



THE HIGHLANDS SCHOOL

Back To School Packet



This packet is designed to give you all of your "need to know" information to start the new school year off right! Please note that the information is in an A to Z format for your ease in locating the information you are looking for.

AFTER SCHOOL CARE

The after-school care Program at The Highlands School provides a safe, organized, and enriching environment for your child. The first day of after-school care is August 9.

No After Care is provided on these days:

9/6 Labor Day Holiday
10/21 Parent/Teacher Conferences
10/22 Teacher In-Service Day
12/17 Early Dismissal Day
12/18-1/3 Christmas Holiday
2/18 Parent/Teacher Conferences
2/21 President's Day Holiday
3/14-3/18 Spring Break
4/13 & 4/18 Inclement Weather Days
4/14-4/18 Easter Holiday

Other than these specifically mentioned days after-school care will be available daily from 3:00pm to 6:00pm. Please follow this [link](#) for more information and to enroll in after-school care.

Questions: Contact: Steve Wright, Director of Finance at swright@thehighlandsschool.org

ANNUAL FUND

The Annual Fund Drive is the largest single appeal to our entire community in support of The Highlands School. Our 2021-2022 Annual Fund Drive will kick off on September 23rd during North Texas Giving Day. We ask all families to prayerfully consider how they can best support the school. To learn more, [click here](#).

ATHLETIC FORMS

Each fall, students in grades 5 - 12 who wish to participate in athletics must complete a sports physical. Be sure to obtain a physical over the summer and have your student's doctor complete the [Physical-Medical History Form](#). Questions on athletics? [Athletics Department](#)

CALENDAR

There are several calendars for you to seek information from. All may be accessed through the [CALENDAR](#) button at the top of this page.

The [School Year Calendar 2021-2022](#) at the top is a PDF of our general days in session and days off. You can sync the calendar to your Google, Outlook, or Apple iCal.

Our [Blazer Athletic Calendar](#) is also available online and updated monthly.

You will see lots of details added to these calendars in the coming weeks.

Be sure to check back and see all the great happenings already scheduled for the 2021-2022 school year.

CAR LINE – DROP OFF/PICK UP

The car line drop off and pick procedures can be found in the [attached map](#). Please take time to review the route for a speedy morning drop off and afternoon pick up. For afternoon pick up - please ensure your student(s) are picked up in a timely manner.

EMERGENCY INFORMATION

Every family needs to be sure to login to their [Family Portal](#) account and be sure your contact information, email, medical and emergency pick up information is correct. Login to your Family Portal, choose School Information, Web Forms then Family Demographic Form. It is important that this information is up to date and accurate for your child's safety and in case of emergency.

FACTS

All tuition, sports, afterschool care, and all other incidental billing will be charged through your FACTS account. You can login to see your FACTS account via your [Family Portal](#) at any time. Any questions about billing should be directed to Steve Wright in the Business Office - swright@thehighlandsschool.org

FAMILY PORTAL

[Family Portal](#) is your virtual portal to the school. It contains a list of resource documents, including the parent-student handbook, the current academic calendar, permission slips, and much more. You may also view your child's class schedule, grades, homework, progress notes, teacher contact information, and more. Please note that your Family Portal also houses the school directory, which includes contact information for The Highlands families and school staff.

FIRST WEEK OF SCHOOL

Monday, August 9

PK3 - 5th grade: 9:00am - 11:00am Meet your teacher and preview the classroom.

6th - 12th grade: MS-Full Day 8:05am - 3:20pm, HS-Full Day 8:05am-3:10pm

Tuesday, August 10

Kinder - 5th grade: Full Day 8:05am - 3:05pm First Day of School

6th - 12th grade: MS-Full Day 8:05am - 3:20pm, HS-Full Day 8:05am-3:10pm

Wednesday, August 11

PK3 – PK4: Half Day 8:05am - 12:00pm

Kinder – 12th grade: Full Day

IMMUNIZATIONS

Any students who need immunizations for the fall will receive a notification from Nurse Beth. All updated immunizations must be completed before the first day of school. Any questions? Please email [Nurse Beth](#).

LUNCH INFORMATION

We are partnering with Monclovas Catering to provide a lunch option for your family. Choice and variety are important to students, so their menu is planned to provide options. Each day there are four entree options at all school levels. A lunch is made up of 5 basic food components: milk, meat or meat alternative, vegetable, fruit, and grain. Students must select at least 3 of these components for a complete meal (1 of which must be a vegetable or fruit). The price for 5-year old's - 5th grade is **\$4.75** per lunch and 6th-12th grade at **\$4.99** per lunch.

Click [this link](#) to learn about the payment process

Click [this link](#) to view the lunch menu

Click [this link](#) to learn more about Monclovas Catering

Click [this link](#) to view Monclovas' promise to a clean and healthy dining experience

MEDICATIONS

Students who need to take medications during the school day need to be sure that all medications are in their original container and all forms are properly submitted to support the medications. Any questions? Please email [Nurse Beth](#).

ORIENTATION

New High School Student Orientation:

High school student orientation for all incoming 9th graders and new high school students will be held on **Friday, August 6th from 9:30am – 3:30pm** beginning in the Assembly Room. Orientation activities will include: welcoming our new students to the high school, meeting current high school students, faculty/formation team introductions, class building activities/games, small group breakouts lead by upper classmen, tour of the school, basic things to know for first day or school (more detail explanation by faculty throughout first week of school), and Mass. Orientation will end with Mass at 3pm in the chapel. All parents are welcome to attend Mass only. Students may be picked up at the end of Mass at 3:30pm.

***All returning high school students** are invited to attend the new student orientation on **Friday, August 6th beginning at 9:30am** for games, class bonding, and to welcome our new high school students!

What to Bring:

- Please wear (appropriate length) shorts and a t-shirt
- Comfortable shoes to play games in
- Lunch
- Water Bottle

- Sun screen

If you have questions, please contact Alexa Schaad at acrosier@thehighlandsschool.org.

All New & Returning Middle School Student & Parent Orientation:

Middle school student and parent orientation for all middle school families will be held on **Thursday, August 5th from 6:30pm - 7:30pm** in the Assembly Room.

Orientation/Curriculum Night for all Parents:

All parents will have the opportunity to hear about plans for the coming year and all the great things we have in store! Come hear from our administration, teachers, and get your questions answered to kick the year off with a strong start.

Middle School/High School: Tuesday, August 17 6:00pm-8:00pm VIRTUAL EVENT

Lower School: Thursday, August 19 6:00pm -8:00pm VIRTUAL EVENT

PARENTS CLUB

All parents are welcome and encouraged to be involved in the school! The Parents Club strives to advance the mission of our school. As parents, we join with the teachers and staff to

promote academics, character growth, and the spiritual formation of our children. We also want to create a fun, social atmosphere to bring our THS community closer together. We appreciate your willingness to volunteer! Parents Club will host ongoing activities throughout the year. These are wonderful opportunities to volunteer and meet others in our community. You will see detailed descriptions in the Blazer Blast-our weekly email newsletter and can find more information about the events on our THS website. Please feel free to contact the Parents Club with any suggestions or questions. parentsclub@thehighlandsschool.org.

RETREATS

Each year our middle and high school students attend a retreat to start the year. These formation retreats are a great way for our classes to bond and grow. Retreats offer students an opportunity to begin to focus on the year and look forward to the fun and growth that awaits them. Mark your calendars today!

Middle School Retreat (boys/girls retreat held at different locations):

August 27 & February 11 (One day retreats)

High School Retreat (boys/girls retreat held at different locations):

September 8-10 (Not overnight this year)

SAFE ENVIRONMENT

We have an obligation to keep all students safe. Therefore, all volunteers are required to complete the Safe Environment training and screening process. This program exists to help keep all our children safe and secure on campus and at school events. See [the Safe Environment](#) page for more details. Summer is the best time to get all of the steps taken care of so that you are able to volunteer and be on campus once school starts! Contact: Nurse Beth at bpolak@thehighlandsschool.org

SCHOOL SUPPLY LISTS

PK3 - PK4: Child backpack to hold folder, nap pillow, nap blanket (we provide mat) and leakproof water bottle.

K - 5th Grade: All supplies are provided for students.

Middle School: Supplies are provided by parents. [Click here for a list of needed materials.](#)

High School: Supplies are provided by parents. [Click here for a list of needed materials.](#) Teachers will inform students of other materials necessary the first week of school.

SUMMER READING

We expect students to keep their reading skills sharp and engaged during the summer months. Students entering grades 1 - 12 are expected to complete required summer reading. Lists are provided below. We also encourage students to participate in summer reading programs at local public libraries for great incentives.

[Please CLICK HERE to review the list of summer reading materials needed](#)

SUMMER MATH

Rising 2nd to Geometry students will need to complete a summer math exercise workbook for the grade level just completed and submit the completed workbook to their teacher for a grade, **due on the first day of school**.

The workbook is called SUMMERSOLUTIONS, and the exercises can be done in 15 minutes three times per week. **All work needs to be completed/shown in the workbook and not on scratch paper.** Here is a [link](#) to order the workbook.

TEXTBOOKS

- MBS Direct Bookstore for THS will open on Monday, June 28.
- Students can view schedules in the Family Portal beginning Monday, June 21.
- All books listed for grades 6-8 should be purchased. 8th grade students will need to check the specific math and language courses on their schedules in the Family Portal and purchase the books listed for those courses.
- High school students will select the specific courses that are on their schedules in the Family Portal and purchase the corresponding books.
- For all grade levels, workbooks must be purchased new. All books listed for a grade level or specific course are required.

UNIFORMS

Uniform Supplier: Academic Outfitters 700 Alma Drive, Suite 112, Plano, TX 75075 (972-509-0010)

The Highlands dress code, found in your Family Portal under Parent/Student Handbook, outlines appropriate dress by grade level and gender. You may purchase shoes from any store, provided that they comply with the dress code. Please make sure that your student has the correct, approved uniform for the 2021-2022 school year.

[Click Here to Shop](#)

[Girls Uniform](#)

[Boys Uniform](#)

VOLUNTEER HOURS

We enthusiastically welcome parent involvement and ask each family to contribute 20 service hours per year to the school. Summer is a great time to work on some of your hours. We will have opportunities coming soon, so watch your email for more details!

How can you find out about opportunities during the year?

As a Highlands parent, you are automatically a member of Parents Club, which has 14 committees charged with organizing various school activities and programs throughout the year. There are many opportunities to lead or contribute within these committees. The Blazer Blast, our school newsletter sent out each Friday, includes a wealth of information and news

related to the school, as well as opportunities to contribute your time and talents. You may also access information about upcoming events and opportunities by visiting family life and volunteer opportunities on the Campus Life page of our website.

How do you log your hours for credit?

Service hours are logged through your Family Portal account, under 'Family Information' and then choosing your name and 'Service Hours'.