

Highland-Academy



Student Handbook 2026-2027

A Message from the Superintendent

Welcome to Highland-Academy, where academic excellence harmoniously meets faith. Our devoted faculty and staff passionately nurture students spiritually, academically, and socially, empowering each to achieve their God-given potential. We are honored to partner with families who seek an environment that values Christ-centered education, rooted deeply in biblical teachings.

Ryan Thomas
Superintendent
Highland-Academy

Vision & Mission

Vision Statement

Raise up disciples who LOVE boldly, SERVE faithfully, and BUILD lives of purpose through safe, accessible, and faith-filled education.

Mission Statement

Highland-Academy is dedicated to raising up disciples of Jesus Christ through a biblically centered education within a safe, supportive, and nurturing academic environment. In partnership with parents and families, we provide Bible-based instruction from kindergarten through 12th grade, offering a comprehensive worldview grounded in Scripture. Our academy fosters personal accountability, self-actualization, and academic growth, equipping students to become faithful Christians, responsible citizens, and future leaders. Committed to accessibility and transformation, Highland-Academy strives to break cycles of adversity and provide a high-quality, faith-filled education that is affordable and attainable for all families.

Core Apostolic Pentecostal Beliefs

At Highland-Academy, we uphold the core doctrines of the bible, firmly embracing the oneness of God. We affirm that Jesus Christ is the full revelation of God manifested as

Father, Son, and Holy Ghost. Baptism, by immersion in Jesus' name for the remission of sins, is central to our beliefs, as is the essential experience of receiving the Holy Ghost evidenced by speaking in another language.

Holiness in daily life, encompassing modesty in dress, purity of speech, and upright conduct, remains foundational at Highland-Academy. We strive daily to instill these Biblical principles within our students, creating an environment that promotes integrity, godliness, and respect among our community.

We invite students and families to fully embrace these guiding principles, encouraging open hearts and committed lives, deeply rooted in Biblical faith and practice.

Christian Philosophy of Education

At Highland-Academy, we believe that God is the source of all truth, and anything that contradicts Him or His Word is ultimately false. We affirm that every person—every student—is created in the image of God and, as such, possesses inherent worth and dignity. Scripture has been given to us so that we may know, love, and follow God to the fullest extent possible. Therefore, we regard the Bible as our infallible authority and foundational guide in all areas of life, including education.

The ultimate purpose of education at Highland-Academy is not merely academic achievement, but spiritual formation. We want students to know Jesus, walk with Him daily, and reflect His character in all they do. Education should strengthen their faith, shape their worldview, and prepare them to live lives of obedience and service to Christ. We are not simply preparing students for college or a career—we are preparing them to fulfill God's calling on their lives.

We believe the teacher is more than a content expert—they are a mentor, a disciple-maker, and a living example of Christ's love and truth. Teachers should strive to model godly character, speak truth in love, and invest in students both academically and spiritually. At Highland-Academy, we also see education as a partnership with parents, who are the primary stewards of their children's development. We come alongside families to reinforce biblical values and help raise up the next generation of faithful believers.

Our approach to curriculum and instruction is Christ-centered. Every subject—whether math, science, history, or the arts—belongs to God and points back to Him when rightly understood. We pursue academic excellence not for personal glory, but as an act of worship and stewardship of the minds God has given us. We want students to think

deeply, speak clearly, and act wisely, with the Bible as their foundation and guide. Beyond knowledge, we aim to shape students' character and help them discern right from wrong in light of God's Word.

We view every student as a unique creation of God, full of purpose and potential. Each one is a whole person—body, mind, heart, and soul—and education must address all of these areas. We nurture each student's individual gifts and learning style, always pointing them back to who they are in Christ. No matter where a student begins, we believe in their redemptive potential because of the transforming power of the Gospel.

We trust in the work of the Holy Spirit to lead both students and staff into deeper understanding, conviction, and transformation. Education at Highland-Academy is not merely about transferring information, but about cultivating hearts that are responsive to the Spirit of God. We seek His presence and power in our classrooms daily.

Prayer is foundational to all we do. It shapes our decisions, grounds our community, and reminds us of our complete dependence on God. We pray with and for our students regularly, asking God to guide their steps and give wisdom to all who lead and teach.

We strive to cultivate a Christ-centered community marked by grace, humility, service, and love. Our school culture should reflect the body of Christ—many members working together for God's glory. Students are encouraged to build one another up, bear each other's burdens, and use their gifts to bless others. We want Highland-Academy to be a place where faith is lived out daily, not just talked about.

Finally, we approach education with an eternal perspective. This life is not all there is, and we want our students to live with that in mind. While we train them to succeed in this world, we remind them constantly of the world to come. We equip students not to retreat from the world but to engage it boldly and wisely—speaking truth in love, standing firm in their convictions, and making disciples wherever God calls them. Our prayer is that they will live as salt and light in a dark world, fulfilling the Great Commission and bringing glory to God in everything they do.

History, Governance, and Accreditation

Highland-Academy was established with a vision of providing superior education firmly grounded in Apostolic Pentecostal beliefs. Our founding reflects a commitment to spiritual excellence and academic rigor, carefully balanced to create leaders prepared for life. From humble beginnings, the academy has expanded its reach and facilities,

always guided by the original intent to glorify God through education and the mission to fulfill his will that none shall perish

Governed by a committed Board of Directors, Highland-Academy ensures alignment with Apostolic teachings and effective administration practices. Each member brings valuable experience, dedicated service, and unwavering commitment to biblical doctrine. This ensures decisions always reflect our spiritual mission and academic excellence.

Accreditation at Highland-Academy is a continuous pursuit of excellence. We actively seek and maintain accreditation from organizations that respect and affirm our core values, ensuring our students receive education recognized at the highest standards. Accreditation helps us maintain accountability, transparency, and continuous improvement.

Our administrative team collaborates closely with the Board of Directors, faculty, and parents to achieve our strategic objectives. Transparency, open communication, and stakeholder input are foundational elements, guiding Highland-Academy to ongoing growth, excellence, and spiritual authenticity.

We take pride in our historical legacy, ongoing governance structure, and robust accreditation status, reinforcing our commitment to Apostolic Pentecostal education. Our shared dedication ensures students are well-equipped to influence their world positively for Christ.

Admissions & Enrollment

Highland-Academy welcomes families and students from all walks of life. We believe all should have an opportunity at high quality Christian education. The admissions process is designed to ensure the right fit for both the student and the school. Each prospective student undergoes a review to assess their readiness, academic potential, and willingness to engage in the culture and community of Highland-Academy.

The process begins with a submitted application that includes transcripts, standardized test scores, and family interviews. Placement testing is conducted to determine grade level proficiency and any additional support services that may be necessary. Upon successful review, a student may be granted probationary enrollment, allowing the staff to monitor progress during the first quarter.

We emphasize parental involvement in the admissions process, as our school culture relies heavily on home-school cooperation.

Re-enrollment is not automatic and is reviewed annually. Academic standing, behavior, attendance, and spiritual engagement are all taken into consideration. Students who show continued growth and commitment to our mission will be given the opportunity to

return. Those needing improvement will be offered guidance and, if necessary, placed on improvement plans.

Tuition

We are committed to offering an affordable, high-quality Christian education that reflects our Apostolic values. Tuition rates are carefully determined each year by our Board of Directors to reflect operational costs, staffing needs, and improvements to curriculum and facilities. A detailed breakdown of tuition fees is available to families during the admissions process.

Tuition may be paid annually, or on payment plan. A non-refundable registration fee and Technology fee is due upon acceptance to secure enrollment for each academic year. Families with more than one student enrolled are eligible for multi-student discounts, and a limited number of need-based scholarships are available.

Financial aid applications are reviewed confidentially and must be submitted by the annual deadline. We work with families experiencing temporary hardship, ensuring that financial limitations do not become a barrier to spiritual and academic growth. However, every family is expected to participate in fundraising, volunteerism, and the broader mission of the school.

Refund policies are clearly outlined in our tuition agreement. Generally, no refunds are issued for mid-semester withdrawals, except under extraordinary circumstances approved by administration. Late fees and returned check fees are assessed where applicable.

Our goal is to steward resources responsibly while ensuring that every student receives a comprehensive Apostolic education. We are grateful for the sacrifice families make to invest in a biblical education and remain committed to providing transparency, accountability, and support every step of the way.

Academic Policies

The academic program at Highland-Academy is designed to reflect the excellence of God in all areas of study. We maintain a curriculum that is rigorous, relevant, and

Christ-centered. Each course is built upon biblical principles while ensuring academic standards meet or exceed state and national benchmarks.

Our curriculum includes core subjects—English Language Arts, Mathematics, Science, History, and Bible—as well as electives such as Music, Art, Spanish, and Technology. Students are taught how to apply biblical truth across all disciplines, recognizing God's order and design in every subject.

Academic integrity is paramount. Students are expected to complete their own work honestly and to seek help when needed. Cheating, plagiarism, or any form of dishonesty is not tolerated and will result in consequences outlined in our discipline section. We believe academic honesty honors God and prepares students for future responsibility.

Report cards are issued at the end of each semester, and progress reports are sent every 4.5 weeks. Parent-teacher conferences are scheduled twice a year, but parents are encouraged to reach out at any time with concerns or questions. Our staff is committed to partnering with families to help each student reach their full potential.

Graduation requirements include a minimum number of credits in each core subject, successful completion of Bible courses each year, and a set number of documented service hours. Students must also maintain a cumulative GPA of 2.0 or higher and fulfill all financial and disciplinary obligations before diplomas are issued.

Spiritual Life & Discipleship

Spiritual development is the foundation of all we do at Highland-Academy. Our students are not only educated but disciplined. We provide a Christ-centered atmosphere where each child is encouraged to deepen their walk with God through both structured programming and personal experiences. We believe every student can have a relationship with Jesus Christ that transforms their life.

Daily Bible classes form the backbone of our discipleship efforts. These classes focus on biblical doctrine, Scripture memorization, and application of biblical principles.

Lessons are designed to be interactive, with opportunities for discussion, prayer, and reflection. Our staff are both qualified educators and spiritual mentors committed to modeling Christ-like character.

Weekly chapel services provide corporate opportunities for worship, preaching, and testimonies. These services often include guest ministers and student-led worship.

Chapel themes are rooted in Apostolic truth and aim to challenge students to live holy, surrendered lives for Jesus Christ. Spiritual sensitivity and respect are expected during all spiritual gatherings.

Service is the evidence of a transformed life. Highland-Academy students are involved in outreach projects, missions support, community service, and campus leadership. These activities encourage students to apply their faith and develop a servant's heart. We aim to cultivate believers who are both hearers and doers of the Word.

Student Life & Activities

Student life at Highland-Academy is vibrant, purposeful, and centered on Christ. We believe that meaningful extracurricular involvement enhances spiritual, academic, and personal growth. Through a variety of activities, students form lasting friendships, discover their talents, and learn how to serve God in every area of life.

Our students have opportunities to participate in clubs such as worship team, student government, Bible quizzing, and community outreach. These clubs provide structure for creative expression and leadership development while reinforcing biblical values.

Students are encouraged to initiate and lead clubs with staff sponsorship and administrative approval.

Athletics is another vital part of student life. We offer a selection of sports that promote teamwork, discipline, sportsmanship, and physical fitness. Coaches lead prayer and devotionals to ensure that athletic participation strengthens both the body and the spirit. Competitions and practices are conducted in ways that reflect our biblical standards of conduct and modesty.

(Coming Soon) Annual events such as spiritual retreats, mission trips, school banquets, and talent shows create opportunities for unity and memory-making. These special occasions are carefully planned to be uplifting and Christ-honoring, with staff supervision ensuring safety and inclusivity. Participation in such events is strongly encouraged and often a highlight of the year.

Student leadership is also nurtured through campus responsibilities. Students may serve as chapel leaders, classroom helpers, peer mentors, or outreach coordinators.

These roles allow students to practice responsibility, public speaking, and ministry skills in a safe and supportive environment. We strive to equip our students to be servant leaders who impact the world for Jesus.

Daily Operations & Campus Life

Our daily operations are rooted in consistency, order, and reverence. School begins with prayer and announcements, setting the tone for a day of learning and worship. Each

classroom is structured around a predictable routine, balancing instruction, collaboration, individual work, and spiritual reflection. Students thrive in environments where they feel safe, respected, and spiritually engaged.

Attendance is expected and required unless excused for illness or pre-approved events. Parents must notify the office of all absences, and students are responsible for completing missed assignments. Chronic absenteeism hinders academic success and spiritual development and will be addressed through meetings with administration and parents.

Arrival and dismissal follow clearly defined procedures. Supervision begins 30 minutes prior to the start of school and ends 15 minutes after dismissal. Students must be dropped off and picked up through the designated car line. Walk-ins or unscheduled visits must be cleared through the office to ensure safety and compliance with visitor protocols.

Uniform Policy

Highland-Academy has adopted a school uniform policy to promote unity, modesty, school pride, and an environment focused on learning. Our desire is to cultivate an atmosphere of purity, identity, and self-respect that honors God. Students are expected to wear their uniforms neatly, respectfully, and in accordance with the following guidelines each school day.

General Expectations

- Uniforms must be clean, modest, properly fitted, and in good condition.
- Uniforms may not be altered, cut, distressed, or modified in any way.
- Clothing should be worn as designed and should provide appropriate coverage at all times.
- Administration reserves the right to determine whether a student's appearance meets the spirit and intent of the school's dress code.

Shirts

- Students must wear the approved school uniform shirt.
- Shirts should be appropriately sized and worn neatly.
- Undershirts, if visible, should be solid white, gray, maroon, or black.

Pants

- Boys must wear approved uniform pants.
- Pants should fit appropriately without being excessively tight or excessively loose.

Skirts/Jumpers

- Girls must wear approved uniform skirts/Jumpers.
- Girls must wear modest shorts or leggings underneath skirts/jumpers at all times.
- Leggings worn under skirts/jumpers must be solid gray, maroon, white, or black.
- Skirts/jumpers should be to-the-knee in length and fit appropriately.

Shoes

- Students may wear shoes of their choice provided they are appropriate for school activities, safe, and in good condition.
- Shoes must be worn at all times while on campus.

Hair and Appearance

- Hair should be clean, neat, and maintained in a manner that reflects good grooming and Christian character.
- Hairstyles, Unnatural colors, or designs that are distracting or disruptive to the learning environment may not be permitted.

Jewelry and Piercings

- Earrings are permitted.
- Ear gauges are not permitted.
- Facial piercings are not permitted during school hours or school-sponsored activities.

Administration

Because every situation cannot be anticipated, Highland-Academy administration reserves the right to make final decisions regarding the appropriateness of a student's attire or appearance. Students who are not in compliance with the uniform policy may be required to correct the issue before returning to class, and repeated violations will result in disciplinary action.

We also maintain a clean and safe campus. Students share in the responsibility of stewarding the facilities, including helping with classroom duties and respecting common areas. The entire campus is a place of learning and worship, and we expect students to act accordingly throughout the day. Highland-Academy is not just a school—it is a sacred space where students encounter God daily.

Health, Safety & Student Services

At Highland-Academy, the health and safety of our students is a top priority. We maintain high standards for cleanliness, emergency preparedness, and student wellness. All staff are trained annually in basic first aid, CPR, and emergency protocols. We believe a secure environment allows students to focus on learning and spiritual growth without distraction.

Students who require medication during school hours must have a completed Medication Administration Form signed by a physician and a parent or guardian. All medications are stored securely in the nurse's office or school office, and are administered only by designated staff. Over-the-counter medications must also be approved and documented. Students are not permitted to self-administer medications except for approved inhalers or EpiPens.

We have comprehensive illness and injury policies to prevent the spread of contagious diseases. **Students must be symptom-free for 24 hours before returning to school after fever, vomiting, or contagious illness.** In the case of injury, parents will be notified, and emergency services will be contacted if needed. Annual screenings for vision, hearing, and other developmental benchmarks are conducted in accordance with state guidelines.

Safety drills—including fire, tornado, earthquake, and intruder protocols—are practiced regularly. These drills ensure students and staff are prepared for a range of emergencies. Our campus is equipped with security cameras, secure entryways, and a strict visitor check-in system to ensure ongoing vigilance and protection.

Student services include access to counseling support, academic interventions, and social-emotional resources. We also offer mental health referrals in partnership with approved Apostolic-aligned professionals. Our goal is to nurture the whole student—mind, body, and spirit—within a framework that honors biblical truth and Apostolic community values.

Technology & Acceptable Use

Technology is a valuable tool for learning, and Highland-Academy is committed to guiding students in using it wisely and ethically. We integrate technology into the curriculum through devices, online platforms, and interactive tools. However, technology is always subject to our biblical standards of conduct and moral purity.

As of August 1, 2026, No student will be allowed to use or have visible any type of cell phone. This policy is effective from drop-off at 7:30am to pickup at 3:15pm.

If a device is visible or if it is heard, it will be confiscated and held until a parent/guardian can come pick it up.

Students must sign an Acceptable Use Agreement before accessing any school devices or networks. This agreement outlines expectations for digital behavior, including respect, integrity, and personal responsibility. Students must only access approved websites and may not use devices for entertainment, gaming, or non-educational purposes during school hours.

Use of social media is prohibited during the school day unless explicitly approved by staff for class assignments. Cyberbullying, inappropriate messaging, accessing explicit content, or any violation of digital ethics will result in disciplinary action, including possible loss of technology privileges or suspension.

Parents are encouraged to monitor their children's digital habits at home and partner with the school to create safe online environments. We recommend families install internet filters and regularly review online activity. Technology should support learning and spiritual growth, not distract from it.

Staff monitor student activity through secure platforms, and filters are in place to prevent access to inappropriate material. Highland-Academy reserves the right to inspect student devices used on campus or connected to our network. Students must understand that using technology is a privilege—not a right—and it must be used in ways that reflect Christian character.

Behavior & Discipline

Highland-Academy expects all students to demonstrate integrity, respect, and obedience in accordance with God's Word. Our discipline policy is grounded in Scripture, seeking both correction and restoration. We believe discipline is an act of love that guides students toward and personal accountability.

Students are expected to follow the Fruit of the Spirit (Galatians 5:22–23) in all interactions: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Disruptive, disrespectful, dishonest, or immoral behavior is addressed promptly and firmly. Classroom behavior guidelines are reviewed at the beginning of each year and revisited regularly.

Minor infractions are typically handled by teachers and include warnings, loss of privileges, and parent communication. More serious offenses—such as lying, fighting, profanity, defiance, or destruction of property—are referred to administration. Disciplinary actions may include detention, behavior contracts, suspension, or expulsion depending on the severity of the behavior.

Bullying of any kind, including verbal, physical, or cyberbullying, is strictly prohibited. Students are encouraged to report concerns to a trusted adult. The school will take appropriate steps to investigate and resolve all reports in a way that honors both justice and mercy.

Discipline at Highland-Academy seeks to restore students to right standing while reinforcing boundaries. Forgiveness, repentance, and reconciliation are key values in our discipline process. Parents are partners in this effort and are informed regularly of any behavioral concerns, working together with staff to support student growth and godly character.

Parental Involvement & Communication

At Highland-Academy, we believe parents are the primary educators of their children. Our role is to partner with families, reinforcing biblical values and supporting academic success. We invite and encourage parents to actively participate in the life of the school through communication, volunteering, and spiritual unity.

Communication is key to student success. We utilize a school-wide app to provide updates on classroom activities, upcoming events, academic progress, and important reminders. Teachers are expected to respond to messages in a timely and respectful manner. Parents are welcome to request conferences with teachers or administrators to discuss any academic, behavioral, or spiritual concerns.

Regular events, such as parent orientation nights, curriculum previews, and volunteer training sessions, foster transparency and trust. We also host family worship services, where parents and children experience God's presence together. These moments build community and reinforce our shared mission of faith and learning.

Parent volunteers are vital to our school culture. Opportunities include classroom help, field trip chaperoning, fundraising events, lunchroom support, and prayer teams. All volunteers must complete a background check and attend a volunteer orientation to ensure safety and alignment with school policies.

We understand that challenges may arise and commit to resolving them biblically. Concerns should first be addressed with the person involved, following Matthew 18. If unresolved, concerns may be brought to administration. Unity is preserved when we communicate in love and pursue reconciliation as the Body of Christ.

Miscellaneous Policies

Several important day-to-day policies help Highland-Academy operate smoothly. These include procedures for transportation, lunch, lost and found, fundraising, and weather-related closures. These policies are practical yet uphold our core values of stewardship, order, and respect.

Transportation to and from school is the responsibility of parents or guardians unless otherwise arranged. All student drivers must register their vehicle with the school office, park in designated areas, and abide by school guidelines. Car line drop-off and pick-up procedures are strictly enforced to ensure student safety.

Lunch may be brought from home or purchased from the school cafeteria if available. Microwaves are provided for older students, but refrigeration is not. Students are expected to eat respectfully and clean up after themselves. Parents may occasionally join their child for lunch but must check in at the office first.

Lost and found items are stored in a designated area and donated at the end of each quarter. Please label all personal items to help with retrieval. The school is not responsible for lost valuables, so students are encouraged to leave expensive items at home.

Fundraising is an essential part of our school's financial health. Families are expected to participate in school-sponsored fundraising events and initiatives. These efforts support scholarships, classroom materials, facility improvements, and student enrichment programs.

Closures due to weather or emergencies are communicated via text, email, and the school app. We typically follow the local public school district for inclement weather decisions but reserve the right to make independent judgments based on safety and transportation concerns.

Legal & Regulatory Notices

Highland-Academy complies with all applicable federal, state, and local regulations as a private Christian educational institution. While we are a religious organization, we maintain high ethical and legal standards to protect the rights of students, families, and staff.

Our school does not discriminate on the basis of race, national origin, or disability in administration of its educational or admissions policies. However, as a religious institution, we reserve the right to make decisions based on faith-based principles in matters of conduct, curriculum, and employment.

We adhere to the Family Educational Rights and Privacy Act (FERPA), which protects the confidentiality of student records. Parents have the right to access their child's

academic files, request amendments, and provide or withhold consent for the release of information.

Medical and liability consent forms are required for all students participating in physical education, field trips, or extracurricular activities. These forms ensure that staff can act in a child's best interest in the event of an emergency. Liability waivers protect the school while reinforcing parent awareness and involvement. Here is a short, clear policy for Immunization, Allergy, Communicable Disease, and Medication for Highland-Academy, a private Christian school:

Health & Wellness Policy

To ensure the safety and well-being of all students, Highland-Academy maintains the following health-related policies in alignment with Indiana state guidelines and best practices for private Christian schools:

1. Immunizations

All students must provide up-to-date immunization records as required by the Indiana Department of Health. Parents must submit proof of immunizations prior to enrollment and update records as needed. Medical and religious exemptions will be honored in accordance with state law and must be documented annually.

2. Allergies

Parents are required to inform the school of any known allergies—especially food, insect, or medication allergies—on the student's emergency medical form. A written action plan from a licensed healthcare provider must be submitted for severe or life-threatening allergies. Epinephrine auto-injectors and other prescribed emergency medications must be provided to the school and will be stored in a secure but accessible location.

3. Communicable Diseases

Students with symptoms of a communicable illness (e.g., fever, vomiting, diarrhea, rash, pink eye, flu, or COVID-19) must remain home until they are symptom-free for at least 24 hours without medication. If a student becomes ill during the school day, they will be isolated and a parent/guardian will be contacted for immediate pick-up. In the event of a confirmed communicable disease within the school, families will be notified as appropriate while maintaining confidentiality.

4. Medication Administration

Prescription and over-the-counter medications may be administered by designated school staff only with a completed Medication Authorization Form, signed by a parent/guardian and physician (if required). Medications must be brought to the school in their original containers and will be stored securely. Students may not carry

medications on their person unless specifically authorized in writing by a physician (e.g., inhalers, EpiPens)

Each family must sign a handbook acknowledgment form at the start of the school year. This signature affirms understanding and agreement with the policies herein. Our aim is not just compliance but covenant—a shared commitment to honor God, pursue excellence, and serve one another in love.

School Directory & Campus Map

The Highland-Academy school directory is published annually and includes contact information for staff, key leadership, and classroom teachers. This directory is available to families through the school app and is intended for school-related communication only.

Each classroom and office area is clearly marked, and maps are available at the main entrance and in the student handbook. Visitors must check in at the office before moving through the building. Tours are available for new families and are often scheduled during school hours or special events.

Safety signage is placed throughout the building to direct students and staff during drills or emergencies. Cleaning schedules, traffic flow charts, and playground guidelines are also posted for clarity and consistency.

Families are encouraged to become familiar with the physical layout of the campus. A well-understood environment fosters independence, confidence, and responsibility in students, while ensuring safety and efficiency throughout the school day.

Appendices

Appendices include important forms, resources, and additional documentation referenced throughout the handbook. These materials support compliance, understanding, and smooth school operations.

Included are:

Absence Excuse Form

Medical Authorization Form

Field Trip Permission Slip

Technology Acceptable Use Agreement

Student Behavior Contract

Dress Code Policy and Visual Guide

Handbook Acknowledgment Form

Statement of Faith and Biblical Doctrine

All forms must be completed and submitted during the first week of school or upon enrollment. Digital copies are available in the school app and at the main office.

Families should retain copies for personal records.

These appendices ensure transparency and partnership. When families understand the expectations and tools available, they are better equipped to support their child's success at Highland-Academy. Our hope is that every document serves not just a logistical function, but a spiritual one—unifying our school community around faith, excellence, and the glory of God.