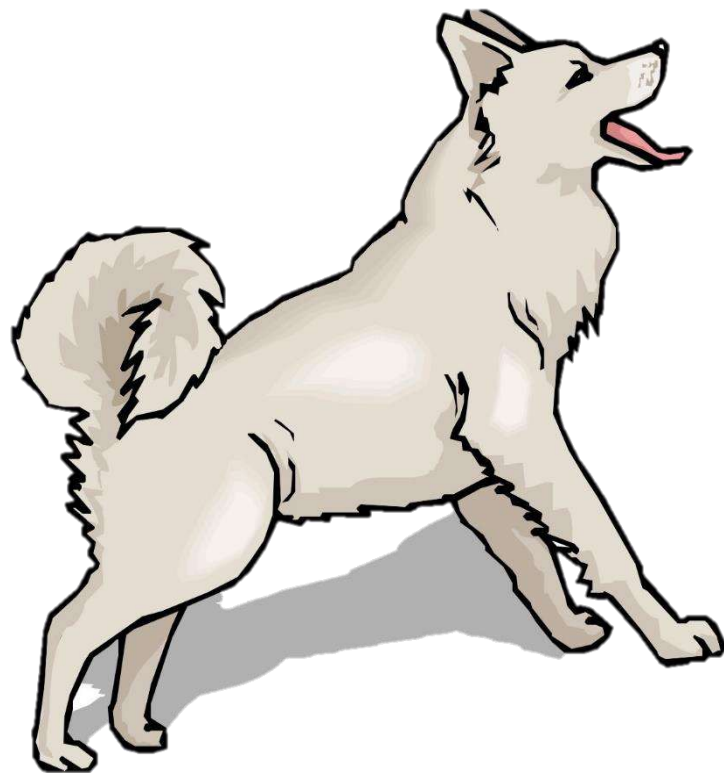


**Highland Elementary  
School  
Grades K-6**



**2023-2024**

**Student Handbook**

Dear Families,

Welcome to the 2023-2024 school year! I hope you have had a fabulous summer and are ready for a great year!! I am honored to be serving as the Principal of Highland Schools for the second year. This year we welcome two new people in teaching positions as well as a couple of new faces to our paraprofessional team. This new school year brings the promise of a renewed dedication, focus, and energy to the mission of teaching and learning.

The goals of the district this year include:

- High quality instructional practices for each student
- An increase of rigor and expectations for staff and students
- Providing academic, social, emotional, and behavior supports for students
- Continued work on building our culture of community for staff and students

A reminder that safety and protection for students and staff is a priority and 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 are just picking up your child for an appointment, you must still check into the office. 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 fees will see a small increase this year. 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 all this new year has to bring! I cannot wait to see all our Highland kids back at school 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: 2023-2024

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. Gail Lowe	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. Tessica Lustig	Paraprofessional
Ms. Jessie Dahlin	Fifth Grade	Mrs. Holly Droegmiller	Library/IDLA
Mr. Garrett Lunders	Sixth Grade		
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](http://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

**School Directory:** Staff members can be reached by calling the school at 924-5211 or by visiting the school site at [www.sd305.org](http://www.sd305.org).

**Phone Extensions:** Highland School District 924-5211

District Office	
Staff Member	Extension
Mrs. Becky Finnell, K-12 Principal	2501
Mrs. Tana Kellogg, Superintendent, Athletic Director	2502
Mrs. Shannan Randall, Office Manager	2500
Mr. Nathan Weeks, Business Manager	2503
Mrs. Megan Southern, Technology Coordinator	2301
Mrs. Amanda Beck, Kitchen Manager	2204
Mr. Heath Fuller, Maintenance/Custodial	2200
Ms. Peggy Paul, Maintenance/Custodial	2200

Elementary		Secondary	
Staff Member	Extension	Staff Member	Extension
Mrs. Becky Finnell	2501	Mrs. Becky Finnell	2501
Mrs. Eileen Walker	2305	Mr. Bill Gehring	2202
Ms. Michele Anderson	2304	Mr. Chris Cowan	2203
Mrs. Teresa Randall	2309	Mrs. Margret Robinson	2303
Ms. Julie Yochum	2306	Mrs. Shandrie Stigum	2110
Ms. Danette Horrocks	2307	Mr. Mathu Thomason	2202
Ms. Jessie Dahlin	2308	Ms. Josette Nebeker	2401
Mr. Garrett Lunders	2302	Ms. Fallon Horrocks	2107
Mr. Chris Cowan	2203	Mrs. Kaleigh Poxlietner	2106
Mrs. Margaret Robinson	2303	Mr. William McFall	2109
Mrs. Kenzie Bovey	2303	Mrs. Holly Droegmiller	2101
Mrs. Gail Lowe	2303	Mr. Robert Nida	2303
Mr. Robert Nida	2303		
Mrs. Holly Droegmiller	2101		
Ms. Deydra Calkins	2303		

**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 yourschool 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 Joint School District #305 School Calendar 2023-2024

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Total Regular Days				

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Total Regular Days						2

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Total Regular Days						14

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Total Regular Days						18

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
Total Regular Days						16

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Total Regular Days					11

August 24, 28-29	Teacher Work Days
August 30	School Starts
September 4	Labor Day-No School
September 28	Lewis County Fair
November 2	End of First Quarter
November 6-9	Parent/Teacher Conferences
November 22-23	Thanksgiving Vacation
Dec. 21 - Jan. 2	Christmas Vacation
January 15	Idaho Human Rights Day
January 18	End of Second Quarter
February 19	Presidents Day
March 1	Senior Project Day
March 21	End of Third Quarter
March 25-28	No School - Spring Break
April 8-11	Parent/Teacher Conferences
May 10	Senior Project Day
May 27	Memorial Day
May 29	Kindergarten Graduation,
May 30	Seniors Last Day
May 30	Elementary (K-6) Last Day
May 31	Graduation, 1:00pm
June 6	Grades 7-11 Last day of School Early release / End of 4th

Days	
Quarter 1	36
Quarter 2	34
Quarter 3	35
Quarter 4	39
<b>Total</b>	<b>144</b>

144 Days (7-11)
140 days (K-6)
142 days (12)

School Starts
Vacation Days
Lewis County Fair
Teacher Work Days
= End of Quarter
Senior Project Day
Teacher Work Day / Senior Project Day
Elementary/Seniors Last Day
Graduation, May 31
Secondary Last Day, June 6
Parent/Teacher Conferences

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Total Regular Days						16

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
Total Regular Days						16

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Total Regular Days					12

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Total Regular Days						18

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Total Regular Days						17

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Total Days					4

## SCHOOL CALENDAR 2023-2024

4-Day School Week: Monday - Thursday

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

August 16	New Student and Secondary Registration	
August 24, 28-29	Teacher Work Days	
August 30	First Day of School- grades K-12	
September 4	NO SCHOOL—Labor Day	
September 28	NO SCHOOL—Lewis County Fair	
November 2	End of 1st Quarter (36 days)	
November 6-9	Parent/Teacher Conferences	
November 22-23	NO SCHOOL—Thanksgiving Vacation	
Dec. 21-Jan. 2	NO SCHOOL—Winter Vacation (return on 1/3/2023)	
January 15	NO SCHOOL—Idaho Human Rights Day	
January 18	End of 2nd Quarter (34 days). End of 1 <sup>st</sup> Semester	
February 19	NO SCHOOL—Presidents’ Day	
March 1	Senior Project Presentations	
March 21	End of 3rd Quarter (35 days)	
Mar. 25 – 28	NO SCHOOL—Spring Break (return on 4/1/2023)	
April 8-11	Parent/Teacher Conferences	
May 27	NO SCHOOL- Memorial Day	
May 29	Kindergarten Last Day: Graduation @ 2:00 p.m.	
May 30	Grades 1-6 Last Day Seniors Last Day	
May 31	High School Graduation	
June 6	Grades 7-12 Last Day (Early Release at 1:20 p.m.)	
June 6	End of 4 <sup>th</sup> Quarter (39 days). End of 2 <sup>nd</sup> Semester	
1st quarter	36 days	
2 <sup>nd</sup> quarter	34 days	(Sem.#1)70-days
3 <sup>rd</sup> quarter	35 days	
4 <sup>th</sup> quarter	39 days	(Sem.#2)74-days



## **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.

### **Acknowledgement of Receipt/Signature Page of Student Handbook and Release Form for Personal Information**

Parents/guardians and students must acknowledge receipt of the Highland SD #305 High School Handbook and the Release of Personal Information. These forms are found in the Appendix Section of this Handbook. Parent/Guardians who object to the release of directory information of their student(s) must notify the District Office within 15 days of receipt of the Student Handbook. Parents/guardians must also give their dated and signed approval for the release of directory information.

### **Policy Locator**

The District Policy Manual is located in the Highland SD 305's library. The district policy manual can also be found on the district website at <http://www.sd305.org>

### **Surveys**

The District occasionally is asked to survey students about various elements of their educational experience. If you would like to opt your student out of surveys, please contact the office.

### **District Mission Statement**

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 of 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 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 at 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 or other benchmarks 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 by February 1 for the next year. 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 6<sup>th</sup> 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 – 6<sup>th</sup> Grade**

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

### **7<sup>th</sup> – 11<sup>th</sup> Grade**

#### **All of the above plus**

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

### **12<sup>th</sup> Grade**

#### **All of the above plus**

1. Meningococcal (MenACWY)

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

### **Kindergarten – 6<sup>th</sup> 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.

### **7<sup>th</sup> – 11<sup>th</sup> Grade**

#### **All of the above plus**

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

### **12<sup>th</sup> Grade**

#### **All of the above plus**

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 retention review 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 retention review 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) has over five (5) and (7) absences.

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.

## **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, at the discretion of school officials. The absence will be counted as unexcused and a zero will be recorded in any class missed. 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 if work is done within the time allotted by the teacher. 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 strengthens education support for students who lack a fixed, regular, and adequate nighttime residence. This includes families that are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason, living in a shelter, motel, vehicle or RV park, transitional housing, or on their own as unaccompanied youth. Please contact the school district for more information. Policy 416.0

## **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 ensure the student is in the appropriate grade. 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 Pre-School.
- b. Special Education- Special Education services are provided for students in grades K-6. Referrals for Multi-Tiered Systems of Support (MTSS) services may be obtained by visiting the office or the special education classroom. This program utilizes primarily an in-class instruction along with a pull-out 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 MTSS 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 MTSS 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

*All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measure.*

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, with the objective of resolving the matter promptly and informally.

Any complaint that may be brought forth shall be handled in a fair, equitable, and prompt manner. Students who have specific complaints against a staff member are encouraged to first discuss it with the staff member, counselor, or building administrator.

When the complaint cannot be resolved at the informal level, the student shall apply the following steps to resolve the complaint:

- 1) The student's parent/guardian will contact the principal to inform him/her of the nature of the complaint;
- 2) The Principal will arrange for a meeting between all parties concerned to discuss the complaint and to help resolve the issues of the complaint;
- 3) If the complaint is not resolved at this level, the Superintendent shall meet with all parties involved in the complaint to mediate a resolution;
- 4) If the complaint is not resolved at this level, the parent and/or student can choose to submit a written complaint to be filed at the Board of Trustee level. 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.**

## **D. Student Dress**

It is the policy of Highland 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. Staff members can confiscate an electronic device when it is being used in the classroom or inappropriately during school hours. For the first offense the teacher may confiscate the device and return it to the student at the end of the class period. Second offense, the device will be confiscated and turned in to the office; the student may retrieve the device at the end of the school day. On the third offense, the device will be turned in to the office and a parent/guardian will have to retrieve the device. On a third offense, a contract will be put into place.

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

We are committed to providing a positive and productive learning and working environment. 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 or at school events at other locations; including transportation to and from events/activities. 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 Principal, 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

## **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 may 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. Policy 446.0

### **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 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 quarterly progress report at parent/teacher conferences. Report cards from the second and 4<sup>th</sup> quarter will be mailed one week following the end of the semester. 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.

## **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 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 = \$2.95

Adult lunches = \$4.70

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. 25-26 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.

### **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 that 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, and appropriate consequences are assigned. 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
- Time with staff during 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.

## C. Suspension

In-school Suspension: The student is at school, but not allowed to go to their regular classes unless given permission by the administrator. Students will eat lunch in the office, and cannot participate in after school activities on the days they have in-school suspension.

Out of School Suspension: The student does not attend school during out-of-school suspension. Student cannot participate or attend any after school activities during the duration of the out-of-school suspension. If a student receives an out-of-school suspension from one week to the next, they cannot participate or attend events over the weekend.

## D. Expulsion

"...Only the Board has authority to expel or deny enrollment to any pupil who is a habitual truant, who is incorrigible, whose conduct is such as to be continuously disruptive of school discipline or of the instructional effectiveness of the school, or whose presence is detrimental to the health and safety of other pupils or who has been expelled from another school district in the State of Idaho or any other state." Policy 423.3

The Principal or Superintendent shall make notification in writing that he/she is recommending expulsion.

## **E. 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.

## **F. 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.

## **G. 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

## **H. 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. 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.

## **B. 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.

## **HIGHLAND BELL SCHEDULE**

### **2023/2024 SCHOOL YEAR**

<b>Elementary Bells</b>		<b>Secondary Bells</b>	
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
9:30 a.m.- 9:45 a.m.	Recess 4-6	8:59 a.m. - 9:55 a.m.	Second Period
9:45 a.m.- 10:00 a.m.	Recess K-3	9:58 a.m. - 10:54 a.m.	Third Period
10:55 a.m. - 11:15 a.m.	K-2 Lunch	10:57 a.m.- 11:53 a.m.	Fourth Period
11:20 p.m. - 11:45 p.m.	3-5 Lunch	11:53 - 12:23	6-8 Lunch
11:15 a.m. - 11:45 p.m.	K-2 Recess	11:56 - 12:16	9-12 Advisory
11:45 p.m. - 12:10 p.m.	3-5 Recess	12:16 - 12:46	9-12 Lunch
2:00 p.m. - 2:20 p.m.	K-2 Recess	12:26 - 12:46	6-8 Advisory
2:20 p.m. - 2:40 p.m.	3-5 Recess	12:46	Warning Bell
3:38 p.m.	Dismissal	12:49p.m. -1:45 p.m.	Fifth Period
		1:48 p.m. - 2:44 p.m.	Sixth Period
		2:47 p.m. - 3:43 p.m.	Seventh Period

## 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.**