



2018-2019 Parent/Student Handbook

Contact Info:

Jessica Phillips: magistra@nashvillelatinschool.com (On Mondays contact 11:30 am-3:45 pm during school hours)

Angel Pregont: magistra@nashvillelatinschool.com (On Mondays contact 7:45 am-12 pm during school hours)

Study Hall Monitor, TBD (on Mondays 8:30 am-10 am if Angel cannot be reached)

Teachers will provide their email addresses to parents and students. In case of emergency during school hours, please contact one of the directors via cell phone and the message will be given to the student.

First Church of the Nazarene, 510 Woodland Street, Nashville, TN 37206 (Do not call the church regarding information about Highlands Latin Nashville Cottage School. They are a separate entity from the tutorial.)

Calendar:

Our academic-year calendar is posted at [on our website, here](#). Please note that we do not necessarily follow the Metropolitan Nashville Davidson County School calendar and we will be meeting on the TUESDAY after Labor Day, September 4th.

Tuition and Fees:

Enrollment is for the full academic year and no portion of the tuition paid or outstanding will be refunded or canceled due to absence, academic performance, accident, transfer, sickness, withdrawal or dismissal from school, unless by express written consent by the directors. The fact that the school allows tuition and fees to be paid in installments does not create a fractional contract or in any way relieve the parents of the responsibility for the entire tuition.

Tuition payments are due in post-dated checks on August 1, 2018, as follows: August 1, 2018; Oct 15, 2018; Jan 7, 2019; Mar 4, 2019

A \$25 returned-check fee will be added to any amount due should a check be returned. Please alert us if there are any changes to your bank or account number during the school year.

Arrival and Dismissal:

Mondays: HLN's entrance to the church is the GreatHouse EAST Entrance on the Russell Street side of the church. This is the entrance that will be used for both dropping off at 8:00am and picking up your child at 3:30pm. Kindergarten through Second Grade students should be escorted to the building until the Christmas break. Parents need to sign an authorization for children ages 10 and older to leave the building unescorted.

For pick-up at 3:30, parents may enter the narrow drive on 6th Street and form a line to the GreatHouse East door. At 3:30 a HLN staff member will greet the first car in line and begin dismissing children directly to their pick-up car, ensuring that the child is being entrusted only to someone on their approved pick-up list. Each car will then exit the parking lot onto Russell Street.

Arrive promptly for drop-off and pick-up. The earliest a child may be dropped off is 15 minutes before their class begins. Please be considerate of classes that are still in session by quietly coming to Study Hall (location TBD) until your class begins. The last class of the day ends at 3:30pm. Pick up your child at 3:30, but no later than by 3:45pm, so that staff can focus on closing up the facility for the day. If there is an emergency which will cause you to be later than 3:45pm, please contact one of the directors. HLN is required to leave the building by 4:00pm.

Thursdays: The same arrival & dismissal locations and procedures apply to Thursday. Start time is 8:30 AM and end time is 3:00 PM. Drop-off is from 8:15 to 8:30 and Pick-up is from 3:00 to 3:15. Please arrive promptly at 3 PM to pick up your child.

Early Dismissal—Parents should inform the teacher when a child is leaving earlier than their normally scheduled time.

School Closings For Weather:

We will generally follow Davidson County school closings unless you are otherwise notified by Highlands Latin Nashville. In the event that school should be closed mid-day, all children will need to be picked up in a timely manner. If you cannot pick up your child, we can only release them to a person listed on their Emergency Contact Form. This is a strict policy for the safety of the children, so please consider it when you are filling out the Emergency Contact Form. Please advise individuals picking up your child that they will have to show a picture identification card so it will not be a surprise to them.

Absences:

When your child will be absent from school, please email the school (magistra@nashvillelatinschool.com) and each of your child's teachers at your earliest convenience to let us know. It is your responsibility to contact your child's teacher to get assignments when they are absent. It is the parent's responsibility to utilize their Teacher Manuals in order to make up content from missed lectures. Academic progress

and achievement as well as work and study habits are reliant on prompt, regular attendance.

Dress Code:

Shirts with short or long sleeves and a collar (polo, dress-style with button, or turtleneck), in solid colors. Pants, shorts, capri pants, skirts, skorts or jumpers in the colors of navy blue, gray, black, or any shade of brown. No athletic clothing or denim is permitted. Shoes with non-marking soles are required for play in the gym.

Lunch:

Students will bring packed lunches. We will not have the ability to keep lunch items in a refrigerator or use a microwave.

HLN is not an allergen free school. It is the responsibility of the parent and child to be capable of avoiding allergens and treating reactions. Due to the number of students and allergies, HLN does not regulate student contact with possible allergens.

Snacks for the K-2nd grade:

Bring two small snacks for mid-morning and mid-afternoon. Water is the only beverage allowed for snacks as they will be consumed in their classrooms.

Family Administrative Form:

For the safety of your child, this form must be completed and signed prior to the first day of school. If there is a change in information during the school year, please request a new form to keep all information up-to-date. Please notify individuals whom you have authorized to pick up your child that any person(s) listed on either form will be asked to show a picture identification card when picking up your child the first time they meet the staff member releasing your child. At any point throughout the school year, if you plan to have someone pick up your child who is not on your Emergency-Contact/Pick Up Authorization Form, you must either provide that information to the HLN directors in writing or via a phone call. No one will be allowed to pick up your child unless they are specifically designated on the above mentioned form, or HLN is properly notified in advance.

Study Hall:

Study Hall will be available for students who are not taking a full day of classes and wish to remain on site between classes. Cost is \$100 for a two hour class and \$75 for a 1.5 hour class. Students who remain on the school site must be enrolled in Study Hall if they are not enrolled in a class. Study Hall is meant to be a quiet time for reading, academic work on electronic devices (such as DVDs on laptops with headphones), and

doing homework. Electronics are only permissible for academics. Students should plan to be busy the entire time so as not to distract other studying students.

Administration of Medicines:

Over-the-counter medication:

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

Prescription medication:

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

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

HLN reserves the right to refuse the responsibility of prescription administration for any reason. If this occurs, we will be happy to accommodate parent visits during the school day for the purpose of medicine administration.

Cell phones and other Electronic Devices:

During school hours phones should be put on silent or turned off and left in bags/backpacks during class time, lunch, and the 15-minute break times. Parents can contact school directors in case of emergency. Students may not use cameras or other personal electronic devices during school hours, with the exception of academic uses during Study Hall. These items must be turned off and stored in backpacks or handbags.

Social Media:

HLN teachers and staff are not to communicate with students via social networking sites.

Student Safety:

All the doors are locked between the hours of 8:00am-3:30pm. After classes have begun at 8:00am, students should enter the side door just around the corner from the GreatHouse Entrance on the 6th Street side of the building. This door will be locked, but there will be someone just inside who can let students enter the building.

Illness Policy:

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

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

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

School Discipline Policy:

Teachers and administrators recognize that maintaining a well-disciplined classroom is key to learning. We believe "knowledge without virtue is a dangerous thing", therefore encouraging virtuous behavior is as important as encouraging excellence in math and grammar. Student behavior, attitude, and physical disposition should contribute positively to the classroom environment and HLN's culture of excellence in character. To that end students are expected to uphold the HLN Student Code of Conduct, following:

The HLN Student Code of Conduct:

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

Dealing with Disciplinary Issues:

The administration works with teachers to determine all consequences for misbehavior. Those consequences may include: talking to the teacher privately, note or phone calls to parents, short time-outs for younger children, and visiting the one of the Directors in Study Hall. To ensure effectiveness, teachers consistently communicate with the directors regarding problems with students. HLN expects families to support the school's cultural standards. When the family and school behavioral expectations are in conflict, the administration will take action to protect the integrity of the school culture. Teachers handle problems in an authoritative and professional manner. They document academic and behavioral problems to ensure accurate communication with parents. Student behavior that negatively impacts HLN or an HLN student through spreading gossip, bullying, threatening, or other forms of harassment will result in disciplinary action. This includes all forms of electronic communication.

Communicating With Faculty:

Teachers will provide parents with an email address where they can be reached outside of school hours. When addressing any concerns, parents should copy magistra@nashvillelatinschool.com when emailing teachers in order to keep the administration informed of classroom circumstances. Teachers will do the same when addressing concerns via email with parents.

If you have a concern about curriculum content, school policy, or philosophy, communicate with one of the directors at magistra@nashvillelatinschool.com. If you have questions about the weekly workings of a particular classroom (homework load, etc), contact the teacher via email.

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