

HIGHLAND ELEMENTARY 2018-19

WELCOME TO THE HIGHLAND ELEMENTARY. PARENTS, THE HE OFFICE HAS A DOORBELL SECURITY SYSTEM. TO ENTER THE OFFICE YOU WILL NEED TO RING THE BELL & WAIT FOR SOMEONE TO TALK & UNLOCK FOR YOU TO ENTER THE OFFICE.

PHOTO ID IS REQUIRED WHEN SIGNING OUT A STUDENT. IF ANOTHER DESIGNATED PERSON IS PICKING THEM UP REMIND THEM TO BRING A PHOTO ID. WE ARE LOOKING FORWARD TO A VERY SPECIAL YEAR!

REGULAR ATTENDANCE IS EXPECTED OF ALL STUDENTS AND IS A NECESSARY FACTOR IN ACHIEVING SUCCESS. WORK MISSED CAN NEVER BE MADE UP IN A COMPLETELY SATISFACTORY MANNER BECAUSE THE VALUE OF CLASS ACTIVITIES IS MISSED FOREVER.

PLEASE REMEMBER: PARKING WILL NOT BE ALLOWED ANYTIME IN FIRE LANES. THERE IS ONLY ONE LANE OF TRAFFIC ALLOWED IN THE CIRCLE DRIVE.

AFTER SCHOOL PLANS ARE NOT TO BE MADE AFTER DISMISSAL. THESE PLANS ARE TO BE MADE BEFORE THE STUDENT ARRIVES AT SCHOOL.

RECESS: WE WILL BE HAVING OUTSIDE RECESS WHEN IT IS 25F OR ABOVE. PLEASE DRESS YOUR STUDENT ACCORDINGLY FOR THE WEATHER OUTSIDE.

BUS LOT PROCEDURE

IF IT BECOMES NECESSARY TO REMOVE A STUDENT FROM A BUS, CONTACT THE OFFICE AND THEY WILL HANDLE THE RELEASE PROPERLY.

CELL PHONES

A STATE LAW IS IN EFFECT FOR THE SAFETY OF OUR STUDENTS THAT **PROHIBITS** CELL PHONE USAGE IN SCHOOL ZONES.

SEPT 3 No SCHOOL, LABOR DAY HOLIDAY
SEPT 17-20 HE BOOK FAIR, CLOSES AT 8:00 PM ON 9/20
SEPT 20-HE PICTURE DAY & FAMILY READING NT GR 3-5 6:30 PM
SEPT 21 - EARLY DISMISSAL 11:45, NO LUNCH SERVED
OCT 5 - 8 No SCHOOL TEACHER INST. & COLUMBUS DAY HOLIDAY
OCT 17TH - HE FALL PICTURE RETAKE DAY
OCT 31 - HE FALL FUNDRAISER KICKOFF, SALES DUE 11/12/18
NOV 1 - No SCHOOL, PARENT/TCHR CONF. 11:30AM - 8:30PM
NOV 2 - No SCHOOL, PARENT/TCHR CONF. 8:00 AM - 3:00 PM
NOV 15 - GRADE 5 MUSIC PROGRAM IN AUDITORIUM 7:00 PM
NOV 21 - 25 No SCHOOL, THANKSGIVING BREAK, RETURN 11/26
DEC 7 - EARLY DISMISSAL, 11:45, NO LUNCH SERVED
DEC 21 - EARLY DISMISSAL, 2:35PM
DEC 22 - JAN 7, 2019 NO SCHOOL, CHRISTMAS HOLIDAY BREAK
JAN 8, 2019, STUDENTS RETURN TO CLASSES!

SCHOOL LUNCH

PRICES

STUDENT BREAKFAST \$1.25

STUDENT LUNCH \$2.70

EXTRA MILK \$.60

PREPAID ENVELOPES ARE AVAILABLE IN THE OFFICE

*****PARENTS, TO RECEIVE YOUR STUDENT'S GRADES WEEKLY, PLEASE SIGN UP:**

WWW.HIGHLANDCUSD5.ORG

-GO TO "FOR PARENTS" TAB

-DROP DOWN BOX, LOGINS

-SELECT POWER SCHOOL

-SIGN IN OR CREATE ACCOUNT

-LEFT SIDE, CHOOSE "EMAIL NOTIFICATIONS"

-SELECT 1ST BOX, SEND WEEKLY

-PRESS SUBMIT

RECYCLING AT HIGHLAND ELEMENTARY

PAPER/CARDBOARD - PLACE IN RECYCLE BINS IN PARKING LOT

*ALUMINUM CANS, MAY BE DROPPED OFF AT HIGHLAND RECYCLING AND PLACED ON HIGHLAND ELEMENTARY ACCOUNT.

\$ MEANS WE EARN MONEY FOR OUR SCHOOL. THE OTHER ITEMS ARE GIVEN TO CHARITIES.

THE FOLLOWING ITEMS CAN BE BROUGHT TO THE OFFICE FOR RECYCLING

\$ ALUMINUM BEVERAGE CANS

\$ BOX TOPS

\$ CELLULAR PHONES

\$ CHRISTMAS TREE LIGHTS

\$ IPODS/MP3PLAYERS, GPS,

DIGIT AL CAMERAS, IPADS

\$ EMPTY FLOSS CONTAINERS

PLASTIC CAPS FOR RECYCLED PARK BENCHES, SEE ACCEPTABLE LIST

\$ PRINTER CARTRIDGES HEWLETT PACKARD, LEXMARK, DELL, CANON, SHARP

\$ TOOTHPASTE TUBES/BOXES

\$ TOOTHBRUSHES

USED MARKERS

ITEMS GIVEN TO CHARITIES:

EYE GLASSES - LION'S CLUB

KEYS - LION'S CLUB

SHOES - ANY SHOES

THERE WILL BE NO MONTHLY RECYCLE CLASSROOM CONTESTS THIS YEAR. WE WILL STILL HAVE A "ONE DAY" ONLY ALUMINUM CAN COLLECTION IN THE SPRING

SPECIAL NOTE:

NO STUDENTS OF ANY AGE ARE TO BE DROPPED OFF/PICKED UP USING THE STAFF AND BUS PARKING LOT. THE ONLY CARS TO ENTER THE STAFF LOT SHOULD BE STAFF. EXTRA TRAFFIC CAUSES A SAFETY CONCERN FOR YOUR STUDENTS.

*****PLEASE PLACE STUDENT'S NAME ON LUNCH BOXES, JACKETS/COATS, UMBRELLAS, HATS, GLOVES, SCARVES, AND BALLS THEY TAKE TO RECESS*****

**If you must pick up your child before dismissal, please use the circle drive off of Poplar Street, not the Lindenthal entrance.
Please keep in mind that the handicap parking areas are to be used for handicapped individuals that are entering or exiting our building. They are not parking spots for picking up non-handicapped students, thank you.**

A STUDENT MUST BE IN ATTENDANCE FOR 150 MINUTES TO BE COUNTED FOR HALF DAY AND 300 MINUTES FOR A FULL DAY. SIGN IN 9:36AM-12:05PM IS HALF DAY ABSENT, SIGN OUT 11:10AM - 2:24PM IS HALF DAY ABSENT, 2:25 IS FULL DAY ATTENDANCE.

- 8:00 A.M. STUDENTS MAY START ARRIVING (FRONT DOORS WILL OPEN AT 8:00)
- 8:35 A.M. FIRST BELL, 8:40AM SECOND BELL, STUDENTS SHOULD BE IN CLASS
- 8:41 A.M. TARDY BELL

STUDENTS MUST SIGN IN THE OFFICE AFTER THE TARDY BELL, GET A PASS, AND THE PRINCIPAL IS NOTIFIED.

- 2:25 P.M. STUDENTS LEAVING AFTER THIS TIME WILL NOT BE COUNTED ABSENT.
- 3:20 P.M. NORMAL DISMISSAL TIME
- 3:35 P.M. **STUDENTS ARE TO BE PICKED UP BY THIS TIME**

Grades 3 & 4 lunch/Recess 12:10 pm - 12:55 pm

Grade 5 Recess 12:15-12:35/Lunch 12:35 pm - 1:00 pm

PLEASE CHECK THE STUDENT APPEARANCE SECTION OF THE HE HANDBOOK FOR DETAILS ON APPROPRIATE STUDENT APPEARANCE

LISTED BELOW ARE SOME OF THE ITEMS THAT ARE NOT ALLOWED:

NO HALTER, ONE-SHOULDER, TUBE, CROP OR SPAGHETTI STRING TOPS; BELLIES NOT TO BE SHOWN. SHORT SHORTS AND SKIRTS ARE TO BE AT LEAST MID-THIGH IN LENGTH FOR STANDING, SITTING, AND BENDING.

ANY CLOTHING THAT DEPICTS DRUGS, ALCOHOL, INAPPROPRIATE OR OFFENSIVE LANGUAGE OR PICTURES. NO BANDANAS, HATS, AND HEADGEAR.

HEELIES (WITH WHEELS), FLIP FLOPS OR SHOES WITHOUT BACK STRAPS

CLOTHING WITH HOLES, RIPS, TEARS, OR POORLY FITTING, SHOWING SKIN OR UNDERGARMENTS.

DISCIPLINE PLAN:

VERBAL REDIRECTION & CORRECTION

1X = VERBAL WARNING

2X = LETTER SENT HOME

3X = CONSEQUENCE & TEACHER CALLS PARENT

4X = CONSEQUENCE & TEACHER CALLS PARENT

5X OR PATTERN OF BEHAVIOR=CONSEQUENCE & ADMIN CALLS HOME

6X OR PATTERN OF BEHAVIOR=CONSEQUENCE & ADMIN CALLS HOME

7X = CONSULTATION WITH PARENT, STUDENT, TEACHER, ADMIN, SOCIAL WORKER (IF NEEDED)