

# HIGHLAND ELEMENTARY 2019 - 20

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.

## **BUS LOT PROCEDURE**

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

**HE BOOK FAIR 9/23, 24, 25 OPEN UNTIL 4PM  
SEPT 26 CLOSSES AT 3:20  
REOPENS 6:30-8 PM FOR FAMILY READING NIGHT**

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

We have many students with peanut and/or food allergies. In order for our students to be safe with birthday treats, please consider some of the following suggestions to bring to your child's classroom as treats:  
Pre packaged Rice Crispy Treats, Austin Brand Zoo Animal Crackers, Sunshine Brand Cheese-Its, Keebler: Scooby Doo Graham Crackers, 5pk cheese & pretzel dip, Rold Gold Pretzels, Nabisco Oreos or Golden Oreos in the (blue or yellow packs), Flavor Ice Tubes, Dum Dum Suckers, Laffy Taffy by Nestle, Air Heads. If you prefer a full list, please see the office.

SEPT 2 NO SCHOOL, LABOR DAY HOLIDAY  
SEPT 17 HE PICTURE DAY STARTING AT 9:00 AM  
SEPT 27 - EARLY DISMISSAL 11:45, NO LUNCH SERVED  
OCT 14<sup>TH</sup> - NO SCHOOL, COLUMBUS DAY HOLIDAY  
OCT 16<sup>TH</sup> - HE FALL PICTURE RETAKE DAY  
OCT 23<sup>RD</sup> FUNDRAISER KICKOFF, SALES DUE 11/4/19  
OCT 24 NO SCHOOL PARENT/TCHR CONF 11:30AM - 8:30PM  
OCT 25<sup>TH</sup> - NO SCHOOL PARENT/TCHR CONF 8:00AM - 3:00 PM  
NOV 11<sup>TH</sup> - NO SCHOOL VETERAN'S DAY HOLIDAY  
NOV 14 - GRADE 5 MUSIC PROGRAM IN AUDITORIUM 7:00 PM  
NOV 27 - 29 NO SCHOOL, THANKSGIVING BREAK, RETURN 12/2  
DEC 6 - EARLY DISMISSAL, 11:45, NO LUNCH SERVED  
DEC 20 - EARLY DISMISSAL, 2:35PM  
DEC 23 - JAN 6, 2020 NO SCHOOL, CHRISTMAS HOLIDAY BREAK  
**JAN 7, 2020, STUDENTS RETURN TO CLASSES!**

## RECYCLING AT HIGHLAND ELEMENTARY

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

PAPER/CARDBOARD - PLACE IN RECYCLE BINS IN SCHOOL PARKING LOT

\$ ALL SHOES, CLOTHING, LINENS OR OTHER TEXTILES-PLACE IN THE "US AGAIN" BINS NEAR THE 4 DIAMONDS BALLFIELDS

### THE FOLLOWING ITEMS CAN BE BROUGHT TO THE OFFICE FOR RECYCLING

\$ AIR FRESHENER CARTRIDGES/PACKAGING

\$ BOX TOPS

\$ CELLULAR PHONES

\$ CHRISTMAS TREE LIGHTS

\$ IPODS/MP3PLAYERS, GPS,

DIGITAL 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

\*\*\*CLASSROOM RECYCLE CONTESTS WILL BE ADVISED.

\*\*\*WE WILL STILL HAVE A "ONE DAY" ONLY ALUMINUM CAN COLLECTION IN THE SPRING, TBA\*\*\*

**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)