain in backpacks, out of sight. Students of grades 6 - 8 will leave their phones in the cell phone holder until the end of the school day. Use during classes or lunch is prohibited.

### *Computers:*

Middle school instruction includes the use of web-based programs and websites at teacher discretion and curriculum demands in response to specific instructional objectives. HDOLA will provide devices for classroom use upon the teacher's request. Middle school students are not permitted to use their own devices in middle school classes.

Elementary students have a weekly technology class period, and elementary teachers may use devices in the classroom to meet specific instructional objectives. Elementary students are not permitted to bring their own devices to school.

Elementary students may be assigned limited, specific access as necessary to use devices to meet specific instructional objectives.

Device use in the classroom falls under the authority of the teacher, principal. Students will sign the school's Acceptable Use Policy and will adhere to its requirements. When a student is authorized to use a device in the classroom, they are not permitted to go to any website that is not specifically approved by the classroom teacher for that particular learning requirement. The teacher and the principal, reserve the right to direct, restrict, and prohibit device use at any time at their discretion.

Consequences for the misuse of devices may include the following:

- 1st offense, a warning and loss of device at school for one day
- 2nd offense, a detention and loss of device at school for a week
- 3rd offense, two detentions and loss of device for one month
- 4th offense or above, consequences will be determined by the Principal

## **Disrespect to Authority and Property**

Disrespect is defined as the use of word, body language or action that demonstrates a lack of regard or expresses contempt to authority. The authorities at HDOLA include, but are not limited to, the personage of God and the Word of God; the faculty and staff of HDOLA; the leadership of CBM and its attendant ministries; HDOLA parents and guardians; the USA and its institutions, local, state and government officials; and invited guests to the HDOLA campus.

The property of HDOLA and CBM will be treated with respect and all members of the community are expected to contribute to the good stewardship of the school. Students will not deface (write on, color on, spray paint or tear up) HDOLA and CBM property including books, desks, classrooms, and building facilities. Students will keep the facilities and storage areas clean and food storage free. Students will clean up after themselves at the end of each class and at the end of lunch and put their trash in the proper receptacles. Students will pick up food and other items dropped in the hallways.

The setting of any kind of fire, other than one sanctioned by HDOLA, is prohibited. Sending in a false alarm, tampering with a fire alarm or smoke detector or false sounding of a fire alarm is prohibited. Violations may result in legal actions as well as school penalties.

## **Drug/Alcohol Use**

No student shall possess, deliver, use or be under the influence of any of the following substances:

- Alcohol or any alcoholic beverages, "near beer" or any other alcohol – like beverage
- Any controlled substance or dangerous drugs as defined by federal and state law, without regard to amount, but not limited to: marijuana, any narcotic drug, anabolic steroids, hallucinogens, stimulants or depressants such as amphetamines, methamphetamines or

barbiturates, designer drugs, inhalants such as: glue, aerosol paints, aerosol cans for the purpose of “huffing”, or other inhalants that are not used in their prescribed manner.

Students will not possess or use the prescription medication of another person:

- Any intoxicant, mood - altering, mind – altering or behavior – altering drug

No student will retain in his or her possession the following substances:

- Prescription medications

No student will give to any other student any of the following substances:

- Non – prescription medications such as, but not limited to aspirin, acetaminophen, ibuprofen, other pain relievers or over the counter allergy medications

Drug/Alcohol use is considered a serious offense, either on or off campus. HDOLA reserves the right to require a parent to provide evidence of student drug testing.

### **Fighting/Assault**

Fighting is prohibited on school campus, at an off-campus site or at an HDOLA sponsored event. Arranging a fight is also prohibited.

Assault is a legal offense and is defined as:

- Intentionally, knowingly or recklessly causing injury to another
- Intentionally or knowingly causing physical contact with another person in which that person could reasonably believe that contact was for the purpose of offense or intimidation.

Any HDOLA student suspected of assault will be removed from the classroom and placed into the care of their supervising principal or the school office. If the assault meets the legal standard, local law enforcement will be contacted.

### **Gambling**

Gambling is defined as either participating in a game of chance for gain or wagering on a game or contest in order to attain a reward, either monetary or physical. HDOLA students will not participate in gambling or wagering in any form or possess the paraphernalia for gambling. HDOLA students will not establish wagering pools or point spreads for any HDOLA athletic event. Students are prohibited from online gambling.

### **Gender Identity**

HDOLA is committed to the biblical model of a person being made in the image of God and that God establishes a person’s identity rather than society. All persons made in God’s image will be treated with dignity and respect. Genesis 1:27 makes it clear that God when He created mankind in His image, He made them male and female. All students will be treated in accordance with their biological sex as given to them by birth and will function in that manner at HDOLA.

## **Inappropriate Language, Materials or Attire**

The use of inappropriate or profane language, materials or attire is strictly prohibited. Inappropriate materials are not limited to written or published materials, but may also include websites, videos and suggestive or profane emails or texts. Examples of prohibited language include blasphemy, vulgarity, cursing, profane or suggestive speech, racially inflammatory or derogatory speech or the use of language to put down another individual. Inappropriate attire includes t-shirts and clothing that contains sexually suggestive words, profane or blasphemous wording, racially inflammatory wording or pictures or mocks the authority of the school, the church or the government. Examples of prohibited materials include:

- Pornography, sexually explicit material or sexually suggestive material.
- Materials that endorse products or actions that are illegal or harm the health of a student.
- Materials that are profane, contain cursing or are blasphemous.
- Materials that contain libel or slander.
- Materials that criticize or demean the school, the church or any individual faculty or staff.
- Materials that espouse hate and/or demean an ethnic, religious, or racial group.

Students who possess or wear these materials will have the materials confiscated and/or be asked to remove the offending article of clothing and change as well as be subject to consequences as established by their supervising principal. Students using inappropriate language will receive immediate correction and will be reported to the supervising principal.

## **Insubordination**

Insubordination is defined as failing to comply with the instruction of any of the above listed authority figures or the willful and continual non-compliance with either a teacher's classroom rules, or the rules and policies established in this handbook.

## **Locker and Desk Searches**

A student's locker or desk is the property of HDOLA and is at all times under the control of the school. School Administration may perform general inspections of lockers and desks at any time without notice, without student consent, and without a search warrant. Students are not permitted to lock or otherwise impede access to any locker except with a lock provided by or approved by the school. Unapproved locks will be removed and destroyed.

## **Lying, Forgery, and Stealing**

An HDOLA student will not lie, cheat, or steal. All those actions are contrary to the honor of God, the student's family, and the honor of the school. Lying is defined as the intentional desire to mislead and can include half-truths, not telling the whole story and quibbling (trying to justify an action). Forgery is a form of lying and carries with it consequences. Forgery is defined as signing someone else's name, such as a parent or guardian, to a form or paper. Stealing is defined as taking property that is not one's own by purchase or right and includes borrowing property without the other person's permission even if the intent was to return that property.

### **Personal Searches**

A student's person or personal effects (e.g., backpack, purse, pockets) may be searched by a staff or faculty member to determine whether the student is in possession of contraband. Searches may be performed without notice, without consent, and without a search warrant.

All personal searches will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the student. Searches of persons will only be conducted with the approval of the principal. A school Administrator or designated representative of the same sex will conduct the search in private, with another adult of the same sex as a witness. The student's parents will be notified of the search as soon as reasonably possible. Under no circumstances will a body cavity or strip search be permitted unless conducted by law enforcement personnel.

### **Protests**

Protests by students are prohibited on the property of CBM, at HDOLA related activities or in the name of HDOLA.

### **Public Display of Affection**

Public Displays of Affection (PDA) detracts from that reputation. Students should refrain from displays such as, but not limited to, hand-holding, embracing, kissing or suggestive actions, such as suggestive talk or body movements while at school, at HDOLA sponsored functions, and while in school uniform.

### **Search and Seizure**

To maintain order and discipline on school property and at school-related events and to protect the safety and welfare of students and school personnel, HDOLA has the right to perform unannounced searches and to seize contraband and has the right to perform physical searches of students to determine whether they pose a danger to themselves and others. The Administration may authorize a faculty or staff member to search a student's pockets, purse, backpack, gym bag, or other personal property; student lockers, desks, or other school property; under the conditions described below.

No student may possess any illegal substance, object, or contraband that constitutes a threat to the health, safety, or welfare of any person or persons on school property. Contraband is all substances or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, drugs, alcoholic beverages, cigarettes, guns, knives, weapons, or incendiary devices. All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by staff. Storage, return, or destruction of such items shall be at the discretion of the Administration subject to legal impoundment.

### **Sexual Harassment**

Sexual harassment is defined as the use of language or providing materials of a sexual nature that is used to create an environment of tension and intimidation in order to make a person uncomfortable or to extract favors of a sexual nature. It can include using spyware, spying on a person or persons of the opposite sex or setting up electronic surveillance to gain access to a person of the opposite sex. Sexual harassment can also include unwanted or unwarranted comments about a student's looks, activities or orientation. Sexual harassment is not conducive

to a safe and secure environment for learning and is antithetical to Christian discipleship. When an accusation of sexual harassment is made it will be reported to the supervising principal and thoroughly investigated.

### **Social Media**

HDOLA students who post objectionable or harassing material on social media will face consequences to be determined by the principal.

### **Tobacco Use**

HDOLA students will not use tobacco products, which is a violation of state law. Student possession, delivery, receipt or use of tobacco products, including but not limited to cigarettes, cigars, pipes, chewing tobacco, or snuff is prohibited at any time while a student is enrolled. Students are prohibited from possessing lighters on campus and at HDOLA sponsored events. Students are prohibited from using e-cigarettes or vaping at any time while enrolled. Students are prohibited from simulating smoking, the rolling of cigarettes or the simulated use of tobacco products.

### **Weapons**

Students are prohibited from bringing to school or to any school related event any firearm, explosive device, ammunition, knife, stun gun, irritant spray, Taser, fireworks, razor blades, brass knuckles, martial arts paraphernalia, chains, or any other device used to inflict bodily injury. Possession of any of these items at school or a school related event will be reported to local law enforcement.

## **CHURCH ATTENDANCE**

As a Christian institution, HDOLA encourages all of its families to be regular participants in worship at a local congregation of their choosing. Such attendance, we believe, is in keeping with the Scriptures and one of the marks of discipleship.

*“And let us consider one another in order to stir up love and good works, not forsaking the assembling of ourselves together, as is the manner of some, but exhorting one another, and so much the more as you see the day approaching.” (Hebrews 10:25).*

## **CLOSED CAMPUS**

HDOLA is a closed campus, which is defined as allowing entry onto the campus of only adult family members (including younger siblings with adult supervision), church ministerial staff. Students are not to leave the school property during the school day, except in case of early dismissal or after proper procedures are followed for signing out of school or as an assigned privilege. All visitors must sign in at the school office and wear a visitor’s identification tag while on campus. Off-campus lunches must be within the scheduled time unless pre-approved by the Principal.

## **CRISIS MANAGEMENT**

A crisis may be defined as any activity that disrupts the normal operation of the school. If the crisis is severe enough, the Principal may either decide or be required by the appropriate authorities to close the school during the school day. If that situation occurs, the school will implement its crisis action plan and parents will be informed as to the way to pick up their children. The principal will function as the control element during that time and will respond to the commands of the appropriate authorities as to when and where students may be picked up. As quickly as possible, the principal will communicate those directions to parents via any communications means that is currently available.

The principal will provide follow on information as to any changes of location for school, missed days and/or makeup days.

## **GRIEVANCE POLICY (Matthew 18 Principle)**

Parents and/or students who have a grievance against any faculty or staff member must try to first settle the matter with the individual involved. In cases where the issue is the faculty or staff member, the student or parent should go to either the Principal only after attempting to resolve the matter. If resolution is not possible at the lowest level, the parent may request a meeting with the Principal at which the faculty or staff member will be present. If the issue is with an Principal or faculty member or is still unresolved, the offended person or persons may appeal in writing to the Chairman of the Elders. The decision of the elders is final.

Express the matter promptly to avoid ill feelings and friction that would hinder you as a Christian. Tell only the right person. Please do not involve other parents in what should be considered confidential matters involving personnel and students.

Give the faculty or staff member the benefit of the doubt. Realize that your child's reporting may be emotionally biased and may reflect only one side of the story. Recognize that all institutions have rules, policies, and procedures and endeavor to enforce them as consistently as possible. Please do not criticize the school or a staff member in front of your child, as this will reduce his respect for authority in general, resulting in less willingness to obey and cooperate.

Supporting the faculty and staff with your prayers and encouragement is necessary and greatly appreciated.

## **INCLEMENT WEATHER COMMUNICATION**

The principal will make the final decision regarding school closing as quickly as possible. On rare occasions, the school may have to close after classes have begun because of the onset of weather that causes a hazard either to students at school or in their transportation to and from school. In such cases, parents will be notified by telephone or text that school is closing, and they will be asked to arrange for transportation to get their children home safely. If the school is required to close due to inclement weather, the Principal will designate as day for making up the

classes if necessary. HDOLA will communicate with our families in one or more of the following ways:

- Social Media: Facebook, Instagram, Twitter
- Website – Check for information at [www.cbmmin.org](http://www.cbmmin.org)

## **DISCIPLINE POLICY**

Discipline should be viewed as “discipling” a student to emulate the character of Christ. The purpose of discipline is to train the students to respond to God's discipline and His purposes immediately, completely, and with a right heart attitude.

While the discipline of the student is ultimately the parents’ responsibility, parents and teachers must fully cooperate with one another. The disciplinary policies of Higher Dimension of Learning Academy have been designed to promote order and responsible behavior on the part of each student, as well as an atmosphere conducive to learning. Students are trained to understand the importance of respecting authority and submitting to those in authority over them.

When students are admitted to HDOLA, the students become identified with the school, and the school is judged by the students’ conduct. HDOLA expects student behavior to demonstrate respect for and obedience to the established Behavioral Standards while on campus or at any school related activity. As HDOLA seeks to produce responsible citizens and ambassadors for Christ, it is expected that the students’ conduct will always reflect favorably on the students and on the school, on and off campus.

Regarding implementation of the school’s discipline policy, the parent will be contacted. A parent is expected to attend all disciplinary conferences with the Principal and/or Administration. Whenever parents have a concern with a decision concerning their student, the following chain-of-command should be followed in making an appeal.

- First Step: Classroom teacher
- Second Step: Elementary Principal

Parents are an integral part of our school and their presence is always welcome. When parents are on the school campus or chaperoning an event or field trip, their presence and “extra eyes” are helpful to teachers. However, anytime a discipline issue arises, it is the teacher or principal’s responsibility to take corrective action.

## **CLASSROOM DISCIPLINE**

At HDOLA, each grade level, and where appropriate, combinations of grade levels, have an administratively approved classroom discipline plan. These plans differ from one another and are intended to do so as a reflection of our understanding of the differing needs and abilities of



children across the grade level spectrum. The boundaries, the way correction is handled, and the form that consequences take, and the manner in which those consequences are applied are all specific to the needs of children in those classes and grade levels.

Classroom rules are posted in each classroom, and the students should expect to be corrected for breaking school and classroom rules.

In addition, the teacher or Principal may counsel with the child regarding his behavior. The teacher will follow the classroom discipline plan, and notify the parents with a note, discipline chart, phone call, or email to enlist the parents' help in correcting the behavior of the child. A parent-teacher conference may be necessary in order to formulate an individual plan for the child. Principal may also attend these conferences.

## **ADMINISTRATIVE DISCIPLINE**

**Process:** The teachers have a step-by-step implementation of their discipline plan. For each classroom discipline plan, the students will be referred to the Principal's office when they have reached the step coded as "red." This point will vary according to developmental and grade level differences. Some behaviors are chronic, and the classroom plan may not result in compliance and self-discipline, so the student may be referred to the Principal even before the classroom steps have been exhausted. Some behaviors do not fall within the parameters of classroom discipline plans but are considered "major infractions" and students are immediately referred to the Principal's office.

In general, a parent can expect a child's behavior to be referred to the Principal's office when minor infractions have been repeated often enough to process the student through available classroom consequences, and no options remain for the teacher to apply if there has been no improvement in the student's behavior. In general, a parent can expect the child himself to be sent or taken to the Principal's office when the behavior in question can be characterized generally as one of the following types:

- disrespectful
- inappropriate
- disruptive to the learning environment
- injurious, or potentially so, to self or others
- abusive

Cheating, fighting, or stealing are automatic grounds for a visit to the principal.

**Procedures:** The Principal discusses the incident or behavior with the student and the student is allowed to give his side of the story or explanation. However, parents and students should not expect that the student's word will be taken over the word of the teacher or staff member. The Principal assigns consequences that are appropriate, fair, and most likely to be effective in light of the following considerations:

- the student's age and grade level.

- the nature of the infraction.
- the degree to which a boundary was violated.

The potential consequences include, but are not limited to, the following:

- detention
- walking at recess or P.E.
- writing a character trait essay
- being sent home
- privilege restrictions (center time, recess, etc.)
- extra-curricular participation restriction
- silent lunch
- out of school suspension (any tests, quizzes or daily assignments will be zeros)

Level 1	Level 2
Minor Infractions	Major Infractions
Failure to follow rules established by individual teachers for their classroom	Rude or discourteous behavior to another student.
Failure to bring needed classroom materials (including signed daily planner if required)	Lying Disrupting the classroom (talking repeatedly or taking other actions that delay, interrupt, or distract from instruction or assigned class activity).
Chewing gum	Cheating Hazing, bullying, or carrying out practical jokes and pranks on other students.
Talking in class without permission or excessive talking	Profanity/Vulgarity Refusal or delaying to follow a staff member's correction and/or direction.
Littering	Carrying or possessing any object construed as a possible weapon, but not listed as such in state penal codes.
Dress Code Violation	Fighting Harassment (verbal abuse of another student)
Bringing electronic devices to school without Permission	Physical harassment of another student Minor vandalism, damage or alteration to school property.
Disorderly Conduct (horseplay, roughhousing, excessive noise, running in the buildings, throwing small objects, paper wads, etc.)	Leaving campus without permission.
Failure to report to authorized "before school" and "after school" locations	Contributing to an unsafe environment by reckless/careless actions Sacrilegious/irreverent actions or references.

	Public display of affection.  Disrespect or discourteous behavior to, or regarding, an adult authority.  Violation of any Behavioral Standards of OCS
--	---

### III. ACADEMICS AND ACTIVITIES

#### ARRIVAL

The building is open for student arrival and supervision by 7:45 AM Lower elementary students (grades K-2) arriving before 7:50 AM should report to the front hall of the elementary area. Upper elementary students (grades 3-5) arriving before 7:50 AM should report directly to the Worship Center. At 7:50 AM students are picked up by their teacher. Students are recorded as tardy after 8:15 AM.

#### Homework

Homework is a vital part of the school program; each teacher is at liberty to give homework to aid the students to advance in their studies. Therefore, each student is required to complete homework assignments on time. Homework is given for several reasons:

- **For reinforcement:** We believe that most students require review to master material essential to their educational process.
- **For practice:** Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
- **For Special Projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

\*Please note that it is a requirement for students to have access to a computer and internet service at home for some homework and/or project work required by the teacher. We do request parents' full cooperation in seeing that the assignments are completed. Failure to complete homework will affect the student's daily grade. Repeated delinquent homework could result in a student's suspension. \*

#### INCOMPLETE WORK

If a student receives an "I" (Incomplete) at the end of a nine-week grading period due to incomplete class tests, work, or projects, 10 (ten) school days may generally be allowed for completion of work to receive a grade. The work is to be completed in a timely manner.

## LATE WORK

Assignments are considered late if they are not turned in by the assigned time on the due date.

1st - 3rd Grade: Due Day: Full credit; First Day Late: 5 - point reduction; Second Day Late: 10 – point reduction; Third Day Late: No credit

4th - 5th Grade: Due Day: Full credit; First Day Late: 10 - point reduction; Second Day Late: 20 – point reduction; Third Day Late: No credit.

## MAKE-UP WORK/TESTS

Assignments, homework, and tests can be made up; direct instruction and reviews cannot. Make-up work should be submitted for grading as soon as possible. The number of makeup days allowed for full credit will equal the number of days absent. If a student is absent for a class but attends other classes on that same day, all work for the missed class is required the next day. If the student is absent for a test, the parent is responsible for contacting the teacher to arrange for a makeup test. Students may be required to come in before school, at lunch, or after school if so, requested by the teacher.

## STATUS REVIEWS

**Quarterly Status Review:** At the end of each quarter grading period, elementary and secondary students who find themselves in one or more of the following categories will be subject to a quarterly status review:

- Students with excess absences
- Students with repeated behavioral issues
- Students who have received a failing grade in any subject for that quarter:

The review process is as follows:

**Initial Review:** This review is carried out by the Principal and is automatic for any student who falls into one or more of the categories outlined above. The principal will examine the academic/behavioral/attendance record of all students on the review list for that quarter and determine if any action needs to be taken.

The Principal has discretionary authority to decide that, beyond an informal conversation with the student and/or parent to establish measures needed to improve the situation. The Principal may decide that the student and family is best served by taking administrative action and will therefore initiate a consultation.

**Student/Family Consultation:** In this stage of the process, the student, one or more of the parents, and the principal meet to discuss the reasons for the status review

(behavioral/attendance/academic) and how the situation can be remedied for the future. The Principal has the discretionary authority to decide that no further action is warranted and may terminate the review process, and, indeed, this is the goal of the consultation. Alternatively, the Principal has discretionary authority to exercise other options:

- Additional consequences
- Additional measures to improve learning and/or behavior.

If the status review reaches this stage in the process, it is to determine whether or not Higher Dimension of Learning Academy is still the appropriate place for the student in question. In the event of a serious incident or allegation, the Principal may call for an immediate status review by. Upon presentation of the evidence of the offense and any extenuating factors (circumstances were beyond the student's control) or mitigation (it was not as bad as alleged), the Principal will determine the status of the student.

**Probation:** The Principal reserves the right to place a student on probationary status for academic, behavioral and/or attendance issues. Both the length and stipulations of the probation will be set by the Principal.

**Annual Status Review:** At the end of each school year, students who find themselves in the following categories will have their re-enrollment status placed on hold pending an annual status review:

- Students who have excessive absences or tardiest.
- Students who fail one or more classes.
- Students who were previously placed in academic or behavioral probation.
- Families with delinquent accounts.

At this point, the student is questionable for enrollment for the next year. All such students will undergo an Annual Status Review to determine if there is any compelling reason to set aside questions and restore the student to eligible status.

HDOLA reserves the right to conduct an annual status review for any student, if, in the judgment of the Principal, the student's academic, behavioral, or attendance record warrants such a review.

## **TARDIES**

Punctuality has a direct relationship to a well-ordered instructional environment and well-managed classrooms. The responsibility of regular and punctual attendance has a direct relationship to the privileges extended by HDOLA. A student is tardy when he or she is not in the classroom when the class is scheduled to begin. All students in grades K-8 arriving late to school must report to the school office for a tardy slip before reporting to the classroom. All tardies will be recorded and accumulate per semester.

Excused tardies include: (1) medical appointments; (2) family emergencies; and (3) some unusual circumstances as approved by the principal. All other tardies will be counted as unexcused. The Principal reserves the right to determine whether a tardy is excused or unexcused

and whether the tardy counts toward any stated consequences. Three tardies equal an absence and will be counted against the absence policy.

Unexcused Tardy Consequences for Elementary Students of grades K - 3:

1 - 3 in a semester: Warning

4 - 6 in a semester: Classroom consequence and counted as one absence.

7 - 9 in a semester: Two classroom consequences and counted as two absences.

10 - 12 in a semester: Automatic visit to principal, parent conference and counted as three absences.

Above 12: Consideration by the Principal for the student to be removed from HDOLA.

Unexcused Tardy Consequences for Elementary Students of grades 4 - 5:

1 - 3 in a semester: Warning

4 - 6 in a semester: One detention per tardy over 3 and counted as one absence.

7 - 9 in a semester: Two detentions per tardy over 6 and counted as two absences.

10 - 12 in a semester: Automatic visit to principal, parent conference and counted as three absences.

Above 12: Consideration by the Principals for the student to be removed from HDOLA.

Unexcused Tardy Consequences for Secondary Students of grades 6-8:

1 - 3 in a semester: Warning

4 - 6 in a semester: One detention per tardy over 3 and counted as one absence.

7 - 9 in a semester: Two detentions per tardy over 6 and counted as two absences.

10 - 12 in a semester: Saturday School and counted as three absences.

Above 12: Consideration by the Principal for the student to be removed from HDOLA.

## **Excused Absence from P.E.**

If your child is unable to participate in P.E. (or in recess) please send a note. We would like to keep this to a minimum, however, as time set aside for P.E. is also time set aside for teacher work time; classroom supervision of students during this time restricts the teacher's ability to fully utilize this time.

## **GRADES**

The grading policy at Higher Dimension of Learning Academy is established to provide an accurate reflection of student mastery of course objectives. Grades are recorded for daily assignments, quizzes, and tests. Teachers determine the grade category for each assignment. Categories are weighted at different percentages for different grade levels and courses; category weights will be communicated to students and parents by the teacher. Numerical averages are given on the report card in all subjects for grades 1-12, though in grades K - 3, a mastery level indicator may be employed in all or some subject areas.

## **GRADING SCALE**

A = 90 –100

B = 80 – 89

C = 70 – 79

F = 69 and below – failing

## **Level of Mastery scale:**

E = Exceeds Expectations

M = Meets Expectations

B = Below Expectations

## **SCHOOLCUES**

Higher Dimension of Learning Academy uses the Schoolcues School Management Software System. This system enables families to get email information from the school as well as view grades, student attendance, daily class work, homework, report cards, and various other items of student information. To access this system, you must supply a current email address to HDOLA. The link to SchoolCues is on the CBM website. If you are a first-time user, click on “Create New ParentsWeb Account” and follow the instructions.

## **REPORT CARDS/PROGRESS REPORTS**

**Report cards:** Report cards are issued at the close of each quarter. For 1st-8th grade, report cards for the grading period will be posted on SchoolCues one week after the end of the grading period. Kindergarten students will receive a printed report card. Parents will be notified regarding when the final report card for the year will be available. All financial obligations must be current before report cards are viewable.

**Progress Reports:** Progress reports will be sent via SchoolCues to parents when a student has a grade average of 74 or below. Progress reports are sent out no later than the sixth week of the grading period; however, a teacher may send a progress report at any time at his/her discretion. Parents may monitor progress at any time through SchoolCues.

## **PARENT OBSERVATION**

Parents may observe their student in the classroom for one hour each semester. The purpose of a parent observation is to gain insight into a child’s behavior in the classroom. Criticism of

teachers and other students are entirely inappropriate. Classroom observations must be scheduled in advance with the teacher and/or principal.

## **PARENT-TEACHER CONFERENCES**

The school desires to communicate with parents and welcomes inquiries from them. A parent wishing to conference with a teacher should send a note, email the teacher, or call the school office to make arrangements for a conference. Parents are asked to contact the teacher during school hours if at all possible. Parents may expect responses to email or phone messages within 24-hours, but parents should not expect return emails or phone calls outside of the teacher's scheduled workday. Please do not attempt to hold a conference with a teacher when the teacher is engaged in instruction or supervising students. In the mornings when students are coming into the room is an unproductive time to conference.

All parents are required to check in with the office to obtain a visitor's pass before going to a teacher's classroom during school hours. Parent-teacher conferences are routinely scheduled each fall, and parents will be contacted to set up an appointment time. Teachers and principals may request a conference at any time, and parents are encouraged to request a conference when concerns arise.

## **STANDARDIZED TESTING**

Each HDOLA student of grades 1<sup>st</sup> – 8<sup>th</sup> will participate in standardized testing a minimum of once each year. Absences during standardized testing should be avoided because they cannot be made up. It is critical for the monitoring and improvement of the academic program and for complete student records that students participate and apply themselves to the best of their abilities to achieve accurate results.

## **CHAPEL**

Chapel is a time for students to come together to praise the Lord Jesus Christ for His goodness and mercy and to learn from pastors, missionaries, and guest speakers as share the Word of God. Students K – 8 will attend all chapels. Parents are encouraged to attend as well.

## **FIELD TRIPS**

The educational program will include real-world experiences, trips to off-campus locations. The cost of field trips and/or meals is not included in tuition. The place to be visited and the method of transportation shall be approved by the Principal. Adequate supervision is provided for all off-campus activities. Parents will receive complete information regarding field trips in advance. A signed permission form must be returned to the school in a timely manner before the student will be permitted to participate in the field trip.



Students who will not be participating with classmates in a field trip are expected to attend school and will be supervised as they work on alternate educational activities for the day. The standard requirements of attendance apply.

## **CULTURE OF RESPECT**

Dignity and respect are given to all human beings since we are all made in the image of our Creator. Our mission includes the development of servant leaders who love God and love people, and we will endeavor at all times to love all people well. Racism, sexism, and all other forms of belittling language and actions will not be tolerated.

*For by the grace given me I say to every one of you: Do not think of yourself more highly than you ought, but rather think of yourself with sober judgment, in accordance with the faith God has distributed to each of you. For just as each of us has one body with many members, and these members do not all have the same function, so in Christ we, though many, form one body, and each member belongs to all the others. We have different gifts, according to the grace given to each of us. (Romans 12:3-6).*

## **IV. Arrival and Dismissals**

### **EARLY DISMISSALS**

The school can grant an early dismissal for emergencies and for medical or dental appointments if those appointments cannot be scheduled outside the school hours. All other activities should be scheduled after

school hours. Students are not to leave for illness unless they have first been to the nurse's office and the parent has been contacted by the nurse.

All parental requests for an early dismissal for doctor's appointments must be made verbally or in writing. Requests for early dismissals should be made no later than 10:00 AM. For the safety of our students, they are to be signed out by the parent at the school office.

### **Permits to Leave School Early/Sign Out**

Students who are leaving the campus early must be signed out at the reception desk. The student must present a note from a parent or guardian to leave early. If the student is returning to school on that day, the student must sign in at the reception desk.

### **Grievances**

The Administration understands that there may be times when parents and caregivers have concerns that need to be addressed. In some instances, the parent may feel he/she must speak directly with an administrator before speaking with a teacher about a concern, and although HDOL Administration is always willing to speak to a parent, the parent is encouraged to first speak with a teacher in a good faith effort to resolve the matter before contacting HDOLA

Administration. Parents are respectfully requested to follow this “chain of command” when in need of issue resolution:

1. Speak with teacher.
2. Speak with principal.

### **Visitors**

To minimize interruptions and distractions in the classroom, we do not allow visiting relatives or friends to join any of our students at any time during the school day unless previously approved by Administration. Parents and visiting grandparents are welcome, however, to join their students during lunch time after signing in and receiving a badge in the school office. In order that students have time to adjust to their new routine in school, we respectfully request that parents refrain from joining their students for lunch for the first three weeks of school. This policy is NOT in effect during this pandemic.

### **Delivering Items to School**

So as not to interrupt class, parents are requested to deliver any forgotten item (lunch, homework, project work, etc.) to the school office for subsequent delivery to the student or classroom. Parents are not permitted to make deliveries directly to a student or classroom. Mail, parcels, flowers, or other such items should not be delivered to students. If such items are received by the school, however, they may be picked up in the school office at the end of the day only.

## **Communication**

### **Emergency Information Card**

Parents are responsible for keeping the school informed as to changes in address, email address, place of employment, telephone/work/cell numbers and other identification and emergency information. A medical release form must be in a student’s file in order to insure emergency medical/dental treatment. All persons picking up children must be listed on the child’s emergency card kept in the school office and must present a photo I.D. at the time of picking up the child. This is for the safety of your child/children; there are no exceptions.

### **Change of Residence/Employment/Custody**

All parents are required to notify the Academy promptly of any changes in address, phone numbers (home and work), or custodial arrangements that might occur during the course of the school year. (Supporting documents may be required).

## **E-mail**

HDOLA will communicate with parents via Gradelink and email throughout the school year. Please check your email on a regular basis. It is important that parents notify the school office of any change in email address.

## **Hard Copy Written Communication**

There may be times during the school year when it is necessary to send hard copy written communication to parents. All hard copy written communication from the office will be sent home with the family's YOUNGEST or only child in order to reduce the amount of paper used.

## **TEXTBOOK LOSS/DAMAGE POLICY**

HDOL textbooks are provided through tuition and enrollment fees to its students in the sense that no additional charge is made for textbooks beyond the tuition for the year. Students are responsible for the accountability and care of their assigned textbooks. Faculty and staff will maintain records of issued books. Students must return issued books upon request. Students or their parents are responsible for the replacement costs of lost or damaged books.

## **Lunch Procedures**

Students may bring lunch from home each day or purchase a catered lunch for \$3.50. The order for the catered lunch must be paid in advance (by the previous week) so the order can be submitted to the catering service. If the student does not attend school on the day the lunch was ordered, the money cannot be refunded. Should a student fail to bring a lunch, the school will provide a lunch to the student. However, this can only occur once a week.

**\*Students are not permitted to purchase sodas or to bring sodas for lunch. \***

## IV. Dress Code

The HDOLA dress code is not designed to promote mediocrity or inhibit the creative individual differences in its students. It is designed to establish and teach hygiene, instill discipline, prevent disruptions, avoid safety hazards, and teach respect for authority.

### MODESTY GUIDELINES

- All shorts, jumpers, and skirts should be of modest length.
- Undergarments must be appropriate and cannot be visible regardless of posture or position except for collars of undershirts.

### General Guidelines

School uniforms are expected to fit the student appropriately, be laundered on a regular basis, and can be purchase from [www.frenchtoast.com](http://www.frenchtoast.com) so as not to deviate from the color choices, style, and fabric provided by that store.

- Shirts must be **tucked** neatly into bottoms at all times.
- No low riding beyond two inches from the waist.
- In cold or rainy weather, a student may wear any appropriate outer garment in compliance with HDOLA uniform requirements.
- Hooded sweatshirts are allowed, but the hood cannot cover the head at any time when in the buildings.
- Hats are not permitted in the building.
- These items may be worn in the classroom: hooded or non-hooded sweatshirt, Other coats and outer garments may only be worn to and from school and on campus for recess.
- All students' hair must be of a natural hue with no distinct or distracting highlights or streaks which are different from the student's natural hair color.
- Boys' hair must be neat in length (**above the collar**), no longer than the middle of the ears on the sides, no tails, Mohawks that are of a different color, spiked, or elements of personal appearance, which is considered extreme in color or nature, distracting, disruptive, or does not follow the uniform or non-uniform guidelines will be permitted.
- No facial hair is allowed, including sideburns.
- No designs shaved in the hair except for parts.
- Students must refrain from always wearing make-up with the exception of lip gloss. Eyeliner and/or eye shadow is not permitted.
- No tattoos (permanent or temporary)
- No body piercings (except two sets of ear piercings for girls)
- Fingernail polish (for girls) is limited to clear or muted colors only.
- Girls may not wear false fingernails, and fingernails must be always maintained at fingertip length.
- Accessories must not be distracting.

## **DURATION AND EXTENT**

The dress code as stated in this Handbook is in effect any time a student is on campus with the exception of extra- curricular activities. It will be enforced from the time the student arrives at school until the time he leaves. If a student desires to wear a different outfit, the parent must let the office know the day before. Also, whenever a student does not wear their school uniform, they must pay \$5.00.

## **ENFORCEMENT**

Dress code will be checked throughout the day. Parents are expected to correct dress code issues immediately.

*Field Trips: All students must have a burgundy HDOLA polo shirt to wear.*

## **DAILY UNIFORM STANDARDS**

### **FEMALE:**

#### **Grades K – 3**

- Pants, shorts, or skirts: navy, khaki, black or burgundy (school uniform style pants or shorts; no cargo, skinny, gathered at the bottom or top, jean type).
- Pants must be worn at the waist and have the required uniform - style appearance.
- Belts: black, navy, or brown (2nd and above)
- Blouse: white, piped in navy or plaid trim (long / short sleeve)
- Polo shirt: burgundy, gold, tan, and white with or without logo (long / short sleeve)
- Shoes: comfortable tennis shoes with non-marking soles; no boots
- Socks, hose, tights, or leggings: navy, white, hunter green, black, or grey.
- Leggings (must be ankle length) can be worn only under shorts/skirts/skortts. Acceptable colors are navy, hunter green, white, black or grey.

#### **Grades 4 – 5**

- Pants, shorts, or skirts: navy, khaki, or burgundy (school uniform style pants or shorts; no cargo, skinny, gathered at the bottom or top, jean type).
- Pants must be worn at the waist and have the required uniform - style appearance.
- Belts: black, navy or brown
- Oxford blouse: white (long / short sleeve)
- Polo shirt: burgundy, gold, tan, and white with or without logo (long / short sleeve)
- Shoes: comfortable tennis shoes with non-marking soles; no boots
- Socks, hose, tights, or leggings: navy, white, hunter green, black or grey.
- Leggings (must be ankle length) can be worn only under shorts/skirts/skortts. Acceptable colors are: navy, hunter green, white, black or grey.

## **MALE:**

### **Grades K – 3**

- Pants or shorts: navy or khaki (school uniform style pants or shorts; no cargo, skinny, gathered at the bottom or top, jean type)
- Pants must be worn at the waist and have the required uniform - style appearance.
- Belts: black, navy or brown (Not required for K – 1st grade)
- Polo shirt: burgundy, gold, tan, and white with or without logo (long / short sleeve)
- Shoes: comfortable tennis shoes with non-marking soles; no boots
- Socks: navy, white, black or grey.

### **Grades 4 – 5**

- Pants or shorts: navy or khaki (school uniform style pants or shorts; no cargo, skinny, gathered at the bottom or top, jean type).
- Pants must be worn at the waist and have the required uniform - style appearance.
- Belts: black, navy or brown.
- Polo shirt: burgundy, gold, tan, and white with or without logo (long / short sleeve).
- Shoes: comfortable tennis shoes with non-marking soles; no boots.
- Socks: navy, white, hunter green, black or grey.

## **Female & Male**

- For grades 6 - 8: Students must be clean shaven.
- No distracting hair coloration or bleaching, patterns cut into the hair, or styled upward taller than one inch.
- Only girls may wear earrings at school or at school sponsored functions.
- Accessories should be in school or metallic colors and should not be distracting.
- Pocket chains and large neck chains are prohibited.

## **SPIRIT DAY UNIFORM STANDARDS**

Students who are allowed to have the privilege of a non-uniform dress day must adhere to the grooming, modesty, and dress code guidelines listed above with the exceptions listed below. The clothing must be in modest taste as judged by the Administration.

- Shirts, sweaters, or sweatshirts may be untucked, but must not show any skin or undergarments during any movement.
- Shirts must be an HDOLA T-shirt/sweatshirt/jacket.
- Only jeans or HDOLA uniform shorts/pants/skorts may be worn.
- Belts are optional.
- Coats other than those listed in general guidelines may not be worn on campus during school hours.
- Shoes should be tennis shoes with non-marking soles.

## STUDENT HEALTH CARE

**First Aid:** First aid treatment is administered to stop bleeding, restore breathing, prevent shock, or infection. The school will provide minor first aid and administer over-the-counter medications approved by the parent.

**Emergency Clinic Services:** Serious injuries will receive immediate attention. Parents will then be notified as quickly as possible. An HDOLA faculty or staff member will stay with an injured student until the parent assumes responsibility. Parents are required to submit a signed Authorization for Emergency Care Form which provides phone numbers of the physician and hospital preferred in the event parents cannot be reached. This authorization must be kept current. If any changes occur during the school year, notification must be given to the school office immediately.

### Immunizations:

An immunization form or a certificate of waiver is required for all students enrolled at HDOLA. Immunizations must be kept current, as required by Florida law. A certificate of immunization, signed by a physician, must be kept on file in the school office. Students may not attend school without an appropriate immunization record. 2018-19 Immunization Requirements (per the Orange County Health Department)

Kindergarten	4-5 DTaP (last dose must be after age 4) 3-5 Polio (last dose must be after age 4) 2 MMR 3 Hepatitis B 2 Varicella (or certification of disease)
1 <sup>st</sup> -6 <sup>th</sup> Grade	4 DTP/DTaP *5 DTP/DTaP 3 Polio *4 Polio 2 MMR 3 Hepatitis B 2 Varicella (or certification of disease)

### \*Notes of Exception:

- A child who commenced vaccination after 7 years of age would have only 3 Tdap/TD doses.
- DTP is acceptable for DTaP.
- \* 3 Polio doses are accepted only if the last dose is given after 4 years of age and 6 months after the 2<sup>nd</sup> dose
- K-12: \* 4 DTaP doses are accepted only if the last dose is given after 4 years of age and 6 months after the 2<sup>nd</sup> dose

## **Physical Examination**

A physical examination and record of immunizations must be completed or transferred to HDOLA for each student prior to enrollment. Benchmarks for updating immunizations and physicals are Kindergarten and 7th grade.

**Illness:** No student with fever above 100° will be allowed to remain in class. When sent home with fever over 100°, the student may not return to school until fever is below 100° for at least 24 hours without medication. Even though a fever may be reduced with medicine, the student is still contagious. If the student is not feeling well, he may receive over-the-counter medication if the parents have submitted the permission form. The office will determine whether to notify the parent to pick up the student from school.

**Rashes and Eye Infections:** A student may have to be sent home with a rash or eye infection if there is a question of contagion. The student may return to school when a physician states the student is no longer contagious, or when symptoms disappear. If the rash is chicken pox, the student may return to school when the fever drops below 100° for 24 hours and all scabs are dry.

**Communicable Disease:** Students should not be sent to school with a communicable disease. Should students display symptoms of a communicable disease while at school, a school staff member will make preliminary assessment and notify the parent to take the child home or to a doctor for confirmation. Students are subject to school office approval for re-admittance to class.

**Medication:** When occasional illness necessitates over-the-counter medication or prescription medication, a note with the following information signed by the parent will be required:

- name of child
- name of medication
- dosage
- frequency
- duration

All medication must be kept in the school office, not with the student. A prescription medication must be sent in its original container and the parent must notify the school regarding any changes in administering the medication. Only topical and oral medications will be dispensed. School staff will not administer injections with the exceptions of diabetes and Epi Pens. All medication must be clearly labeled.

**Potty Accidents:** Parents need to send a change of clothes/underwear for kindergarten students. Students will be sent to the nurse who will supervise the child and will contact the parents.



**HANDBOOK ACKNOWLEDGEMENT FORM**  
(The complete handbook is on the website as a separate file)

I have read the HDOLA Student Handbook. I support all HDOLA policies through my words and deeds, and also require that my child(ren) comply with all HDOL policies with their words and deeds. I agree to do so cheerfully and willingly in order to partner with HDOLA in the education of my child(ren).

We are in harmony with all HDOLA policies and hereby pledge our full cooperation. We understand the handbook can be updated and modified at any time.

\_\_\_\_\_  
Signature of Father/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Mother/Guardian

\_\_\_\_\_  
Date

**PLEASE DISCUSS THE STUDENT HANDBOOK WITH EACH HDOLA STUDENT IN YOUR HOUSEHOLD.**

\_\_\_\_\_  
Student Name (Printed)                      Student's Cell #                      Grade

\_\_\_\_\_  
Student Name (Printed)                      Student Cell #                      Grade

\_\_\_\_\_  
Student Name (Printed)                      Student Cell #                      Grade

\_\_\_\_\_  
Student Name (Printed)                      Student Cell #                      Grade

How did you learn of Higher Dimension of Learning Academy?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE SCHOOL THE FIRST WEEK OF SCHOOL**