WELCOME TO HIGHLANDER ACADEMY!

If you are a new family, we are very glad that you have decided to join us. If you are a returning family, it is a great pleasure to welcome you back to what promises to be another fine year in the growth and development of our school.

As you familiarize yourself with this handbook, please understand that it is intended to be a guide to our school's policies, practices, and philosophies. It is not meant to detail each and every standard or practice, but rather to serve as a reference for the main aspects of daily life at our school and a larger vision of the school's ideals and expectations.

A school is a disciplined community, a place where individuals accept their obligations to others and where well-defined procedures guide behavior for the common good. This handbook describes the expectations for behavior and conduct in the Highlander Academy community and outlines the procedures to be followed when these expectations are not met. It is your road map, containing the policies and procedures that will guide you as a student.

OUR HISTORY

The movement for higher education for women in North Carolina led to the founding of the Red Springs Seminary in 1896. The Fayetteville Presbytery of the former Presbyterian Church in the United States determined to establish a school for girls in the area. Coming forward with an offer of $2500, four acres of land, and forty students, the town of Red Springs was chosen as the site for the new school. Red Springs was well known for the healing properties of the mineral waters from which the town takes its name. In addition, it was largely populated by the descendants of Scottish Highlanders who held both religion and education amongst their highest values.

Dr. Charles Graves Vardell was selected as the founding president of the proposed school, and he threw himself wholeheartedly into the work. Standing on the edge of the swampy future site of the school he said, "Here is a place for a garden, the like of which cannot be found, and here is a place for a girls' school, the need of which is unequaled." On September 30, 1896, Red Springs Seminary for Young Ladies opened in a small wooden building with ninety students and a faculty of "six cultured educators".

Assisting Dr. Vardell in his work was his wife, the former Linda Lee Rumple, herself an accomplished musician. It was under her direction that the conservatory of music was established. Its prestige grew so quickly that in 1903 the name of the institution was changed to the Southern Presbyterian College and Conservatory of Music.

FMC Archive, Red Springs

An early view of Flora Macdonald College prior to the completion of the portico and dome.

These two dedicated educators continued to work side by side for thirty-four years and under their leadership the college flourished and gained widespread prestige and recognition. The original frame building was soon replaced with the imposing brick edifice that stands today. In 1916, in recognition of the Scottish heroine who had lived nearby and in deference to the overwhelming Scots influence in the area, the school assumed the name Flora Macdonald College.

Scottish heritage influenced every area of college life and helped create the unique atmosphere of the campus which was felt by every visitor. Dr. Vardell had a keen interest in Scottish history and was able to assemble a significant collection of artifacts and relics related to Flora Macdonald as well as Prince Charles Edward Stuart. Every new student was taught the "Highland Fling", and their colorful tartan costumes became a well-recognized aspect of the annual college May Day celebrations that drew huge crowds of visitors to the campus.

The end of Flora Macdonald College came in 1961, when, against the wishes of students, faculty, and area residents, the Presbytery merged the college with another institution to form a new school located elsewhere.

In September of 1964, Vardell Hall, a girl's preparatory school and junior college, opened on the former FMC campus. It operated for nearly ten years and continued the tradition of excellence that had been long established on the campus.

Robeson Country Day School, formerly located in Lumber Bridge, moved into the building in 1973. In 1981, the student body voted to change the name of the school to Flora Macdonald Academy in deference to the heritage of the campus. On the evening of March 28, 1984, Red Springs was struck by a series of tornados that devastated the town. FMA did not escape and the building sustained serious damage. Thousands of trees were felled in the gardens, which have never fully recovered from the storm.

FMA and now Highlander Academy carries on many of the traditions of Flora Macdonald College. One of these is the annual May Day celebration held on the first Saturday in May. English customs are combined with Scottish music and dance, in acknowledgement of the Scottish heritage of the school. On May Day, crinolined girls process from the blooming gardens to the front portico where the May Queen reigns over the morning's festivities. The traditional May Pole dance, longsword dance, and bagpipes are always a part of the celebration. Along with many others, this time-honored tradition is an integral part of life at Highlander Academy.

A BIOGRAPHICAL SKETCH OF FLORA MACDONALD

Flora Macdonald, Jacobite heroine, was born in 1722 to Ranald Macdonald of Milton on the island of South Uist in the Outer Hebrides of Scotland, and his wife Marion. Her father died when she was a child, and her mother married Hugh Macdonald of Armadale, Skye. Flora was brought up under the care of the chief of her clan, the Macdonalds of Clanranald, and was partly educated in Edinburgh. Throughout her life she was a practicing Presbyterian.

During the Jacobite Risings, in June 1746, she was living on the island of Benbecula in the Outer Hebrides when Bonnie Prince Charlie took refuge there after the Battle of Culloden. The prince's companion, a Captain O'Neill, sought her assistance to help the prince avoid capture. After some hesitation, Flora agreed to help the prince escape the island. The commander of the local militia gave her a pass to the mainland for herself, a manservant, an Irish spinning maid, Betty Burke, and a boat's crew of six men. The prince was disguised as Betty Burke.

The party landed and the prince was hidden in the rocks while Flora found help for him in the neighborhood. It was arranged that he be taken to Portree, Skye, from which he later escaped to safety in France. The talk of the boatmen brought suspicion on Flora Macdonald, and she was arrested and brought to London for aiding the prince's escape. After a short imprisonment in the Tower of London, she was allowed to live outside of it, under guard until 1747, when she was released.

On 6 November 1750, at the age of 28, she married Allan Macdonald of Kingsburgh, a captain in the British army. The couple lived on the Isle of Skye where they subsequently raised five sons and two daughters. Upon the death of Allan Macdonald's father in 1772, the family moved into the Macdonald family estate at Kingsburgh. Her bravery and loyalty had gained her general sympathy, increased by her good manners and gentle character. The eminent eighteenth century author Dr. Samuel Johnson, who met her in 1773, the year before she moved to America, described her as "a woman of soft features, gentle manners, kind soul and elegant presence." He also paid the tribute that is engraved on her memorial at Kilmuir: "a name that will be mentioned in history, and if courage and fidelity be virtues, mentioned with honour."

In 1774, she and her husband immigrated to North Carolina. During the American War of Independence, Captain Macdonald served the British government in the 84th Regiment of Foot (Royal Highland Emigrants). Legend has it that she exhorted the Loyalist force at Cross Creek, North Carolina (present-day Fayetteville) as it headed off to battle in

February of 1776. Allan Macdonald was captured and held prisoner for two years until a prisoner exchange occurred in 1777. He was then sent to Nova Scotia where he took command of the 84th Regiment of Foot (Royal Highland Emigrants). After her husband was taken prisoner, Flora remained in hiding while the American patriots ravaged her family plantation and stole all of her possessions. When her husband was released from prison during the fall of 1778, she reunited with him in Nova Scotia.

In 1779, Flora returned home to Scotland in a merchant ship which was attacked by a privateer en route. She refused to leave the deck during the attack and was wounded in the arm. Flora resided at the homes of various family members until Allan returned to Scotland and the family settled again at Kingsburgh. She died on the Isle of Skye in 1790, at the age of 68 and is buried there in the Kilmuir Cemetery.

National Portrait Gallery, London

Flora Macdonald by Richard Wilson, 1747

Flora's death does not bring an end to her story. Two of the children of Flora and Allan Macdonald died during their years in North Carolina and their graves lay forgotten near the site of the Macdonald's homeplace. Flora Macdonald College founder and president, Dr. Charles G. Vardell, learned of these children and arranged to have them re-interred on the grounds of the college named in honour of their mother. In 1937 an impressive funeral was arranged, with the remains lying in state in a double coffin beneath the dome. They were carried to their final resting place by six college girls - all of whom were named Flora Macdonald. After a storm damaged the monument on Flora's grave on Skye, the college girls raised funds to help replace it, and Dr.

Vardell travelled to Scotland for the installation of the new stone. He returned home with the original, damaged marble tablet from Flora's grave, and it was placed over the graves of her children where it may still be seen today.

HIGHLANDER ACADEMY COAT OF ARMS

The Highlander Academy coat of arms is the same as that used by Flora Macdonald College. This heraldic device was adapted from the arms of the Macdonalds of Clanranald, Flora Macdonald's own clan. Below is the heraldic description of the arms followed by a "translation" into lay terms.

1st Quarter: Argent, a lion rampant gules, armed Or; 2nd Quarter: Or, a dexter hand coupled in fess holding a cross-crosslet fitchee in pale all gules; 3rd Quarter: Or, a lymphad her oars saltireways sable, and in base undy vert a salmon naiant argent; 4th Quarter: Argent, an oak tree vert surmounted of an eagle displayed Or. In an Escrol over the shield this motto: "Learning Brings Light". On a compartment whereon this motto "Light Brings Liberty" is placed for Supporters two bears each having two arrows pierced through his body all proper.

1st Quarter: Silver ground with a red lion rampant with golden claws; 2nd Quarter: Gold ground with a right hand holding a red double crossed cross with a pointed tip; 3rd Quarter: Silver ground with a single-masted ship, its oars in the pattern of a St. Andrew's Cross, above an undulating green base with a swimming silver salmon; 4th Quarter: Silver ground with a green oak tree surmounted by a golden eagle. In a scroll above the shield is the motto "Learning Brings Light". Below the shield on a scroll are the words "Light Brings Liberty". The shield is supported by two bears in naturalistic colors, each pierced by two arrows.

HIGHLANDER ACADEMY SEAL

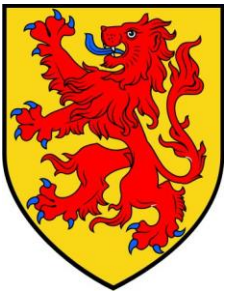
The Highlander Academy seal is adapted from that used by Flora Macdonald College. The seal contains a Lion Rampant, universal symbol of Scotland, flanked by two fleur- de-lys. Below is the school motto, "*Disciplina Juvenes Christo*", which translates as "*Educating Young People in Christ.*" The seal is encircled by the name of the school and the date of its founding, separated by two fleur-de-lys.

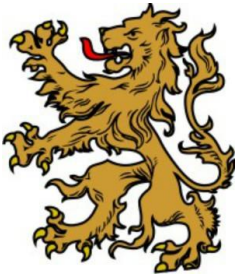
HIGHLANDER ACADEMY TARTAN

The official tartan of Highlander Academy is the
Macdonald of Clanranald tartan in the ancient colorway.

HIGHLANDER ACADEMY MASCOT

The mascot of the Highlander Scots is the Lion Rampant, which is also found on our school coat of arms. First adopted by King Alexander II in 1222, this is now regarded as a universal symbol of Scotland and is still in use by the Queen of Scotland today.





OUR BELIEFS

The mission of Highlander Academy is to provide a values-based, college preparatory education in a small, safe, nurturing environment. Our motto, found on the school seal, "Disciplina Juvenes Christo", translates as "Educating Young People in Christ". While not affiliated with a particular church or denomination, the beliefs and values exemplified by Christ provide the framework for life at Highlander Academy. As an institution with students of varied religious backgrounds, we lift up our Christian faith as an example to students of all faiths, with the belief that religion, properly understood, is an impetus to better understand ourselves, our religious heritage and our core values.

PARENT INVOLVEMENT

Parents have played a key role in the successive schools located on our campus since the first one opened its doors in 1896. They volunteer in many capacities and are an invaluable asset to our school. Their financial contributions have provided funds for our operating budget, technology, playground equipment, and numerous other areas.

Parental participation in our fundraising efforts is vital, as we receive no support from state or local governments. Our sole sources of operating capital are tuition, charitable gifts, and income generated from special events. Tuition covers only a portion of our operating budget. Additional financial support, whether through fundraising or financial gifts, is crucial to the continued success of Highlander Academy. We encourage all parents to participate fully in the fundraising events sponsored by the school. All gifts and contributions are tax deductible, as Highlander Academy is classified as a 501(c)(3) non-profit organization.

CAMPUS VISITORS

In order to ensure the safety of our students no visitors, including parents, are allowed beyond the front office during the school day without checking in with the office. ALL visitors must use the Main Entrance and register with the office.

GENERAL POLICIES & PROCEDURES

COMMUNICATION

Parents/Guardians should check their email daily for information such as announcements, schedule changes, etc. Email between the school and parents is our primary means of communication. Please be sure that the office has your current email address on file. If you are not receiving emails from the school, please contact the office.

ADMISSIONS POLICY

A student's acceptance into Highlander Academy is based upon a review of his previous school records, an entrance examination, and an interview with the Headmistress.

Before a new student may begin attending classes, certified copies of his birth certificate, social security card, immunization records, and a completed Health Form must be filed with the office.

Continued enrollment in Highlander Academy is contingent upon successful academic performance, good behavior, satisfaction of all fees, such as tuition and other applicable fees, and completion of the Enrollment Contract.

Students are expected to maintain a passing grade (60 or higher) in all classes. In an effort to keep our parents well informed of their child's progress, the teachers are committed to maintaining communication through report cards, progress reports, emails, phone calls, and conferences when needed. We encourage parents to review their child's work and read all announcements.

Report cards are sent home at the conclusion of each six weeks grading period. Report Cards should be signed and returned by the parent with comments or requests for conferences.

Highlander Academy is committed to excellence in education. We are accredited by the Southern Association of Colleges and Schools / Cognia In an effort to evaluate our effectiveness and to meet accreditation standards, yearly assessments are required.

GRADUATION REQUIREMENTS

Highlander Academy's college preparatory curriculum is designed to adequately prepare our students for the rigors of post-secondary study. It is our goal to help students meet measurable objectives in their pursuit of academic excellence. Graduation requirements for Highlander Academy are:

English	4	English 9, 10, 11, 12
Foreign Language	2	Two levels of the same Foreign Language
Mathematics	4	Algebra I & II, Geometry and 1 Advanced Math
Science	3	Earth/Environmental Science, Biology, Physical Sciences
Social Studies	4	World History, Economics/Legal/Political, and American History I & II
Physical Education	1	Health and Physical Education
Computer Technology	1	Technology
Electives	4	(Four Electives)

GRADING SCALE:

A - 90 through 100

B - 80 through 89

C - 70- through 80

D - 60 through 69

F - Below 60 (Failing)

SCHOOL HOURS

All students should be in their classrooms by 8:00 a.m. The Tardy Bell rings at 8:05. All students are to be dropped off and picked up on the front campus.

STUDENT DROP-OFF AND PICK-UP

Our campus drive is one-way only. Vehicles must enter through the stone front gate, follow the drive around the building, and exit through the stone gate located behind the dining hall. Students must be dropped-off and picked up at the front entrance – all other doors are locked. Elementary teachers will escort their students to the front campus after the final bell. All vehicles should remain in line on the

driveway – do not attempt to go around the vehicles in front of you, and do not park on the sides of the drive. **Please do not block the driveway.** If you are not able to drop-off or pick-up promptly you should park in the designated parking places in front of the building. The parking lot beside the auditorium is also available. Remember to drive slowly and watch out for children. **PLEASE DO NOT PARK ON THE GRASS!**

LUNCH

All students MUST remain in the Dining Hall during lunch. There will be NO EXCEPTIONS to this rule. Additionally, NO FOOD OR DRINK IS PERMITTED OUTSIDE THE DINING HALL UNDER ANY CIRCUMSTANCES. **The possession of food or drink outside the Dining Hall is grounds for disciplinary action.**

Parents bringing lunch to students should leave it in the office.

ATTENDANCE

All students should be at school each day that they are able. In the interests of student safety, it is important that parents notify the school office each morning of a student's absence. Notification may be made by email or telephone by 8:10 a.m.

Students who are absent more than **TEN (10) days** per semester will be placed on the list for possible retention and may not be able to receive credit for the course/year. For an absence to be considered excused, a doctor's note must be provided. Absences for routine/regularly scheduled appointments are not considered excused. Cases of excessive excused absences will be subject to review by the Board of Trustees.

In elementary grades, absences are counted by the day. A student must be in school one half day to be counted present for that day. Half-day is defined as being in school from 8:05-11:15.

In grades 7 – 12, attendance is taken daily in each individual class. A student who misses more than thirty minutes of any class period will be considered absent from class for attendance purposes.

Students who accumulate more than 20 absences per year will receive a failing grade of 59, even if the student is passing the course. Students failing due to excessive absences have the opportunity to appeal to the Highlander Academy Board of Trustees to pass the course, receive credit for the course, or be promoted to the next grade.

Students absent on the day of an extracurricular activity will not be allowed to participate.

Students absent on the day of tests or examinations will not be allowed to make them up without a doctor's note or, in the case of an extenuating circumstance.

Upon returning to school after being absent, students are required to present a note stating the students name, date(s) of absence, reason for absence, and parent or guardian's signature. **Written notification is required – a telephone call is not sufficient.**

EDUCATIONAL ABSENCES

Educational absences may be excused if they meet appropriate criteria and are pre-approved by the Administration. Educational Absence forms are available from the school office.

TARDIES

Students who are not in their classroom when class begins will be counted tardy. Four (4) tardies equal 1 absence. These absences will count toward the total number allowed per year.

EARLY CHECK-OUT

Four (4) Early Check Outs will be counted as one absence for the day/classes missed. Check-outs are not permitted after 2:00 p.m. without prior arrangement. Failure to observe this policy will result in each check-out counting as a full day absence.

LATE ARRIVAL & CHECK IN / OUT PROCEDURE

If arriving late to school after the first period has begun, a parent/guardian must bring the student to the office and check him in. Students in grades 9 - 12 may check in without a parent/guardian. Students may not proceed to class without a Tardy Slip issued by the office.

Parents must come to the office to sign out their child. Students in grades 9-12 may sign out in the school office with a proper note or a telephone call to the school office from a parent. Students who are checked out early will be counted as absent from all classes missed. Each teacher has the option to determine whether work missed may be made up.

LATE PICK-UP

School dismisses at 2:35 each afternoon. Students should be picked up promptly. A fee of $15 will be charged per each 15-minute interval for every student remaining on campus after 3:00 p.m.

PLANNED ABSENCE

Parents who plan to remove students early from school are encouraged to give the school written notice of the planned absence 48 hours in advance. If a student needs to be checked out early for appointments, a note should be sent to the school office on the morning of the appointment. This allows teachers the opportunity to ensure that the student has his assignments for the following day. Each teacher has the option to determine whether work missed during a planned absence can be made up.

COLLEGE DAY POLICY

Juniors and Seniors will be allowed three college visitation days. These days may be taken during the second semester of the eleventh grade or during the first semester of the twelfth grade. Students must provide appropriate validation of each campus visit. Each college visit must be arranged in advance with the Headmistress.

MAY DAY ABSENCES

Our school's May Day exercises, held on the first Saturday of May, are the highlight of our school year. A great deal of work, planning and practice go into the preparation for the program. ***May Day is a REQUIRED SCHOOL DAY.*** Students who are not in attendance on May Day will be counted absent and will receive zero (0) for their participation on that day as well as for each of the rehearsals held in preparation for the day.

EARLY CLOSING OF SCHOOL

If weather conditions due to snow and/or ice dictate that school should be closed early, inclement weather procedures will go into effect.

SCHOOL CANCELLATION

Once a decision is made by the Highlander Academy administration to cancel or delay school for the next day, announcements will be made on designated television stations. *The Highlander Academy Faculty and Staff will contact parents via telephone concerning cancellations or delays in the school schedule.* Notifications will also be made via email and posted on the Highlander Academy website and Facebook page.

- If it is possible to make this decision on the day prior to closure, then announcements will be made on the 6:00 p.m. and 11:00 p.m. local newscasts.
- If the decision has to be made on the morning of the closure, the decision will be announced as early as possible.
- If school needs to be delayed, announcements will be made as soon as possible, as outlined above.

The following is a list of television stations that may carry the announcements:
(Channel numbers may vary depending on cable provider.)

TV Stations:

WRAL – TV	RALEIGH	CHANNEL 5
WTVD – TV	DURHAM	CHANNEL 11
WBTW – TV	MYRTLE BEACH	CHANNEL 13
NEWS 14	RALEIGH	CHANNEL 14

CHANGE IN SCHOOL SCHEDULE DUE TO INCLEMENT WEATHER

- The Highlander Academy administration, after reviewing current weather forecasts, and reviewing conditions on the roads in the school's attendance areas, will make the decision whether to close early or to continue on a regular schedule.

- Announcements will be made on television stations listed if time permits.
- Parents will be notified via email and, if possible, by telephone. Information will also be posted on the Highlander Academy website and Facebook page.

BOOKS

Textbooks and library books are the property of the school and must be returned in good condition. Parents will be billed for lost or damaged books.

FIELD TRIPS

Any student attending a field trip must return a signed permission slip before going. Parents may expect the following procedure:

- The trips have been cleared by the administration before any plans have been made.
- The teacher will send a letter to parents giving the dates, destination, purpose, chaperones, means of transportation, money required, and time returning. Field trips will begin and end at school.

The Headmistress may suspend pupils from off campus events for any of the following offenses:

- Failure to maintain a minimum C average in any course per grading period and mid-period report.
- Excessive absences or disciplinary referrals.
- Incomplete work.
- Failure to observe established safety rules and regulations.

Parents will be given adequate notice of the pending trip

MEDICATIONS

Prescribed medications must be left with the Secretary in the office. Written instruction for administering the medication must be provided by the doctor or parent. Non-prescription medications such as aspirin or Tylenol pain relievers, cough drops, cough syrup, and other such over-the-counter items may be administered by Highlander Academy administration ONLY with written permission from parents.

STUDENT VEHICLES

Students who have a valid driver's license may drive to school. The campus speed limit is 15 mph. Students may not leave campus or loiter in vehicles after they have arrived on campus for the day. They may park in the lot adjacent to the auditorium. Any violations may result in the removal of the student's privilege to drive.

TRANSPORTATION

Transportation is provided by parents. Any student attending an off campus school event is expected to follow the directions of the driver and to conduct themselves in an orderly manner at all times.

HONOR CODE

It is the goal of Highlander Academy to instill into our students a strong sense of personal honor and integrity. These assets will stay with them throughout their lives and help to guide them as good and productive citizens. While we expect our students to behave with honor in all their doings, it is particularly important that they do so in their educational endeavors. The Highlander Academy Honor Code has been designed to help cultivate a personal code of conduct within each student in grades 5 – 12.

The following guidelines will direct the Honor Code at Highlander Academy.

Each student is honor-bound to refrain from Lying, Cheating, and Stealing.

- Lying is the intentional falsification or denial of fact or the intentional creation of a false impression.
- Cheating is the giving, receiving, or attempting to give or receive unauthorized help that may result in an unfair advantage in schoolwork. It includes the representation of another's work as one's own, including plagiarism.
- Stealing is the taking of anything without the consent of the owner.
- Witnessing any of the above acts and failing to report them makes the witness as guilty as the actual offender.

Every student should report any infraction of the Honor Code to a member of the faculty or administration. Any student found guilty of an Honor Code violation may be subject to suspension or expulsion. The degree of the penalty varies with the age and grade of the student as well as the seriousness of the offense. The decision of the Headmistress will be final. All honor and disciplinary violations will become a permanent part of the student's record and must be included on all college applications.

STUDENT CODE OF CONDUCT

The Highlander Academy Board of Trustees has adopted the following Code of Conduct guidelines and regulations for student conduct. Enforcement of this Code of Conduct provides students, faculty, and staff with the most favorable learning and teaching atmosphere. Rules and standards set forth in the code apply to conduct on the school premises, during school sponsored trips, and at school functions of any kind.

DRESS AND APPEARANCE

As a college preparatory school, Highlander Academy expects our students to exercise taste and decorum in their personal appearance, both during school hours and at all school events.

DRESS CODE

Both ladies and gentlemen must wear a collared shirt and trousers/jeans (skirts). Shirt tails must be worn tucked in. Shorts may be worn during the appropriate season. Students must appear clean, neat, and well-groomed at all times. The Dress Code is applicable on field trips and other school events such as May Day, Graduation, etc.

T-Shirts, gym shorts, and sweatpants may be worn by grades 7 – 9 **only** during physical education classes. Students will be allowed time to change into PE attire at the beginning and end of the class period. No other students may wear these garments to school.

The following represent unacceptable forms of dress:

- Visible undergarments or see-through garments.
- Halters, camisoles, and strapless tops.
- Very short skirts or "short" shorts.
- Extremely tight clothing. This includes leggings and tights.
- Trousers with overly long legs or un-hemmed legs.
- Torn or extremely frayed clothing.
- Sagging trousers. Belts must be worn.
- Tattoos, whether permanent or temporary, are not acceptable.
- Bare feet, flip-flops, or shower shoes.
- Head coverings inside the building. This includes hoods of coats, jackets, and sweatshirts.
- Sunglasses worn inside the building.
- Bulky coats or trench coats worn out-of-season.
- Gentlemen must be clean shaven. Sideburns may not extend beyond the bottom of the ear.
- Necklaces and earrings are appropriate wear for ladies. This includes one earring in each ear lobe. Additional piercings are not allowed. Gentlemen may not wear necklaces or earrings.
- Extremes in hair color, or hairstyles. Hair color must be within the natural hair color palette. Hair must be clean and neatly combed or arranged
- No pajamas, stuffed animals, or blankets are allowed on campus.
- Dress for dances or other special events, particularly for ladies, must be approved by the Headmistress on an individual basis. Bare midriffs and excessive cleavage are unacceptable, as are garments that are too short or too tight fitting.

Any member of our faculty or staff may refer exceptions to the dress code to the Headmistress, whose determination is final.

Failure to comply with the dress code will result in the following actions:

- First Offense: Written Warning
- Second Offense: Parent will be called to bring an appropriate change of clothing.
- Third Offense: One-day suspension which will count toward the total allowed absences.

DISCIPLINE

ALCOHOL, DRUGS, & TOBACCO

The possession of alcohol, drugs, tobacco or vape/e-cigarettes on campus is forbidden. Any student caught possessing or using these products will be immediately suspended without the option for appeal.

BOOK BAGS & LOCKERS

For safety reasons book bags will not be left on floors, in hallways, door openings, or other high traffic areas. All book bags and lockers are subject to random inspection by the administration.

BULLYING/HAZING

Highlander Academy is committed to a safe and civil environment for our students and employees., free from harassment, intimidation, or bullying. Our administration defines bullying as a pattern of behavior, not an isolated incident.

Harassment, intimidation or bullying includes any intention that:

- Physically harms a student or damages student property.
- Verbally intimidate/harass a student.
- Harass or intimidate a student electronically.
- Is severe, persistent, or pervasive so that it creates an intimidating or threatening environment.

- Has the effect of substantially interfering with a student's education.
- Has the effect of disrupting the orderly operation of the school.

It is important for the administration or staff to be informed as soon as possible if bullying occurs so that it may be addressed promptly.

FIGHTING, ASSAULT, OR PERSONAL INJURY

No student shall participate in a fight, assault or cause or attempt to cause physical injury to any student or school employee at school or at a school sponsored event or activity. Disciplinary action will be determined by the Headmistress.

PUBLIC DISPLAY OF AFFECTION

Public Display of Affection between students is not allowed on the Highlander Academy campus or at any school function or activity. Serious inappropriate or sexual conduct will result in the following:

- First Offense: Written Warning
- Second Offense: Conference with student and parents.
- Third Offense: One-day suspension which will count toward the total allowed absences.

TRESPASSING

Once school is dismissed for the day students are to leave campus. Students found on campus after hours or on weekends without authorization will be subject to discipline by the Administration.

VANDALISM

Highlander Academy is extremely fortunate to have an historic property in which to house our school. Students should appreciate the opportunity that they have to work and learn in such an aesthetically rich environment. They are expected to treat the building with respect and understand that it should be preserved for future generations. Our building is well over one hundred years old. Parts of it are fragile and some elements are difficult, if not impossible, to replace. Any damage done to the campus by a student, whether intentional or un-intentional, will be professionally repaired by Highlander Academy with the student and parents being held financially responsible for all costs incurred in the repair.

TECHNOLOGY

Technology is frequently used in many classes at Highlander Academy and is a requirement for a number of courses. Highlander Academy offers laptops to enable our students to use technology in their daily school routine. Laptop rental is included in tuition, however, damages are not.

Highlander Academy will assume the cost for the first repair resulting from general usage. All subsequent repairs are the responsibility of the student to whom the laptop is assigned. Any damage believed to be caused intentionally will be considered vandalism and will be disciplined and billed accordingly. Damage includes but is not limited to:

- Damage from liquid, excessive heat, or other preventable environmental threats.
- Preventable damage from carelessness or abuse.
- Theft of loss resulting from inadequate security precautions – i.e. leaving laptop unattended at school or left visible in a parked car.
- School office should be notified immediately of any damage to laptops.

LAPTOP USAGE

1. Students in Grades 6 – 12 are allowed to take their laptops and chargers home. It is their responsibility to return them to school for use each day.
2. All usage of the laptop must be school related - whether at school or when using it at home.
3. The school's internet connection is filtered, however, no filter is perfect and it is acknowledged that some objectionable material may still be accessible.
4. Altering the laptop's settings or configuration is strictly prohibited and will result in a repair charge.
5. Students may not negligently or intentionally transmit computer viruses, self-replicating messages, or deliberately try to degrade or disrupt system performance. Students must scan all downloads for viruses.
6. Students may not create or introduce games, network communications programs, or any foreign program or software onto any school computer or other electronic device without the express consent of the Administration.

7. Students are prohibited from engaging in unauthorized or unlawful activities, such as hacking or using the computer network to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
8. Only the student to whom the laptop is assigned is allowed to use it. Programming issues arising from multiple users per laptop are considered damage, as are other issues resulting from inappropriate usage.
9. Each student must have his own individual School email, Google Classroom, Kahn Academy, etc. accounts. **Students May Not share accounts under any circumstances.** Faculty and staff will keep all student log-in and password information on file.
10. Students are prohibited from using another individual's ID or password for any technological device without permission from the Administration.
11. Though school personnel do not habitually monitor student Internet activity conducted on non-school devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the school, the student may be disciplined accordingly as determined by the Administration.
12. Highlander Academy reserves the right to review the usage history of any laptop at any time. Discovery of inappropriate content will result in appropriate disciplinary action.

CELL PHONES

Highlander Academy recognizes the universal use of and dependence on cell phones/iPods and acknowledges their value in many situations. These do not include violations of instructional time. Students in grades 6 – 12 may possess cell phones at school. Cell phone/iPod use (including texting) is to be confined to time between classes, before and after school and during lunch. There are no exceptions to this policy. Cell phones, iPods, et al. will be collected by faculty at the beginning of each class and returned at the end of the period. If a student is found with his cell phone turned on during class, it will be confiscated by the teacher and the parent must collect it from the Headmistress. A $25 confiscation fee will be charged per incident. Repeated offenses will result in disciplinary action as determined by the Administration. Failure of this policy to resolve the issue will result in habitual offenders turning in their phones to the Headmistress upon arrival at school and receiving them back after the final bell.

Parents who need to communicate with their children during the school day should do so via the school office.

Photographing or recording teachers or other students without their express consent via cell phones or other devices is strictly forbidden. This is a felony under NC law and students who do so will be reported to the authorities.

Students who post photos or videos on social media that were made at school or a school sponsored event that are considered inappropriate may face disciplinary action. If issues arise at school regarding social media posts or texts made off campus, students will be disciplined accordingly.

EMERGENCIES

In the event of an emergency, parents should telephone the office rather than attempt to contact the student directly. Students may come to the office when an emergency warrants a call home.

SOCIAL MEDIA

Highlander Academy recognizes the value of social media and the benefits offered by digital communication devices for providing quick and easy interaction among peers, students, and families. With these great benefits, however, come great responsibilities. Social media must be used in a responsible and conscientious manner. As a student enrolled at Highlander Academy, your conduct on social media platforms is a direct reflection on the school. Highlander Academy reserves the right to monitor students' public personal social media accounts and reserves the right to exert disciplinary action for inappropriate/offensive content.

Below are a few general guidelines which should always be followed regarding social media activity:

Don't upload anything that you wouldn't want EVERYONE to see.
When posting items online, *never* assume that only some of your friends or family will have access to it. If in doubt, don't post it!

Always be respectful of others' posts and feelings, even if you don't agree with them.

In general, you should avoid posting the following:

- Negative comments, posts or messages.
- Questionable or compromising photos of yourself or others.
- Offensive jokes, photos, or material.

- Overt bragging.
- Highly emotional content, like rants about personal situations or relationships.

Students who post photos or videos on social media that were made at school or a school sponsored event that are considered inappropriate may face disciplinary action. If issues arise at school regarding social media posts or texts made off campus, students will be disciplined accordingly.

REMEMBER, ONCE YOU POST SOMETHING ONLINE, IT'S THERE FOREVER.

SENIOR CLASS RESPONSIBILITIES

SENIOR FEES

Senior fees are $200 per student are must be paid by December 15, 2020.

EXPENDITURES

The Senior Class is responsible for covering all costs associated with graduation. The following list of expenditures is to be expected, but is not limited to:

- Honoraria for Commencement speaker and musicians.
- Flowers arrangements for Commencement ceremony.
- Printing costs of graduation programs.
- Brick for the Pathway.
- Senior Gift.
- Senior Trip - including the cost of chaperones expenses.

SENIOR CLASS GIFT

Subject to the approval of the Board of Trustees, the senior class may designate what form their Senior Gift may take. By tradition, each graduating class makes a gift to the school and purchases one "Class" brick to be placed in the Pathway.

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