

Highland Elementary School Grades K-6



2022-2023
Student Handbook

Revised August 2022

Dear Families,

Welcome to the 2022-2023 school year! Our Highland staff is ready to enter a new year and are excited for an awesome year. We welcome seven new staff members this year and also have 3 familiar faces in new positions.

As we move forward our goals for the 2022-2023 school year will include:

- High quality instructional practices for each student
- Providing academic, social, emotional, and behavioral supports for students
- Fostering a culture of community for staff and students

Safety and protection for students and staff is a priority, therefore, ALL parents/patrons MUST stop in the office, sign in, and receive a visitor pass. Please do not pass the office without first checking in. If you would like your child to be waiting in the office, call ahead and school personnel will have them ready for check-out.

The district continues to offer free breakfast for all students. Breakfast is served between 7:35 a.m. and 8:00 a.m. The lunchroom will open at 7:35 a.m. Students should NOT arrive at school before 7:35. Lunch will return to pre-pandemic prices; if you need a free/reduced application contact the office. The first bell rings at 7:55 and tardy bell at 8:00. Please be at school on time every day! K-5 is dismissed at 3:38 and 6-12 is dismissed at 3:43.

I am so excited for everything this new year has to bring! I cannot wait to see all our Highland students, and look forward to working with you to make this the best school year yet!

Thank you for allowing us to educate your children, it truly is a privilege.

Sincerely,

Becky Finnell - K-12 Principal

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STAFF DIRECTORY: 2022-2023

District Office	
Superintendent, Federal Programs Director, Special Education Director, Athletic Director	Mrs. Tana Kellogg
Elementary/Secondary Principal	Mrs. Becky Finnell
Business Manager	Mr. Nathan Weeks
Office Manager	Mrs. Shannan Randall
Technology Coordinator	Mrs. Megan Southern
Food Services	Mrs. Amanda Beck
Custodian	Ms. Peggy Paul
Maintenance	Mr. Heath Fuller

Elementary			
Mrs. Eileen Walker	Kindergarten	Mrs. Brenda Stigum	Paraprofessional
Ms. Julie Yochum	First Grade	Mrs. Kenzie Bovey	Paraprofessional
Mrs. Teresa Randall	Second Grade	Mr. Robert Nida	Paraprofessional
Ms. Michele Anderson	Third Grade	Mrs. Jordyn Beck	Paraprofessional
Ms. Danette Horrocks	Fourth Grade	Ms. Shayla VonBergen	Paraprofessional
Ms. Jamy Henderson	Fifth Grade	Ms. Tessica Lustig	Paraprofessional
Mr. Garrett Lunders	Sixth Grade	Mrs. Holly Droegmiller	Library/IDLA
Mr. Chris Cowan	Music		
Mrs. Margaret Robinson	Special Ed/Title I		

Staff members can be reached by calling the school at 924-5211 or by visiting the school site at www.sd305.org.

BOARD OF TRUSTEES

- Mrs. Monica Smith, Board Chairman
- Mr. Chad Knowlton, Board Vice-Chairman
- Mr. Andy Goeckner, Board Member
- Mrs. Michelle Mendenhall, Board Member
- Mrs. Elizabeth Nesbitt, Board Member

HIGHLAND JOINT SCHOOL DISTRICT #305

SCHOOL CALENDAR

2022-2023

JULY				
M	T	W	T	F

AUGUST				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JANUARY				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

MARCH				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APRIL				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MAY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

School Starts	Sr. Project Presentation
Vacation Days	Elementary/Seniors Last Day
Fair	Graduation May 27
Teacher Workday	Secondary Last Day
End of Quarter	

Quarter 1	38	
Quarter 2	34	72
Quarter 3	38	
Quarter 4	34	72
Total Days	144	
Parent/Teacher Conf. District-Wide: November 1-3 April 10-12		

SCHOOL CALENDAR

2022-2023

4-Day School Week - Monday - Thursday

Start Time: 8:00 - End Time: Elementary: 3:38, High School: 3:43

August 10	Secondary Registration	
August 16-18	Teacher Work Days	
August 22	First Day of School, grades K-12	
September 5	NO SCHOOL—Labor Day	
September 29	NO SCHOOL—Lewis County Fair	
October 27	End of 1st Quarter (38 days)	
November 1-3	Parent/Teacher Conferences	
November 23-24	NO SCHOOL—Thanksgiving Vacation	
Dec. 21-Jan. 3	NO SCHOOL—Winter Vacation (return on 1/4/2022)	
January 12	End of 2nd Quarter (34 days). End of 1 st Semester	
January 16	NO SCHOOL—Idaho Human Rights Day	
February 20	NO SCHOOL—Presidents' Day	
March 23	End of 3rd Quarter (38 days)	
Mar. 27 – 30	NO SCHOOL—Spring Break (return on 4/4/2022)	
May 24	Kindergarten Last Day: Graduation @ 2:00 p.m.	
May 25	Grades 1-6 Last Day	
May 25	Seniors Last Day	
May 27	Graduation @ 1:00 p.m.	
May 29	No School - Memorial Day	
May 31	Grades 7-12 Last Day (Early Release at 1:20 p.m.)	
	End of 4 th Quarter (34 days). End of 2 nd Semester	
June 1	Work Day for Teachers	
1st quarter	38 days	
2 nd quarter	34 days	(Sem.#1)72-days
3 rd quarter	38 days	
4 th quarter	34 days	(Sem.#2)72-days

School Song:

The purpose for including the school song in the Student Handbook is to help create a climate in our school which helps to support one another. This is your school and one way among many that each student can help to encourage and foster a positive attitude is to support other students.

Highland Elementary Spirit Song

Black and Gold, Black and Gold,
Teach us some of the new and the old.
Black and Gold, Black and Gold,
So we'll grow up to be strong and bold
We're black, we're white
We're going in for the gold,
So let's hear it for the Highland Huskies

Highland High School Song

"Oh, we're all from mighty Highland,
And our teams are brave and bold.
We are pulling for a victory,
Because we're strong and true,
Loyal to the black and gold.

From the north we came to win this game,
Heaven help our helpless foes.
Come on and fight you Huskies,
Beat those_____,
Fight 'til the battle's won!"

PREFACE

Discrimination Statement

The Highland School District #305 does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, or age in providing education or access to benefits of education services, activities, and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

The following Highland Staff members have been designated as officers to coordinate compliance with the legal requirements and may be contacted at the Highland Schools for additional information and/or for compliance issues. Any complaint(s) arising out of a belief that discrimination issues have occurred will be handled by the designated officers:

Mrs. Tana Kellogg, Superintendent/Athletic Director

Mrs. Becky Finnell, K-12 Principal

Code of Conduct

The code of conduct will be addressed under the four main bodies of the Handbook: 1) Enrollment and Attendance; 2) Students Rights and Responsibilities, 3) Student Protection, 4) General School Rules/Consequences. There are explicitly expressed standards that inform the students of the provisions of each section and expectations of students.

District Mission Statement and Goals for 2022-2023

Highland Schools exist to help all children learn so that they can succeed in life.

Goals

One: Instruction

We believe that student learning is the chief priority for the school and that all students can learn. Our work as educators in a learning community will:

- a. Emphasize challenging expectations to increase student performance
- b. Ensure a variety of learning activities and instructional approaches
- c. Develop in our students the habits of thinking, cooperation, and self-discipline
- d. Guide students to make appropriate decisions
- e. Value diversity

Two: Participation

We will actively seek the input and involvement of staff, parents, students, and the community when making educational decisions necessary to ensure every student's success. The school will:

- Share the responsibility with teachers, administration, parents, and community to ensure student success
- Expect students to demonstrate their essential knowledge and skills as well as be actively involved in solving problems and producing quality work

Three: Communication

We shall communicate, as effectively as possible, our progress, successes, and plans for the implementation of our goals. We will accomplish this using:

- Parents contacting teachers as needed
- Monthly newsletters
- Monthly board meetings
- Community input meetings (as needed for clarification)
- Teacher/Administrator correspondence
- Media

Part I - Enrollment and Attendance

A. Enrollment, Placement, and Transfer

Parents and students are requested to complete enrollment forms upon registration to Highland Elementary. Students will be placed in a classroom based on age, past school history, and/or any assessment data that is available. The Highland Elementary staff may choose to administer the survey section of the ISAT to provide additional information when placement is in question. New students will also take the STAR test.

B. Open Enrollment

Highland is an open enrollment district and tuition will be waived for out of district students who meet the terms of this policy. Out of district students who wish to attend Highland must apply to the district for enrollment. Parents must complete a Pre-Enrollment Form and the General Information Form,

which can be obtained in the Office. See Highland School District Policy 412.1

C. Immunization Requirements

Students enrolling in pre-school and kindergarten through 6th grade must show proof of receiving the following immunizations before attendance in the district.

Children born **before September 1, 2005**, must show proof of receiving the following immunizations:

Kindergarten – 6th Grade

1. Five (5) or more doses of Diphtheria, Tetanus, and Pertussis (DTaP) vaccine
2. Four (4) or more doses of Polio vaccine
3. Three (3) or more doses of Polio vaccine
4. Two (2) dose each of Measles/Mumps/Rubella (MMR) vaccine
5. Three (3) doses of Hepatitis B vaccine.

7th – 11th Grade

1. Tetanus, Diphtheria, Pertussis (Tdap)
2. Meningococcal (MenACWY)

12th Grade

1. Meningococcal (MenACWY)

Children born **after September 1, 2006**, must show proof of receiving the following immunizations:

Kindergarten – 6th Grade

1. Five (5) or more doses of Diphtheria, Tetanus, and Pertussis (DTaP) vaccine
2. Four (4) or more doses of Polio vaccine
3. Two (2) doses each of Measles/Mumps/Rubella (MMR) vaccine
4. Two (2) doses of Varicella (Chickenpox).
5. Two (2) doses of Hepatitis A.
6. Three (3) doses of Hepatitis B vaccine.

7th – 11th Grade

1. Tetanus, Diphtheria, Pertussis (Tdap)
2. Meningococcal (MenACWY)

12th Grade

2. Meningococcal (MenACWY)

Parents may claim an exemption to any or all the required immunizations for medical, religious, or personal reasons. Policy 411.1

D. Enrollment

Parents and students are asked to complete enrollment forms at least one day prior to the children's first day of classes. Transfer students are also asked to complete enrollment forms at least one day prior to beginning class. This allows the staff to make sure that desks, books, workbooks, etc. are ready for the students' first day.

E. Attendance Records

Student Attendance records will be submitted by the classroom teacher, forwarded, and stored by the school office. Attendance will be recorded in half-day or whole day absence, and tardiness will also be documented.

F. Compulsory Attendance

Every parent, guardian, or other person having custody of children between the ages of 7 and 16 shall cause the children to be instructed in subjects commonly and usually taught in the public schools of the state of Idaho. (IC 33-202) Every parent, guardian, or other person having custody of children who attend the public schools shall bear responsibility for the children's punctual attendance. The services of the public schools of Idaho are extended to any acceptable person of school age. "School age" is defined as including all person's resident of the state, between the ages of five (5) and twenty-one (21).

G. Attendance Policy

All students are expected to be in attendance unless absent for unavoidable reasons. Students will be allowed to accumulate no more than seven (7) excused absences in a class period per semester. Any student that has more than the seven (7) excused absences will be subject to loss of credit due to excessive absences per the attendance review committee recommendation. The following are considered excused absences:

- Illness of student
- Doctor's appointment
- Death in the family
- Summons to a court of law
- Family emergency

In order for an absence to be excused one of the following requirements must be met:

- Parent/guardian confirmation of the absence must be presented to the office secretary within two (2) school days of the absence. (A written note, email, text or phone call by parent/guardian will be considered the confirmation).
- Upon return to school from a doctor's appointment, the student must present a physician's excuse on the physician's letterhead or paperwork.

If the above requirements for an excused absence are not met, then the absence will be counted as unexcused and a zero will be recorded in any class missed. Any student that is more than 15 minutes late to class will be considered absent. Any student that has three (3) unexcused absences will be subject to loss of credit per the attendance review committee recommendation. Student with any combination of excused and unexcused absences that results in over seven (7) absences will be subject to loss of credit per the attendance review committee recommendation.

Students who are absent, because of participation in school activities such as sports, band, drama, or class activity such as field trips, will be automatically excused, and such events will not count toward the seven (7) total absences.

Parents of all students will be notified in writing when their child(ren) have missed over five (5) and (7) class periods.

Elementary students in grades K-6 will be expected to attend school on a regular basis and once a student has accumulated five absences in a given semester, the parents of that student must be notified in writing by the district. After seven absences in a given semester, elementary students will be subject to retention review.

Students that have habitual tardiness and/or absences will be reported to the superintendent. The Superintendent has the discretion to contact Child Protective Services (CPS), law enforcement or other agencies that are deemed appropriate to ensure that students have the opportunity to attend school. Policy 411.0

H. Tardies

A student that is late to class, less than 15 minutes, will be considered tardy. Three (3) tardies will equate to 1 absence. These absences will count towards the seven (7) permitted absences. Policy 411.0

The school day begins at 7:55 at Highland Elementary. Students, who are not in their classroom when the 8:00 bell rings, will be counted as tardy. Students who are tardy will be required to make up the time during recess, lunch or after school. Three tardies equal a ½ day absence when figuring attendance awards at the end of the year.

I. Truancy

Truancy is an unexcused absence about which the parents and/or the school have no prior knowledge and no request has been received. Students will be expected to make up the time they missed either before or after school hours, at the discretion of school officials. Truancies, even when made up, count as absences in the seven (7) permitted. Idaho Code § 33-206, it is at the discretion of the Board of Trustees to refer habitually truant students to the prosecuting attorney.

J. Make-Up Work

For excused absences, students will be allowed to do make-up work either before, during, or after the absence and full credit shall be given. It is the responsibility of students to make up missed work, along with the support and assistance of the teacher and parents/guardians.

- In the case of pre-arranged absences, students shall get assignments before leaving. Assignments are due to the teacher upon the students' return to school.
- In the case of an unplanned absence, parents may call the office and request assignments be sent to the office. **Parents may pick up the assignments after 3:00 p.m.**

K. Education of Homeless (McKinney-Vento Law)

The McKinney-Vento Homeless Education Assistance Act protects families who are homeless. This includes families that are living in a shelter, motel, vehicle, or campground, on the street, in an abandoned building, trailer, or doubled up with friends or relatives. Please contact the school district for more information.

L. Students Legal Age

To be eligible to enter kindergarten, students must be five (5) years of age by the 1st day of September of the current year. To be eligible to enter the first grade, students must be six (6) years of age by the 1st day of September of the current year.

For resident exceptional children who are physically handicapped, developmentally delayed, intellectually disabled, emotionally disturbed, chronically ill or have visual or auditory handicaps, or speech impairments, school age shall begin at the attainment of age three (3) and shall continue until age 21.

All students entering school are required to submit birth certificates and immunization records.

M. Home Schools

When parents request that students who were formerly home schooled be enrolled at Highland, the grade level of the student will be determined by standardized testing to place the students at appropriate grade levels. Other regulations will follow guidelines set by the State Board of Education. Policy 412.3

N. Special Programs

Highland School District provides several programs to support student learning:

- a. Special Education Pre-School- Highland provides a pre-school program for children with special needs, ages 3-5. The pre-school program is integrated with the Lewis County Head Start. Classes are held 3 days a week at 213 West Main, Craigmont. Referrals can be made at the school office or at the Pre-School.
- b. Special Education- Special Education services are provided for students in grades K-6. Referrals for Response to Intervention (RTI) services may be obtained by visiting the office or the special education classroom. This program utilizes an in-class model primarily along with a pullout model when deemed necessary.
- c. Title I- Our Title I program serves elementary students in both math and reading. The Special Education teacher and paraprofessionals work in the regular classroom to assist eligible students. Occasionally students receive support out of the classroom.
- d. Psychological/Counseling Services- There are psychological and counseling services available to students of Highland Elementary on a part-time basis. Services are provided through testing, counseling in and out of classrooms with individuals or groups as defined by need or request. Referrals for these services can be made by parents/guardians, teachers, the Highland Assistance Team, or the administration.
- e. Speech/Language Therapy-The Communication Disorder Specialist offers speech and languagetherapy to students in pre-school through grade six. Referrals can be made through classroom teachers, the RTI team, or the administration.

Part II - Student Rights and Responsibilities

A. Safe and Secure Learning Environment

The safety of every student, employee, and school visitor is one of its highest priorities. A safe and secure learning environment for all is required to maximize educational opportunities. The Board requires that all crimes, threats, and serious incidents related to the school setting be reported to the Superintendent or designee. Policy 422.0

B. Students Rights and Responsibilities Statement

- Students have a right to an education free from disruption from other students.
- Students have the right to due process (to be heard by an administrator).
- Students have the right to be safe in school.

In an effort to protect the safety of all students and staff, the District is adopting a new safety procedure which includes keeping all outside exits locked throughout the day, with the exception of the main office, gym breezeway, and one entrance from the elementary playground.

C. Concerns/Complaints

The district will endeavor to respond to and resolve all complaints in a fair, equitable and prompt manner. The individual with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally.

Parent concerns about the teaching staff should be referred first to the teacher. If concerns are not addressed satisfactorily, please follow the procedure outlined below:

Teacher

As soon as you have a concern, contact the teacher directly. All staff e-mail addresses and phone numbers can be found at <http://www.sd305.org>. Teachers wish to hear more, not less, from parents. Most of the misunderstanding can be resolved with the teacher.

Principal

If the issue has not been resolved satisfactorily, contact the Principal. The Principal will arrange for a meeting between the teacher or staff member to whom the complaint is against, the parent(s) and student(s). The arrangement for such meeting shall be made as soon as possible, along with written documentation.

Superintendent

If the complaint is still not resolved it should be directed to the Superintendent. The Superintendent and Principal shall meet with the parties involved to mediate a resolution, along with written documentation.

Board of Trustees

If the complaint is not resolved at the Superintendent/Principal level, the parents or students must submit a written complaint to be filed with the Board of Trustees. Policy 444.0).

Please note that “employees of every school district shall be free from abuse by parents or other adults, as provided in Section 18-916, Idaho Code” (Section 33-1222, IdahoCode). All employees must be respected as they perform and direct their assigned roles.

Please contact

- The Teacher

If issue is not resolved, then...

- The Principal

If issue is not resolved, then...

- The Superintendent

and last

- The Board of Trustees

Contact information can be found at <http://www.sd305.org> or pg. 2.

D. Student Dress

It is the policy of this school district that students shall dress in a manner which is appropriate for an effective educational environment. While recognizing the importance of allowing students to express their individuality through their attire, the school is responsible for ensuring that student dress is conducive to a positive and respectful environment for all students. All students are, therefore, required to dress in a manner that promotes a safe and healthy school environment, and is not disruptive of the educational climate and process.

Prohibited clothing includes the use of inappropriate messages, see-through clothing, gang related symbols, or which reveal chests, abdomens, or buttocks. Students are prohibited from wearing head coverings in school buildings during class hours, except as may specifically be authorized by the building administrator or designee. Policy 428.0

It is a general understanding that shorts/skirts need to be longer than extended fingertips. Undershirts, belly shirts, and spaghetti straps are not appropriate school dress.

Students need to wear appropriate shoes when using the gym.

If inappropriate clothes are worn to school, parents will be notified, and alternative clothes will be provided to the student for the day. Parents may be asked to bring a change of clothes from home.

E. Electronic Communication Devices/Personal Entertainment Devices

All electronic devices, including cell phones, are a distraction to the educational process and are, therefore, restricted from the classrooms.

F. Hazing/Harassment/Intimidation/Bullying/Cyber Bullying/Menacing

We are committed to providing a positive and productive learning and working environment. To this end, hazing, harassment, intimidation, menacing, bullying or cyber bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. Policy 424.1

If students should feel threatened, they should report their concern to their parents, teacher, and/or principal. Harassment/Bullying/Intimidation complaint forms are available in the school office and must be completed to bring about an internal investigation.

G. Sexual Harassment, Discrimination and Retaliation

Highland Joint School District #305 is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from sex and gender-based harassment, discrimination, and retaliation. Accordingly, the District prohibits harassment and discrimination on the basis of sex, sexual orientation, gender, gender identity, and pregnancy, as well as retaliation against individuals who report allegations of sex and gender-based harassment and discrimination, file a formal complaint, or participate in a grievance process. Policy 430.0

Students, employees, or other members of the District community who believe that they have been subjected to sex or gender-based harassment, discrimination, or retaliation should report the incident to the Title IX Coordinator, who will provide information about supportive measures and the applicable grievance process(es). Violations of this policy may result in discipline for both students and Highland Joint School District #305's employees. Policy 430P

H. Drug Free School Zone

Highland School is a drug free zone. Students attending school in this district will not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, controlled substances, or related paraphernalia, on school premises. Policy 425.0

I. Gun Free Schools

A student who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered or looks like a firearm, shall be expelled for a definite period of time of at least one (1) calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the appropriate law enforcement agency of any student who brings a firearm to school.

It is unlawful and is a misdemeanor for any person to possess a firearm or other deadly or dangerous weapon while on the property of a school or in those portions of any building, stadium or other structure on school grounds, which, at the time of the violation, were being used for an activity sponsored by or through a school in this state or while riding school provided transportation. This also applies to students of schools while attending or participating in any school sponsored activity, program or event regardless of location. Policy 443.1

J. Academic Honesty

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited.

Where appropriate, parents shall be contacted as soon as practicable to report any alleged academic dishonesty on the part of students. Teachers are granted authority, with the direction and advice of their

principals, to exercise their good judgment in applying a range of academic consequences for violations of this policy. Student and parent appeals of any consequences resulting from violations of this policy should be addressed to building administrator(s).

All teachers, beginning especially at the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in our schools. Policy 423.6

Cheating

Cheating is defined as and includes, but is not limited to, the following:

1. Copying or attempting to copy another student's homework, quiz, test, essay, or lab report.
2. Cheating on tests through such means as cheat sheets, use of unauthorized electronic devices, and discussion of test information with other students.
3. Obtaining test questions and/or copies of tests outside the classroom test setting.
4. Lending and/or copying from another student's work (homework, tests, projects, assignments).
5. Altering or interfering with grading (forging signatures, changing or inserting answers on work after grading).
6. Allowing another student to copy answers during a test situation.
7. Collaborating with other students on an assignment in direct violation of teacher's instructions.
8. Using books and electronic information in generating an assignment in direct violation of teacher's instructions.
9. Accessing, taking, and benefitting from copies of tests and quizzes previously used or to be used by teachers unless provided as study guides by the teacher.
10. Submitting work previously presented in this course or in another course.

Plagiarism

Plagiarism is defined as and includes, but is not limited to, the following:

1. Copying material from the source, including the Internet, without citing the source, or citing the source but omitting quotation marks.
2. Paraphrasing the source without proper citation.
3. Copying stories, in whole or part, which appear in books, magazines, television or film.
4. Copying directly, without making any changes, alterations or adaptations from a drawing, painting, illustration, photographic image, or graphic symbol without citing the source.
5. Submitting papers written in whole or part by someone else, including the Internet.
6. Submitting papers on which the student has received substantial assistance from peers and/or adults that dramatically changes the character of the work so that it is no longer the student's own.
7. Submitting a paper purchased from a research or term paper service, including, but not limited to the internet.

Part III - Student Protection

A. Evacuation Drills

Highland Elementary School conducts monthly fire drills. Specific directions for evacuation are posted in every classroom. Teachers will review these procedures with their classes. Students and staff will

leave the building immediately upon hearing the evacuation siren while exiting the building in a calm, pre-determined manner. Students are to return to the building with supervising staff when all clear bell is sounded. Policy 447.0

B. Crisis Manual

Highland School District has a Crisis Manual that has protocol for students and staff in the case of an emergency. Policy 447.1

C. Emergency School Closure-Severe Weather/Disaster

In cases of severe weather (snow, ice, temperature, etc.), official notice of school closing may be heard over radio stations **KORT, KOZE, KLER, and TV stations** as the district makes contact. There will also be a message sent over School Messenger and the school's social media pages.

The District does have a disaster plan in place. Students could be moved to alternate locations that have been arranged by the district. The district asks that parents/guardians please work with the school to **not** release or obtain students from school supervisions until contact has been made. It is important, if such an unfortunate event happens, that all community members work together to establish a proper enrollment count of students before release begins. Contact may be made through School Messenger.

D. Visitor/Parent Check-In /Check-Out Policy

All visitors **must** check-in at the office when arriving. Safety and protection for the students is a priority, therefore ALL parents/patrons **MUST** stop in the office, sign in and receive a visitor pass, even if you are just picking up your child for an appointment. If you would like your child to be waiting in the office, call ahead and school personnel will have them ready for check-out. Once you arrive to take your child, school personnel will record your child's check-out time. If you are visiting or participating in any school organizations, you still **MUST** use the check-in procedure and attain a visitor's pass. Please refer to Attendance on pg. 8 (Part I, Section G) to understand how this will effect attendance.

E. Administering Medication

Students attending the schools in this district may be required to take medication while at school, either on a short-term or daily basis. The role of the district is to protect the health and safety of all students. If requested by the parent/guardian, the school will provide an appropriate place for storing the medication and will supervise the dispensing of the medication. Generally, medications should be dispensed to students before and/or after school hours under the supervision of the parent/guardian. Medications should be dispensed at school only when necessary to meet the health needs of the student. Policy 441.4

Designated personnel (i.e., principal, secretary) may assist students in taking prescribed medication if the school obtains specific written instructions from physicians and parent/guardian. These forms are available in the office and must be signed by the parent/guardian if medication is to be administered to students during the school day. If your children need medication at school, please notify the office for compliance protocol.

F. Injury/Illness at School

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their children be injured at school.

Parents/guardians or listed alternate contacts will be notified when children are ill or injured at school. Please keep your children's general information form up to date, so parents or the listed contact person can be always reached during the school day.

G. Insurance

The school district does not provide accidental medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of parent/guardians. Student medical insurance is available to families for their individual purchase through the office. Brochures are available.

H. Video Surveillance

Video surveillance shall be used to promote order, to maintain the security, health, welfare, and safety of all staff, students and visitors on District property, and to safeguard District facilities and equipment. Policy 443.3

I. Acceptable use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. Access to the District's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** Policy 429.0

Part IV: General Information

A. School Day

Highland Elementary School will open at 7:45 a.m. However, students who arrive for breakfast will be served in the cafeteria beginning at 7:35 a.m.

Parents who want their children to receive extra help with their schoolwork may contact the classroom teacher or building principal to arrange an earlier arrival time.

Because of safety/supervision issues, students will not be allowed on the playground, gymnasium or in the hallway before 7:45 a.m.

Students are asked to leave the school grounds upon dismissal unless special arrangements have been made with the teacher or building principal.

B. Progress Reports/Report Cards

Report cards are sent home at the end of every 9-week period. At the end of the first and the third quarter, parents will receive their children's report cards at parent/teacher conferences. Report cards from the second and 4th quarter will be mailed one week following the end of the quarter. Additionally, progress reports will be mailed home mid quarter for each of the four quarters, with the exception of kindergarten. In grades K-6, parents will be contacted whenever students are experiencing difficulty with benchmarks. Parents are encouraged to make appointments with teachers whenever there is a concern.

C. Conferences

Elementary Parent-Teacher Conferences take place twice a school year at the end of the first quarter and the end of the third quarter. Notices will be sent home in advance with suggested appointment times. Parents are invited to attend conferences to discuss their child's progress.

D. Telephone Use

Telephones are for official use only. Students are only permitted to make phone calls with permission from their teacher. Cell phones are not to be used during the school day.

E. Textbooks and Supplies

All basic textbooks are loaned to students for their use during the school year. Students should write their names in the books as directed by the teacher. All books are to be kept clean and handled carefully. Students may be asked to purchase classroom supplies and materials for use in class. A class list of supplies is available from the office.

F. Lunches

Forms for Free or Reduced Hot Lunch can be obtained from the office. Parents/guardians are encouraged to fill out the forms. This program provides valuable support to students, and to the district through federal funding for additional programs.

Lunch Fees must be pre-paid, and students will not be able to charge for lunches. Students or parents/guardians can pay for lunches at the District Office. An electronic accounting system is used to maintain all balances for each individual, and students will be alerted when their account is nearly a zero balance.

Elementary student lunch = \$2.85

Adult lunches = \$4.50

Milk = \$ 0.50

Children who bring sack lunches may purchase milk at the school and eat in the cafeteria.

G. Birthday Treats/Wellness Policy

Building self-esteem is one of the goals of our elementary school. Students may bring treats for their class on the birthday or “un-birthday”. Arrangements need to be made with the teacher in advance. We ask that all treats be purchased, rather than home-made. The district wellness policy encourages healthy eating choices for students and staff. Parents are encouraged to consider low fat/low sugar snacks. See pg. 22 for a list of healthy snack ideas.

Part V - General School Rules/Consequences

A. General Rules

The Highland Elementary Staff will instruct all students to adopt and live by the belief statement: **I WILL NOT USE MY HANDS OR MY WORDS FOR HURTING MYSELF OR OTHERS.** This statement sets the tone for all behavioral expectations at Highland Elementary, whether in the classroom, lunchroom, playground, or other common areas.

One of the goals of education is to encourage independence and responsibility in students as they mature. Since an orderly atmosphere is essential for learning to take place, certain guidelines are offered for the personal welfare of the students and the common good of the entire school.

Follow Directions Politely the First Time they are Given.
Inappropriate and Illegal Materials are Not Allowed on School Property
Respect School and Personal Property
Stay in Assigned Areas
Totally Respectful to Others in Words and Actions

B. Discipline

Discipline applied by our school, in conjunction with parents, is intended to help to develop self-discipline, self-respect, and the respect for others necessary to function successfully in society. Discipline is applied in order to preserve the rights of other students and staff, and protect the educational process from dangerous and disruptive acts. The school staff believes it is our responsibility to administer a fair and comprehensive discipline policy. The purpose of this policy is to ensure the all students can attend a school with a positive productive learning environment.

Our long-range goal is to help all students experience the satisfaction of self-discipline. Our intent is to administer this policy in a consistent and equitable way. When dealing with inappropriate behavior, we deal with the issues and behaviors that were observed. Then we assign appropriate consequences. Each of our staff members is anxious to work with students and parents to find solutions to problems. This will help make our school the very best it can possibly be.

School-wide Discipline: Behavior/Consequences Minor Infractions

Minor infractions include but are not limited to:

- Profanity
- Scuffling
- Lack of Attendance

- Failure to Follow Rules
- Defiance/Disrespect/Non-Compliance
- Disruptions
- Physical Contact
- Property Misuse
- Dress Code

* When a minor behavior repeats, or becomes disruptive to the teacher or learning environment; the behavior becomes a major violation.

Corrective procedure: Staff is empowered to use a variety of corrective procedures to modify student's behavior. These may include, but shall not be limited to:

- Refocus
- Holding students in class during break, lunch or after school
- Conferences with parents/guardians
- Revoking classroom privileges
- Special seating arrangements, etc.
- Revoke recess

Major Discipline Violations

Major discipline violations include but are not limited to:

- Insubordination
- Verbal or physical abuse (fighting) of other students, employees, or visitors
- Possession, use, sale, distribution and/or intent to distribute any drugs, tobacco, or alcohol
- Possession or use of firearms, knives, or objects that could be used as weapons
- Driving during school hours without permission
- Stealing
- Damage of Property
- Making bomb threats, activating a school fire alarm or fire extinguisher without appropriate cause
- Forgery/theft/plagiarism
- Harassment of any kind (sexually, physical, gender, race, etc.)

Corrective procedures may include but shall not be limited to:

- Conference with principal, discipline form filed. May receive in-school suspension.
- Parent notified and conference may be held. May receive detention, in-school suspension or out-of-school suspension.
- Student could be suspended or put on probation.

Parent will be contacted early in the process and any contact documented.

Expulsion

“...Only the Board has authority to expel or deny enrollment to any pupil...” Policy 423.3

The building principal or superintendent shall make notification in writing that he/she is recommending expulsion.

C. Teacher Defined Discipline:

Students are expected to comply with the disciplinary assignments of their teachers. Teachers can require a detention, depending on the severity of the behavior. Failure to do so may result in additional consequences when referred to an administrator.

D. Additional Behavioral Expectations

- a. Cell Phones are prohibited in the classroom during instructional hours.
- b. Knives are not allowed at school. This includes Leathermans, box-cutters, and razor blades.
- c. Skateboards and roller blades are not allowed at school.
- d. Bicycles-Students are asked to walk their bikes before and after school when school busses are arriving and departing.

E. Discipline of Students with Disabilities

Suspensions and expulsions of students with disabilities as defined by Public Law 94-142 and subsequent amendments (Individuals with Disabilities Education Act), Section 504 of the 1973 Rehabilitation Act, and the Americans with Disabilities Act will follow federal guidelines and district policy. Policy 423.4

F. School Bus Expectations

A copy of the school bus rules is given to all students who ride the bus by Harlow Bus Services. Violations of bus rules will result in a “bus conduct” notice being sent to parents. Discipline situations are to be handled between the driver and students in most cases. When this is not possible, the discipline procedure will be:

1. Bus drivers will fill out and turn in the bus notice to the principal.
2. Upon the receipt of the first notice, the principal shall consult with the students and notify the parent or guardian of the students’ misbehavior.
3. Upon receipt of the second notice, the principal shall hold a hearing for the students. The students may be suspended from the bus for up to five days.
4. Upon receipt of a third notice, the principal shall hold a hearing for the students. The students may be suspended and/or a request made to cease bus service for the students.

Part VI - Schedules and Guidelines

A. Highland Bell Schedule

2022/2023 SCHOOL YEAR

Elementary Bells		Secondary Bells	
7:55 a.m.	Warning Bell	7:55 a.m.	Warning Bell
8:00 a.m.	School Begins	8:00 a.m.— 8:56 a.m.	First Period
9:45 a.m. – 10:00 am	Recess K-2 Begins	8:59 a.m.— 9:55 a.m.	Second Period
10:00 a.m. – 10:15 a.m.	Recess 3-5 Begins	9:58 a.m.— 10:54 a.m.	Third Period
10:54a.m. – 11:20 a.m.	K-3 Lunch Begins	10:57 a.m.— 11:53 a.m.	Fourth Period
11:20 p.m. – 11:45 p.m.	4-6 Lunch Begins	11:56 -- 12:16	Advisory
11: 20 a.m. – 11:45 p.m.	K-3 Recess	12:16-12:46	Lunch
11:45 p.m. – 12:10 p.m.	4-6 Recess	Warning Bell	12:46
2:00 p.m. – 2:20 p.m.	K-2 Recess	12:49p.m. – 1:45 p.m.	Fifth Period
2:20 p.m. – 2:40 p.m.	3-5 Recess	1:48 p.m. – 2:44 p.m.	Sixth Period
3:38 p.m.	Ring Dismissal	2:47 p.m. – 3:43 p.m.	Seventh Period

B. Class work Guidelines

Independent reading is a daily expectation, including during vacations and on holidays and weekends.

Guidelines for Teachers

The teacher is expected to:

- Clearly explain the purpose of any given assignment.
- Clearly give directions for the method of accomplishing the assignment.
- Ensure students understand how they are being assessed.
- Ensure availability of all necessary resources to carry out the assignment.
- Clarify deadlines are understood and followed.
- Acknowledge receipt of daily work and provide feedback in a timely fashion.
- Provide constructive feedback to the student and use student work to plan for the future.
- Return corrected work in a timely manner.

Guidelines for Students

- Ask the teacher questions if in doubt about the purpose, requirement or directions or the assignment.
- Meet the deadlines for daily work and projects by budgeting time realistically to complete it.
- Speak with their teacher(s) or parents/guardians when the cumulative amount of daily work on a given day may exceed reasonable limits.
- Be responsible for making up work missed when absent from the classroom.

Guidelines for Parents/Guardians

- Provide students with a time and place to carry out their assignments.
- Encourage integrity and never give so much help that the value of the class work will be compromised.
- Contact the teacher in the event of questions or concerns.
- Understand that after school activities are not acceptable excuses for not completing assignments.
- Ensure that students and/or parents pick up assignments missed when it appears the excused absence will be prolonged. A minimum of 24 hrs. notice should be given to the teacher so the assignments can be prepared.

C. Healthy Snack Ideas

The District encourages the use of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. At any school function (parties, celebrations, feasts, sporting events, etc.) healthy food choice options should be available. Some suggested foods are listed below:

- a. Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- b. Fresh fruit and 100% fruit juices
- c. Frozen fruit juice pops
- d. Dried fruits (raisins, banana chips, etc.)
- e. Low-fat meats and cheese sandwiches (use low-fat mayonnaise in chicken/tuna salads)
- f. Party mix (variety of cereals, **NO** nuts, etc.)
- g. Pretzels/Low-sodium crackers
- h. Baked corn chips & fat-free potato chips with salsa and low-fat dip
- i. Low-fat muffins, granola bars and cookies
- j. Angel food and sponge cakes
- k. Flavored yogurt & fruit parfaits
- l. Jell-O and low-fat pudding cups
- m. Low fat ice creams, frozen yogurts, sherbets
- n. Low-fat and skim milk products
- o. Pure ice-cold water

* Please check with the classroom teachers for allergies students may have.

Part VII –Procedures and Forms

Complaint Procedures

Building Principals have responsibility for investigations concerning hazing, harassment, intimidation, bullying, cyber bullying or menacing. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

All complaints will be investigated in accordance with the following procedures:

Step I

Any hazing, harassment, intimidation, bullying, cyber bullying or menacing information (complaints, rumors, etc.) shall be filed with the building Principal. Complaints against the building Principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board Chairman. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Appropriate Forms: Incident Report Form and Witness Disclosure Form

Step II

The complaint shall promptly investigate and information will be shared as allowed. The district official will arrange such meetings as may be necessary with concerned parties within five (5) working days after receipt of the information or complaint, unless circumstances do not allow the investigation to be completed. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent.

Appropriate Form: Status Report

Step III

If the complainant is not satisfied with the decision at Step II; he/she may submit a Formal Complaint Form to the Superintendent or designee. The Formal Complaint Form must be filed within 10 working days after receipt of the Step II decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's formal complaint within 10 working days.

Appropriate Forms: Formal Complaint Form, Status Report Form

Step IV

If the complainant is not satisfied with the decision at Step III; a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant

within 10 working days following completion of the hearing.

Documentation related to the incident may be maintained as a part of the student's education records or employee's personnel file. Additionally, a copy of all hazing, harassment, intimidation, bullying, cyber bullying or menacing complaints and documentation will be maintained as a confidential file in the district office.

Appropriate Form: Status Report Form

Highland Joint School District#305
INCIDENT REPORT FORM

Employee/Student: _____

Date and Time of Incident _____

Where did the Incident Occur? _____

Describe in detail the Incident:

Reported To: _____ Date: _____

My signature below verifies that the information I have provided is true, accurate, and complete to the best of my knowledge and belief.

Complainant Name (print)

Complainant Signature

Date

Return to Building Principal or Supervisor

Highland Joint School District #305 WITNESS DISCLOSURE FORM

Name of Witness: _____

Position of Witness: _____

Date and Time of Testimony/Interview: _____

Description of Incident Witnessed:

[illegible]

My signature below verifies that the information I have provided is true, accurate, and complete to the best of my knowledge and belief.

Witness Name (print)

Witness Signature

Date _____

Return to Building Principal or Supervisor

OFFICE USE:

Received by _____ Date: _____
Signature and Title

Highland School District #305

INCIDENT STATUS REPORT FORM

Is the Incident Resolved? Yes _____ No ____ Explain:

[illegible]

Further Action:

[illegible]

Reviewed By: _____ Date: _____

**Highland School District #305
FORMAL COMPLAINT FORM**

Highland School District maintains a policy for prompt resolution of any complaint presented to a district administrator, supervisor, or Board Member. If you have been unsuccessful in resolving a complaint at the informal level and you wish your complaint to be addressed through this complaint procedure, please complete the following information regarding the complaint:

Complainant Name: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

Type of Complaint: _____

Specific Complaint: Please provide detailed information including date, time, location, witnesses, and specifics of incident. (Continue on separate page if more space is needed.)

Did you discuss this complaint with the person at the informal level? Yes _____ No _____

If so, where and when did that discussion occur?

My signature below verifies that the information I have provided is true, accurate, and complete to the best of my knowledge and belief.

Complainant Signature

Date

Return to Building Principal or Supervisor.

Attach all pertinent forms: Incident Report Form, Witness Disclosure Form, Status Report Form

TECHNOLOGY USE AGREEMENT

INTERNET ACCESS CONDUCT AND MOBILE COMPUTING DEVICE AGREEMENT

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the Highland School District's policy regarding District-provided Access to Electronic Information, Services, and Networks (Policy No. 429.2). Should I commit any violation or in any way misuse my access to the District's computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

I have read, understand, and agree to abide by the terms of the Highland School District's policies regarding District-provided mobile computing devices (Policy No. 429.3). Should any violation or misuse of the device occur while it is in my custody, I understand and agree that I may lose access to the device or may lose the privilege of taking it home and may be responsible for the repair or replacement cost, regardless of whether the misuse was committed by me or another person.

I accept full responsibility for the safe and secure handling of the device for this school year. I accept full responsibility for the proper use and safeguarding of the device under all applicable policies. I understand that it is my responsibility to immediately report any damage, theft, or problems with the device to a teacher or administrator.

User's Name (Print) _____ Home Phone: _____

User's Signature: _____ Date: _____

Address: _____

Status: Student ____ Patron ____ I am 18 or older ____ I am under 18 ____

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Legal Guardian. (If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above named-student, I have read, understand and agree that my child shall comply with the terms of the District's policy regarding District-Provided Access to Electronic Information, Services and Networks for the student's access to the District's computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless

the District, the Trustees, Administrators, teachers and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of his/her access to such networks or his/her violation of the District's policy. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the District's computer network and the Internet.

As the parent/guardian of the above student, I understand my child's responsibility in the use and care of the device and my financial responsibility in the event my student loses the device or is found to be the cause of deliberate or negligent damage to it. I understand that if they are found to be responsible for deliberate or negligent damage or for the loss of the device, I will be financially responsible for reasonable repair/replacement cost.

I have read the District Policy No. 429.3 and explained it to my child. I understand that if any violation or misuse of the device occurs while it is in my child's custody, his/her access privileges to the internet or use of a mobile computing device can be suspended or terminated, that he/she will forfeit any fees paid for use of the device, and that he/she may face other disciplinary measures, regardless of whether the misuse was committed by him/her or another person.

I also understand that I will be responsible for monitoring my student's use of the device outside the school setting.

I also understand that a district provided e-mail may be set up for students under the age of 13 for use in the educational setting at Highland Schools.

Parent / Legal Guardian (Print): _____

Signature: _____

Home Phone: _____ Address: _____

Date: _____

This Agreement is valid for the 2022-2023 school year only.

******* SIGN AND RETURN TO THE SCHOOL. *******

Student Media Release—School District/External Publications and Web

Information Release Form

If your preference changes during the year, you are responsible for contacting the school and completing a new form. If you have any other questions, please contact the school before signing.

Please initial the box(es) below to indicate you agree to give permission.

PUBLICATION RELEASE: (This includes school publications and news release from outside sources, such as newspapers, radio, and television)

_____ The district has permission to display and release to the media my child's photo with first and last name attached.

_____ The district has permission to display and release to the media my child's first and last name (no photo).

_____ External media outlets have permission to interview my child for newspaper or television.

_____ I do not wish for any information to be released (This will include honor roll, student of the month, etc.)

I understand that this information will be available to anyone on the Internet.

By signing below, I verify that I understand the above release and that I have indicated my preferences. If my preferences change during the school year, I will contact the school.

Parent/Legal Guardian Signature

Date

Child's name (please print)

******* SIGN AND RETURN TO THE SCHOOL. *******

Acknowledgement of Understanding and Receipt of Handbook

Dear Parents and students:

In an effort to improve communications with families, the staff has compiled the student handbook. It is a guide for you and your student. It is not meant to be a final interpretation of policy or possible district action. We hope that this guide will help in your understanding of the procedures and policies of Highland Schools. If you have any specific questions, please contact the office for clarification.

After reading the handbook, please sign and return this page to your child's classroom teacher. Your signature signifies that you have received and read this copy of the Highland Elementary Handbook.

We appreciate your cooperation and support.

Parent/guardian signature _____ Date _____

Student signature _____ Date _____

Current mailing address _____

Home Phone number _____

Emergency contact/phone number _____

*****All elementary students need to have this page signed by their parents and returned to their classroom teacher.**