

HIGHLANDS ELEMENTARY
3434 BOGUS BASIN ROAD
BOISE, IDAHO 83702
(208)854-5050
www.highlands.boiseschools.org



DAILY SCHEDULE

8:00 AM-4:00 PM: Office Hours
8:40 AM: First Bell
8:45 AM: Tardy Bell

AM Recess Schedules:

10:00-10:15 AM: Kindergarten, 1st Grade, 2nd Grade
10:20-10:30 AM: 5th Grade, 6th Grade, 5th/6th Combo
10:30-10:45 AM: 3rd Grade, 4th Grade, 3rd/4th Combo

Lunch Schedules:

11:35-12:30: Kindergarten
11:40-12:30: First Grade
11:45-12:30: Second Grade
11:57-12:45: Third/Fourth Grade
11:58-12:45: Third Grade
12:00-12:45: Fourth Grade
12:11-1:05: Fifth Grade
12:13-1:05: Fifth/Sixth Combo
12:15-1:05: Sixth Grade

PM Recess Schedules:

2:00- 2:15: First and Second Grades
2:15- 2:30: Kindergarten, Third/Fourth Combo, Third, and Fourth Grades

2:15-2:45: 6th Grade Band/Orchestra
2:45-3:15: 5th Grade Band/Orchestra

3:15 PM: Dismissal

EARLY RELEASE TIMES

Grades 1-6 & Full Day Kindergarten 8:40-1:15 PM
Half Day Kindergarten 8:40-10:30

AFTER SCHOOL

Students are to go directly home after school unless they are remaining for a parent-approved, school planned activity or if they have been retained for disciplinary reasons. We ask that siblings go home if an older brother or sister is staying for an activity. Parents will be notified if students are required to stay after school so that transportation can be arranged.



ATTENDANCE

Absences:

Regular and consistent attendance is necessary for successful school achievement in order to: reduce disruptions, develop responsible habits, increase academic achievement, and create a sense of belonging. Parents need to insist that their children miss as few days of school as possible. Each child is expected to be in attendance and on time each school day unless he or she is ill. Families are discouraged from taking vacations during school days and from keeping school-aged children home to baby sit. Should a trip or appointment be necessary during school, we would appreciate your notification in advance. Work that is missed will be collected and given to the student upon his/her return to school. Teachers will not be able to provide work in advance of an absence.

If your child is going to be absent or tardy, please call the office at 854-5050 and leave a message with the secretary.

Tardies:

Students arriving late to school begin the day with a distinct disadvantage and are disruptive to the educational process in the classroom. Often they miss special greetings, the day's outline and directions, review of previous assignments or the introduction of the day's first subject. Please make every effort to get your child to school on time. **Students are tardy when they are not in their classroom when the bell rings at 8:45.** If your child is tardy, please have him/her report to the office first to obtain a tardy pass.



BEFORE AND AFTER SCHOOL

It is important that students not arrive at school before 8:15 AM. **Before that time students are unsupervised and their safety is compromised.** For those students eating breakfast, the cafeteria opens at 8:15 AM.

Students are to go directly home after school. School supervision of the playground begins at **8:15 AM** and supervision of the dismissal area ends at **3:30 PM.**



BICYCLES, SKATEBOARDS, IN-LINE SKATES, SCOOTERS

Students may ride bicycles to school and use the bike rack located on the northeast side of the main building. Students are asked to walk their bikes across the playground before and after school and to secure bikes with a lock. Skateboards, in-line skates and scooters are not to be ridden on the school grounds. The school is not responsible for lost, damaged or stolen bikes or equipment. Such occurrences should be reported to the school office immediately.



CELL PHONES / ELECTRONIC DEVICES

Cell phones, CD players, iPods, Smart Watches and other electronic devices can be disruptive to the learning environment if not used appropriately. If cell phones are brought to school, they must be turned off and in backpacks/cubbies during the school day, when not being used at teacher direction/supervision. Any cell phone/electronic device which is seen or heard during the school day not adhering to teacher direction, (8:40-3:15) will be confiscated and delivered to the principal's office. On the first offense, phones will be returned to parents after the end of that school day. Students are asked to adhere to the school's policies regarding Digital Citizenship. Students bring their own devices at their own risk. The school is not responsible for lost, broken or stolen items. We ask that parents contact the office if a message needs to be delivered to their child. **Students will not be allowed to use their cellphones or smart watches as communication devices during the school day.**

CLASS PLACEMENTS

A thorough and thoughtful process is used to determine class placements. We know that finding the right classroom match for your child is critical to his/her success and is a process that is approached with great care. Parent input is welcomed in this process. Student information worksheets are available for **a specific time period each April.** Information we receive from parents (**before the due date**) will be considered as a part of the placement process along with factors such as class size, ratio of boys to girls, student abilities, special needs, personalities of students and teachers, and students who need to be separated. A school team which includes the counselor, principal, current classroom teachers and specialists meets to discuss and make preliminary placements soon after the deadline for parent input closes. It is difficult and often not possible to make changes at the request of parents after this date. Ultimately, the principal is responsible for making the final classroom assignments.



DRESS CODE

We depend on parents'/guardians' good judgment to help children select appropriate dress for the school day. The following guidelines help ensure that students dress correctly for the weather and in a manner that does not disrupt the learning process. Students should **not** wear the following:

- Spaghetti straps (straps should be 3 fingers wide and make sure undergarments aren't showing); half shirts showing midriffs
- Halter tops, short shorts or skirts

Shorts/Skirts should be no shorter than 6 inches above the knee (longer than finger tips when standing with hands by side).

- Low-riding pants
- Shirts with questionable printing or pictures
- Hats/head coverings of any kind inside buildings
- Gang related attire (SouthPole, Player, Taylor Gang, ICP) This list is not exhaustive and the administration will have final determination on all matters dealing with the Dress Code.

If a student is found to be in violation of the Dress Code, the student's parent/guardian will be called for correct attire.

Parents are asked to follow the dress code while at school.



EMERGENCY DISMISSAL

In case of a school wide or community emergency, all Highlands students may need to be sent home. Please have a discussion with your child to make sure he/she knows where they are to go in case of an emergency if you are not home or cannot be reached. **It is critically important to remember that the office and the teacher need to be notified as soon as possible if contact information changes.** Know that in the case of an Emergency Dismissal, every effort will be made to inform the community and ensure the safety of each child.

EMERGENCY RESPONSE PROCEDURES

Each facility in the Boise School District has an Emergency Response Plan that has been carefully developed for use in case of an emergency. The Emergency Response Plan for Highlands Elementary is in place to provide guidance for the participants as they prepare for, respond to, and recover from emergencies or disasters. Over the course of the school year, students and staff will be practicing several emergency drills including a Hall Check, a Lockdown and Evacuation drills. If you or your students have concerns or questions about these emergency drills or our school plan, please feel free to call the school.

In the event of an emergency, parents should watch or listen for media coverage to learn important information. **We advise not calling the school directly as phone lines need to be available to school personnel.**

FOOD SERVICE

Highlands Elementary serves breakfast and lunch. Lunch accounts may be monitored and funds may be deposited electronically at www.mylunchmoney.com. It is important that your child have a balance to cover lunch/breakfast charges. Regular lunch cannot be served if the student has no funds in their account. Free and reduced lunch applications are available online now at <http://www.schoolnutritionandfitness.com/index.php?sid=1467319096128>. Another easy way to access these online sites is to visit the Boise Schools website at boiseschools.org; choose Food and Nutrition and select the appropriate site from the menu on the left side of the screen.

It is the goal of Highlands Elementary to provide a friendly, happy atmosphere in the lunchroom. All students are entitled to eat their lunches in pleasant surroundings. Students who choose to act in an offensive manner will lose lunchroom privileges. To encourage students to take time to eat a healthy lunch, they will be seated for at least 15 minutes before being dismissed to go outside.

Prices for the 2016-2017 school year are as follows: Breakfast costs \$1.35 for students and \$2.15 for adults. Students' lunch prices are \$2.30 and Adult lunches are \$3.70.

INCLEMENT WEATHER

Students are allowed to arrive on the playground after 8:15 AM. During extremely cold or wet weather, children will be directed to the gym or classroom by playground supervisors. The determination of when weather is cold or wet enough to warrant an inside recess will be an administrative decision, so please have your child dress appropriately for the weather.

INJURY, ILLNESS AND MEDICATION

If your child is injured at school, we will administer simple first aid only. Your child will be cared for temporarily by a staff member, and you will be notified if you need to pick up your child from school or follow up with your student regarding the injury at home. (For your child's safety, please be sure we have current emergency information—emergency phone

number, work numbers to call in case you cannot be reached at home.) If any emergency medical attention is necessary, parents or emergency contacts will be contacted and/or 911 may be called.

It is the policy of the school to report all head injuries to parents/guardians. Even if the injury is slight, we will report it to you and then send a head injury information sheet home with your child.

Medications may be administered at **school only if we have written permission from parents and only if it is sent in a prescription-labeled bottle.** We may administer over-the-counter medications only with written permission from parents, and only from a properly labeled bottle sent by parents for this purpose. A properly labeled bottle is an original container for the medication.

If your child complains of being ill before school, please take his/her temperature and analyze complaints before sending him/her to school. Do not send your child to school with a fever, a contagious skin condition or pink, watery eyes. Head lice can be a problem in all schools from time to time. Please make a practice of routinely checking your child's hair and notify the school if head lice are discovered.

It is important to save your child's absences for true illness. Do not take your child out of school for minor reasons. Please make every attempt to schedule dentist and doctor appointments after school. Instructional time is precious and classroom instruction cannot be replaced.

INFORMATION CHANGES AND EMERGENCIES

It is of the utmost importance that any changes of address, telephone number, parent's work number, emergency number, sitter/daycare be reported to the school office immediately. Too often emergencies arise and we are unable to contact the parent or someone at the emergency number. Your cooperation is greatly appreciated.

INSURANCE AND STUDENT INJURIES

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. Parents/guardians need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school. This is the responsibility of the parents or legal guardians. Student medical insurance is available for purchase. Brochures outlining the coverage and premiums are sent home at the beginning of the school year.

LEAVING SCHOOL

Students who do not ride the bus are to leave the school grounds as soon as they are dismissed. When leaving during the school day, a student is to be signed out in the office by a parent or parent designee. To reduce classroom disruptions and save parent's time, someone will notify the student after you have arrived. **Please do not ask to have the student waiting in the office or outside of the building.**

Students with written permission from parents may leave to go to their own home for lunch, although this is strongly discouraged for safety reasons. The student must have his/her teacher initial the note from home. Then the student must check-out and check-in at the office. They may also need to show a note to the playground supervisors before leaving. Students are not allowed to go to their friend's house for lunch at any time.

LIBRARY

School library books are furnished free of charge to students. They may be checked out for one week. Students with overdue books will not be allowed to check out books. Students are required to pay for lost and damaged books.

Classes have scheduled library visits once a week. Individuals may use the library on an as-needed basis when classes are not scheduled.

LOST AND FOUND

Our lost and found is often overflowing with jackets, shirts, hats, gloves, etc. Make sure your child's name is on these items. Parents and children are encouraged to check in the lost and found as soon as an item is missed.

Unclaimed lost and found items will be donated to charity several times a year.

Smaller lost items are turned in to the office and will be returned to the owners upon proper identification. Encourage your children to ask in the office about lost items. If a child reports the loss of money or other small valuables, they should check in the office and leave their name as soon as the loss is discovered.



MUSIC

In addition to vocal music classes, beginning string and band instrument classes are offered for grades five and six. Any interested fourth, fifth, and sixth graders may participate in choir. Please have your student obtain information from the music teacher.

PARENT-TEACHER ORGANIZATION

All Highlands parents are encouraged to attend the monthly Parent Teacher Organization meetings and to become involved in the many activities sponsored by the PTO. Annual events usually include the Back to School Night, Jog-A-Thon and the Art Auction to name a few.

Information pertaining to meeting dates and activities will be provided on our website or through the Highlands newsletter.



PARKING LOT PROCEDURES

Beginning in the 2004-05 school year, parking lot procedures were modified to make our parking lot as safe as possible for students. Parking spaces in the school parking lot are reserved for staff, however a drive-through lane is provided for pick-up and drop-off of students. Cars in the drive-through lane are asked to follow the 10 second rule. **Stop for up to 10 seconds—if your child is not ready to enter or leave your car, circle out to Curling and enter the drive-through lane again.**

This keeps the lane moving and allows the system to work for everyone. Therefore, it is important that last minute chores such as lunch money, directions, etc. be completed before entering the drive-through lane. If you arrange for grandparents or friends to pick up your child, please help us by informing them of the pick up procedures.

To ensure all children's safety, it is critical that cars do not pull between the parked cars to pick up their children. This creates a safety hazard that is extremely dangerous for our children.

Parking spaces are available along the street and near the tennis courts across the street from Highlands.

PARTIES/TREATS

Please check with your child's teacher before you send treats for birthdays or holidays. In addition to the fact that several of our students have severe allergies, the teacher needs to be aware of plans for birthday treats. We discourage elaborate birthday treats. Highlands does not allow personal birthday invitations to be passed out at school. Students who do not receive invitations may feel hurt and embarrassed. Please do not send balloons, flowers, etc. for delivery at school.



GUM

Students are asked to not bring or chew gum at school as it can become disruptive and detrimental to the classroom environment. (Carpet, Chairs, Desks, etc.)



PERSONAL BELONGINGS

Please encourage your child to bring only those items listed on the supply list to school. Students are asked not to bring CD players, pocket video games, radios or similar items to school. Problems with loss, theft and damage of these expensive items, along with the possible disruption to the learning environment cause us to make this decision. Please do not bring personal sports equipment and other toys to school. The school is not responsible for lost or damaged items.



PHONE CALLS

Children will not be permitted to leave the classroom to answer the telephone except in an extreme emergency. Please leave messages with the building secretary or on the teacher's voice mail. The secretary will deliver messages to the classroom during the final recess of the day. Please call in changes of plans as early as possible. Delivery of messages is quite disruptive to the instructional environment so we appreciate keeping these to a minimum.

The building phones are business phones. Students are discouraged from using them for anything other than school business. **Children will not be allowed to call home to ask permission to stay for previously scheduled after-school activities or to go home with a friend.** Your child must assume responsibility for making these arrangements with you before coming to school.

PROGRESS REPORTS

The Boise School District uses two formal methods of communicating with you about your child's progress. The first is a scheduled parent-teacher conference in the fall. The second method of reporting is a fairly traditional report card. Report cards are distributed each quarter.



RESPECT FOR OTHERS

All members of the Highlands' community will treat others with respect and dignity. A safe bully-free environment is critical to the academic, social, and emotional well-being of our students. Bullying, threats, or disrespectful behavior of any kind will not be tolerated.



SAFETY PATROL

The Safety Patrol at Highlands School consists of students in grades five and six. Patrol members are at the crossings for the protection of walking students. Students who walk to school are to follow the rules of the Safety Patrol. These rules will be explained at the beginning of the year.

Students are to cross the street only at the guarded crosswalk area. We ask that parents/guardians picking up their child—either walking or driving—encourage their child to follow the safety rules.

ITEMS FOR SALE/EXCHANGE OF MONEY

Individual students are not allowed to sell items at school and money should not be exchanged between students for any reason. The only exception to this is a class/school project and that has been approved by the principal.

SPECIAL SERVICES

There are many special services provided for students as need dictates. These specialists are available to Highlands students: counselor, psychologist, nurse, health technician, speech language pathologist, special education teacher, gifted and talented facilitator and a special reading teacher.

SPORTS

An after-school athletic program in two sports is offered to boys and girls in grades five and six:

Girls' Basketball	October-December
Boys' Basketball	January-March
Boys' and Girls' Track	April-May

TEACHER GIFTS

The teachers and staff always appreciate the thoughtfulness and generosity of Highlands families. **However, the Idaho Teacher's Code of Ethics states that no teacher should accept a gift that exceeds \$50.00 in value.** We also want to be fair to all our teachers and staff, not showing partiality to one teacher over another. To ensure that our gifts are fair and comply with the Code of Ethics, we are requesting that classrooms please keep individual and group gifts limited to **\$50.00 or less.** As always, some of the most cherished gifts are notes, handmade cards from students and creative gifts from the heart. For parents who desire to contribute more, additional donations can always be made to your teachers' accounts with the Boise Education Foundation [by designating your donation to the teacher directly]. The \$50.00 limit does not apply to those accounts.





TECHNOLOGY USE

(Excerpts from BSD Policy #3239)

Acceptable Use of Technology

- The use of the District's technology is a privilege and not a right.
- Technology is designed to be used as a tool to assist with the instructional objectives of the District. Students and staff shall use technology efficiently to minimize interference with others.

Prohibited uses of the Technology include, but are not limited to:

- Sending, receiving, displaying, or accessing defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal materials.
- Encouraging the use of or promoting the sale of controlled substances or drugs.
- Any attempt to harm or destroy data of another user, the network, any technology equipment, or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
- Any attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise, unless approved by the Board or their designee.
- Redistributing a copyrighted program or copyrighted material without the express written permission of the owner or authorized person or as provided by the fair use exception. This includes uploading and downloading of materials.
- Invading the privacy of individuals, revealing personal information of others or themselves, such as home address, or phone number.
- Logging in to the system using another user's account or password.
- Leaving an account open or unattended.
- Violating any local, state, or federal regulation or statute.
- Altering computer equipment as set up by the system administrator

Student discipline for violation of any part of these rules and procedures shall be based on the student's age and the severity of the infraction. Student discipline may involve actions up to and including suspension and/or expulsion.

VISITING SCHOOL

We welcome your phone calls, messages, and visits at any time. If you wish to visit with your child's teacher, please schedule an appointment to be sure sufficient time will be available.

Highlands School requires that all substitutes, visitors and volunteers in our building stop at the office and check in with our building secretary. At that time he/she will sign-in and pick up a badge to wear. The badges are disposable; however, it is important to remember to check out in the office before leaving the building. This allows us to account for all individuals in the event of an emergency situation.

BOISE SCHOOL DISTRICT EXPECTATIONS

Respect: "The act of giving particular attention"

Dignity: "The state of being worthy, honored or esteemed"

Honesty: "Fairness and straightforwardness of conduct—adherence to the facts"

Responsibility: "Moral, legal, or mental accountability-reliable-trustworthy"

Teamwork: "Work done by several people with each doing a part"

TITLE XI POLICY STATEMENT

It is the policy of the Independent School District of Boise City #1, in subscribing to and promoting the principles of equal protection under the Law, that neither the Board of Trustees, nor its designated agents will discriminate in employment or the equal delivery of educational services and opportunities against any person because of race, color, sex, religion, age, birth, ancestry, national origin, family relationship, personal or political patronage or handicap.



ZERO TOLERANCE

A positive climate is key to preventing violence. If students, parent/guardians and staff feel a sense of community and ownership in the school, they are more likely to work with each other rather than against each other. We are committed to creating a safe, positive environment where all individuals feel safe and respected.

Prohibition of Weapons

The Independent School District of Boise City has “zero tolerance” for students who bring to school weapons or other objects/substances which are a threat to the health and safety of other students, staff members, or visitors, or are a disruption to the education process. This includes plastic or toy weapons. Possession and/or use of these objects/substances at the elementary school or at any elementary school sponsored activity without prior permission of school officials, will be brought to the attention of the building administrator immediately.

Prohibition of Gangs and Hate Groups

Gangs, hate groups, and similar organizations or groups which advocate hatred or discrimination on the basis of race color, religion, sex, ancestry, national origin, or disability are inconsistent with the fundamental values of the educational environment of the Independent School District of Boise City. The activities of such groups and their members are prohibited on school district property and at all school sponsored functions.

Such prohibited activities include, but are not limited to: the congregation of members, the solicitation or recruitment of members, the possession of group paraphernalia and materials, the intimidation of others, the advocacy of discrimination, and any other behavior, such as the wearing of gang colors or insignia and the use of language, codes and/or gestures that provoke violence or seek to advocate the purpose and objectives of such groups. Disciplinary action may include suspension or expulsion.

