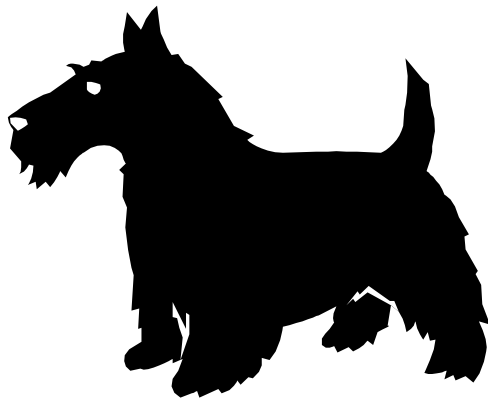


Highland Park Elementary Student Handbook



Scottie Pledge

I am a Highland Park Scottie. I am a partner in my education.
I pledge to make decisions that will help me become the best person I can be.

An Exemplary School of Excellence

Just Can't Hide That Scottie Pride

Tammie Workman, Principal

Welcome to Highland Park Elementary School!

We are excited about having you as a member of the Highland Park family. We look forward to building a positive and long-term relationship with you, as we work together to provide your child with the best educational experience available. You can be assured that we will take the professional education of your child very seriously.

Communication is an important ingredient to the success of your child while at Highland Park. It is important and encouraged that you keep in close communication with your child's teacher(s) throughout the year. You will be receiving communication from your child's teachers in the form of **AGENDAS** (grades 2-5), newsletters, information sheets, and your child's class papers for your review on a regular basis. Please make a place in your home to keep important papers from school. Always feel free to communicate with your child's teachers about any questions or concerns. Because of the diverse population at Highland Park, you may not want your child to participate in an activity because of health, culture, custom, religion etc. Please discuss with your child and his/her teachers any situations that may affect your child. Please let the front office and the classroom teacher know if there are any changes in phone numbers at home, work, cell phones or pagers, and if your home address changes.

Highland Park is an outstanding school which has maintained its TEXAS EXEMPLARY SCHOOL status and has been recognized by the U.S. Dept. of Education as a NATIONAL BLUE RIBBON SCHOOL OF EXCELLENCE! Highland Park continues to demonstrate innovative programs through parental involvement, high standards of excellence, a dedicated staff and administrators who maintain contact with the students and community. Students are developing skills and knowledge in reading, writing, mathematics, science, social studies, fine arts and physical fitness based on an effective curriculum and instructional program. Today, Highland Park continues its leadership role in Austin ISD as a model for educational technology development and classroom utilization. It will continue to be a priority for us.

Our special accomplishments are possible because of the dedicated and enthusiastic TEAMWORK of the Highland Park students, teachers, staff, administrators, parents and Partners in Education. The future of Highland Park looks exciting and bright because our past demonstrates a tradition of excellence and the present is filled with teamwork and life-long learning.

Mission Statement

The mission of Highland Park Elementary School is to provide learning experiences and structured support that enable all students to succeed.

Student Goals

Through the respectful partnership of students, staff, parents, and community, students will:

- Become resourceful and develop strategies for problem solving.
- Seek experiences to grow as a responsible member of society.
- Recognize and fully participate in every opportunity to learn and grow.
- Develop life-long technology skills and use innovative strategies.
- Communicate clearly and collaborate effectively with peers and adults.
- Demonstrate consistent accountability for learning and behavior.
- Establish high standards and strive to meet them.
- Understand that goals are accomplished through hard work, perseverance, and self-reflection.

Scottie Standards

1. I will follow all directions the first time.
2. I will walk silently in line.
3. I will speak, look, and listen with respect.
4. I will leave my personal belongings at home and take care of all property at school.
5. I will be responsible for my own learning and my own behavior.

Campus Advisory Council (CAC)

The purpose of the Campus Advisory Council is to assist the school and its leaders in evaluating and recommending direction in the area of school programs, student progress, budgeting and school services. Members also communicate the mission, success and direction of the school to other parents and the community. Membership in the CAC is determined by self-nomination and the appointment and/or election of individuals including parents, professional staff, classified staff, community members and the principal. Application forms will be sent with the school newsletter in the spring or may be picked up in the school office.

Any resident of AISD or staff member may speak to the CAC during Public Comments by signing up at the beginning of the meeting. These comments are limited to three minutes. Agenda items must be submitted 14 calendar days in advance.

2011-2012 CAC Members

Professional Staff: Beth Finkle, Kati Guimbarda, Lia Nudelman, Tish McLelland, Toni Davis, Sylvia Muir, Tammie Workman, Kathy Sederholm, Dina Proffer

Classified Staff: Brian Brannan

Parent Representatives: Juliee Beyt, Shellie Crow, Cassandra Jensen, Dr. Ann Levine, Frances Brooks, Shay Rogillio, Scott Rogillio, Elizabeth Alford Young

Business & Citizen Representatives: Lynn Mueller, Blake Stanford

Campus Information 2010-2011

School Profile		Student Profile # classes		Ethnicity	
Date Built	1952	Kindergarten	5	African American	1.81%
Permanent Classrooms	32	First Grade	5	Asian/Pac. Islander	3.9%
Total # Students	660-670	Second Grade	6	Hispanic	14.8%
		Third Grade	6	Native American	0.15%
		Fourth Grade	5	White	75.6%
		Fifth Grade	4		

Special Populations		Pupil Teacher Ratio			
Special Education	5.5%	K – Grade 4	maximum		22/1
Gifted & Talented	10.2%	5 th Grade	target	25/1	maximum 30/1
Economically Disadvantaged	7.26%				

Staffing Profile

1 F/T Principal – Tammie Workman
 31 F/T Regular Ed. Teachers
 3 F/T & 3 PT Special Ed. Teachers
 3 F/T & 3 PT Special Area Teachers

1 F/T Counselor – Cari Land
 *1 F/T Technology Specialist – Kyle Etie
 *1 F/T Spanish Teacher – Sylvia Muir
 *1 F/T Reading Specialist – Kathy Sederholm
 *1 P/T Math/Reading Specialist – Leah Read

**FPS Volunteer -Cathy McHorse
 1 F/T Librarian – Cheryl Mullins
 1 P/T School Psychologist– Sherri Underbrink
 1 P/T Speech Pathologist – Laurie Canarie
 1 F/T Assistant Principal – Lizanne McDaniel

*Partial PTA, Tuition Funded

TAKS Test Scores – 2010-2011

	Reading	Math	Writing	Science
3rd Grade	100%	97%	N/A	N/A
4th Grade	99%	97%	98%	N/A
5th Grade	99%	99%	N/A	97%

SCHOOL HOURS

Grades K – 5: 7:45 a.m. – 2:45 p.m.

Starting Time:

Instruction begins promptly at **7:45 a.m.** Students may arrive as early as 7:25 a.m. They will be supervised by a teacher in their grade level's designated area. Students may enter their classrooms at 7:35 a.m. in order to give them adequate time to prepare for the school day (unload backpacks, sharpen pencils, etc.)

HIGHLAND PARK ELEMENTARY TARDY POLICY:

School begins **Promptly** at 7:45 am. Students must be **INSIDE THE CLASSROOM** at 7:45 a.m. Students who arrive in the classroom after 7:45 are TARDY. A TARDY student that arrives **after** 8:00 a.m. **MUST** go to the office and get a TARDY SLIP BEFORE he/she goes to class. **ALL TARDIES ARE UNEXCUSED** until the office receives documentation stating the reason* he/she was tardy (documentation must be submitted within 2 days). If documentation states an approved reason* the student's record will reflect a tardy on their record but it will be an excused tardy.

TARDIES HAVE THE FOLLOWING EFFECT:

The child misses out on instruction. The class is disturbed. The teacher is interrupted.

Students may be required to make up instructional time lost due to tardies during recess. Excessive tardies will be reported to the court system.

Pick Up Time:

All children in grades K-5 should be picked up promptly at 2:45 p.m. School personnel are not always available to supervise students when they are not picked up promptly. When a child has not been picked up by 3:00 p.m., the teacher will bring the student to the office and call parents. If you arrive after 3:15, your child will be waiting with the ASCC classes (in the portables). A \$10 per day fee will be assigned to parents for all students taken to ASCC.

Please do not wait in the hallways to pick up students. See transportation section for details on traffic/pick-up plan (also posted on our website). Students will not be allowed to return to the classrooms after school is dismissed at 2:45 p.m. except in emergencies and/or with staff member permission.

Please do not ask/allow your child to wait for you on the playground until you pick him/her up. Again, there is no supervision and it can be very dangerous to leave children on the playground unattended after school.

Picking Your Child Up Early:

If you should need to pick your child up before the school day ends, please come by the office, sign yourself in to the school and sign him/her out. A pink slip will be written for you to take to the child's teacher before their release. Children may not be released to anyone except a person designated by the legal guardian. Children are released only to persons listed on their Emergency Care Card. Should any circumstances require a change, please notify the office. When checking your child out for a medical appointment, please provide a doctor's note when returning to school.

Our main concern is that all students be safe and supervised at all times. Following these guidelines assists us in assuring each child's safety.

TEXAS ATTENDANCE LAW

Texas law requires that students be in attendance a minimum of 90 percent of student days. Your child must attend school at least 160 days this year in order to be passed or placed in the next grade. Excused and unexcused absences and tardies count as non-attendance days. Parents will be notified by letter if there is a concern about their child's attendance. Parents may appeal to a local campus Grade Placement Committee in the event their child has been absent more than 10 percent of the student days. The Grade Placement Committee may consider extenuating circumstances, the child's performance, and many other factors when determining whether it is appropriate for the student to be passed or placed in the next grade. **Attendance is taken at the beginning of school each day. Students must be here prior to that time in order to be counted present; late arrivals are counted tardy. Also, if**

a student is absent at 10:00 a.m. he/she is considered absent for the entire day, unless a doctor's note accompanies the child upon arrival/return.

RELIGIOUS HOLY DAYS

(Excerpt from Administrative Procedures approved by the State Board of Education's Daily Register of Pupil Attendance):

"Students shall be excused from attending school for the purpose of observing religious holy days when it is a tenet of their faith that they must be absent from school during such time. Excused days for travel under this paragraph shall be limited to not more than one day for travel from the site where the student will observe the holy days. Such students shall be counted in attendance for Foundation School Program purposes. School districts shall be required to provide make-up work to students who have been excused under this paragraph. School districts shall be required to give students reasonable amount of time to complete such make-up work, and the school district shall be given a reasonable amount of time to grade such make-up work. If the completed make-up work is of satisfactory quality, the student's days of absence shall be considered as days of attendance for compulsory attendance purposes."

You should note that this statement includes any religious organization and that the students are to be counted present and coded properly on the attendance register provided that the parent of guardian requests permission in writing for the purpose of observing holy days.

HIGHLAND PARK ELEMENTARY ABSENCE POLICIES and GUIDELINES:

When a student is absent the parent/guardian must send a note to the office or email cc.luna@austinisd.org within 48 hours (2 days), the note/e-mail must list student's full name, date of birth, teacher's name and reason* for the tardy/absence. **If you have a physician's note stating that the student was out due to illness/treatment please submit it to the office (you may ALWAYS have the physician's office fax the note directly to the office, fax # 414-2626).** If a student is absent 3 or more days, you must contact the school to notify CC Luna before 10 a.m. no later than the third day.

TEA attendance laws govern AISD attendance policies. Each campus is required to collect and maintain documentation for each student's daily attendance record. These records are subject to audit to prove compliance. Please refer to AISD website for more information regarding attendance policies.

DAILY CHECKLIST

Please ask yourself these questions before you drop your child off at the school each morning or put him/her on the bus to go to school:

1. Does my child have all the items required for the day for his/her grade level? (Have I signed my child's agenda?)
2. Have I provided for my child's lunch?
3. Have my child and I discussed and agreed on his/her after school plans?
4. Is my child healthy (fever-free before returning to school)?

Once the school day has begun, classrooms may be interrupted for emergencies only. Non-emergency messages will be placed in the teacher's mailbox or may be e-mailed. Helping your child remember lunch, lunch money, homework, textbooks, library books, transportation arrangements, etc. minimizes classroom interruptions. If your child has forgotten something, please deliver the item to the office, and your child's teacher will be notified. **We ask that parents do not interrupt classes to make deliveries of lunches, backpacks, folders, homework, etc.**

WHAT SHOULD NOT BE BROUGHT TO SCHOOL

Students should not bring:

- Skateboards, roller blades, scooters
- Electronic items, such as tape players, CD players, video games, pagers, cameras
- Permanent markers
- Laser pens
- Card collections, stuffed toys, toy cars, toy guns, knives, nail clippers, electronic games, fingerboards, jewelry
- Water guns or water pistols
- Poppers, fireworks, matches and lighters
- Pets
- Items that are treasured and would cause distress if they are lost
- Items which disrupt the learning process (such as cell phones)

- Purses

School personnel cannot be responsible for any item brought to school by a child. During the school year, exceptions may be made under special circumstances that have been previously approved by the classroom teacher or school administration.

ELEMENTARY STUDENT DRESS CODE

In order to maintain a safe and respectful learning environment at school, our students will attend school dressed in clothing that is appropriate to the school setting and weather conditions, and is also suitable for participation in physical education and outdoor activities. Inappropriate dress shall include, but not be limited to the following: Clothing must fit properly; baggy pants, oversize shirts, elongated armholes, and overly tight garments are not appropriate. Students will wear sturdy shoes, with no flip-flops, house shoes or high heels allowed. All students should wear athletic shoes for track and P.E. All pants, shorts, and skirts must be worn at the waist, without revealing undergarments or the abdomen. The length of shorts and skirts should be in proximity to the top of the student's knee. Students will not wear backless, strapless, spaghetti strap, or low cut blouses. Clothing that states inappropriate messages is not permissible. The use of makeup and artificial nails is not allowed on elementary campuses. Hats and caps are not to be worn in the building except on campus designated special days. At the discretion of the campus administrator, students will be asked to change any clothing that is in violation of the dress code and could be subject to disciplinary action. Elementary principals may prohibit any clothing or grooming that could be disruptive or inappropriate to the learning environment.

CLASSROOM VISITS

You are welcome to visit your child's classroom at Highland Park Elementary. Please follow these guidelines:

1. Contact your child's teacher to determine an appropriate time for your visit.
2. Report to the school office and sign in before going to the classroom. (If it is your first time visiting please have your Driver's License or picture ID available.)
3. Visits are limited to **one hour or less unless prearranged with the teacher**. Please observe quietly in the area designated by the teacher.
4. Please do not bring younger children.
5. If you wish to discuss your visit, please set up another time when you and the teacher may talk.

BIRTHDAYS

A child's birthday is a very special time, and our teachers will recognize a child's birthday in an appropriate way. Birthday parties are not held during the school day. However, you may make arrangements with the teacher to bring cupcakes or other dessert for the students to enjoy sometime **after their lunch period**. **If you wish to distribute birthday invitations at school, all children in your child's homeroom must receive an invitation.**

GRADE LEVEL PROGRAMS

Students will not be excused from class to attend siblings' programs. This interferes with instruction and learning in their classroom.

Thank you for helping us with these concerns. Our goal is to provide a comfortable environment in which students can focus on school tasks. These guidelines will assist Highland Park in maximizing student instruction by limiting interruptions.

TEXTBOOKS

Textbooks, library books and school materials are very expensive. When any of these are lost or damaged it is the responsibility of the student and his/her parent/guardian to pay for the loss or damage. Failure to return books from the library or to pay for lost books will result in interruption of library privileges for the student responsible.

DISTRIBUTION OF INFORMATION TO STUDENTS

Look for the Tuesday Folder!!

- In our efforts to go **GREEN**, Highland Park will send home pertinent information regarding upcoming school events via email called the “SCOTTIE SCOOP.” In order to ensure delivery you must provide a current email address to the Highland Park Office via personal communication or on your child’s official registration form.
- A Community News rack is located by the school office and is available to post information about special events, programs, sports opportunities, classes, etc. occurring outside Highland Park. All materials must be approved by the school principal or designee. Parents are encouraged to check this information on a frequent basis.
- As a service to Highland Park families, the PTA may distribute information regarding student clubs, classes, sports and recreational events. The flyers may be distributed to students at the beginning of each semester and to incoming students at the Kindergarten Round-Up. The HPPTA is attempting going paperless. Any communication will be disseminated in their weekly email blast “The Scottie Informer” or displayed on the PTA website: www.hppta.org

TRANSPORTATION

General Guidelines:

1. Drivers must not park on the school side of Fairview during pick-up or drop-off times. Sitting in your car and waiting is considered parking and subject to ticketing through the Austin Police Department.
2. Cross the street only with crossing guards. **DO NOT LET YOUR CHILD CROSS THE STREET ANY PLACE OTHER THAN A MARKED CROSSWALK.** This includes crossing between stopped cars to get to your car in the street.
3. Please observe posted No Parking, no U-Turn and other traffic signs during designated times.
4. Please do not exit the Crenshaw’s lot at Fairview during pick-up and drop-off times. You may use the Balcones or Hancock exits.
5. **Please DO NOT PARK AT ANY TIME, or drop off or pick up students in the teacher parking lots.**
6. Parents must provide written notification each time there is a change in transportation arrangements. Otherwise, Your child will be sent home in the regular arrangement (bus, carpool, etc.)
7. Written notice must be sent if you wish your child to walk home from school.

Pick-up Procedures:

1. Teachers will group students in designated areas near the curb. Students are to stay with their assigned teacher.
2. Kindergarten students - Please park in one of the areas allowed and walk to the room for pick up
3. 1st and 2nd Grade - Students will be waiting at the circle drive for pick up. It is o.k. to pull into the circle **after the buses have left.**
4. 3rd, 4th, and 5th Grade - Students will be waiting at designated areas in front of school between the North faculty parking lot and the circle bus drive. **PLEASE DO NOT BLOCK THE CIRCLE DRIVE.**
5. Siblings in different grades — older students will go to the youngest student’s pick-up area. If one sibling is a kindergartner, then all will wait at the kinder room.
6. Students and teachers must use the exit assigned for their grade.
7. Bus students will leave at 2:40 so the buses can leave the circle drive clear for parent pick up at 2:45.
8. **DO NOT ALLOW CHILDREN TO ENTER THE STREET TO GET TO YOUR CAR. LOADING IS CURBSIDE ONLY!**
9. If your child is not at the pick-up spot when you arrive, either park or circle the block so that others may pull up which allows traffic to keep flowing.
10. Due to new LAW prohibiting use of handheld communication devices in SCHOOL ZONE, please refrain from using your cell phone/pda while in the pick-up line.

Traffic Guidelines and Student Safety Procedures will be discussed at grade level Back to School Nights in August (and at Rally Day for incoming Kinder parents). Traffic Guidelines, including a map, are posted on Grade Level WIKIS, as well as the HP PTA website for easy access.

BUS RULES AND PROCEDURES

Children must be at the bus stop waiting for the bus when it arrives each morning. The route would be delayed if the bus driver waited.

Students are expected to comply with the following bus rules:

1. Stay in your seat.
2. Keep head, hands and feet inside the bus.

3. Don't throw objects inside the bus or outside the windows.
4. Do not eat or drink on the bus.
5. Keep the bus clean.
6. Do not be destructive.
7. Be courteous. The use of abusive or profane words or gestures, including harassment or threats, is prohibited.
8. Use of alcohol, tobacco or other substances is prohibited.
9. Cooperate with the driver.
10. Bus driver is authorized to assign seats.

A student who does not follow these rules will be sent to the office by the adult supervisor. The principal or designee will talk to the child, send home a warning, and try to contact the parent to discuss the situation. If a student breaks the rule a second time, he/she may be suspended from riding the bus for one to three days. When the student is suspended from riding the bus, the parent must furnish transportation to and from school.

School personnel supervise the unloading and loading of buses in the morning and afternoon. Buses leave the school at approximately 2:45 p.m. Children must go to the bus as dismissed by grade levels.

Special bus permits are required and available in the school office for the following:

- students who are riding a different bus; and/or
- students who have a friend riding home with them

If you would like for your child to ride the bus home with a friend, a note must be signed by the parent and approved by the office. A permit must be presented to the bus driver before the student may board the bus. Please remind your child to pick up a bus permit from the office first thing in the morning if needed. Many times waiting until the end of the day results in missed buses.

STUDY TRIPS

Highland Park classes go on several study trips each year. Some trips are by car with parent drivers; others are by school bus. All out-of-town trips will be by bus. Students will be asked to bring a donation for each bus trip to defray the cost of renting a bus. **If providing transportation for a study trip via personal vehicle, individuals must come to the Highland Park office to receive the district written guidelines, fill out district forms, as well as provide a copy of their driver's license and valid insurance. Teachers must obtain permission for student to write in personal vehicles on official school study trips.**

School-Wide Student Discipline Plan

Student Code of Conduct

A positive atmosphere is essential to high levels of student achievement. One key component of this atmosphere is the absence of disruptions. Highland Park wants students to experience a threat free environment at all times. The following discipline plan will be used to maintain a positive environment where students take personal responsibility for their actions:

School-wide Rules (these rules are clearly posted in every classroom)

Students at Highland Park will be expected to:

1. I will follow all directions the first time.
2. I will walk silently in line.
3. I will speak, look, and listen with respect.
4. I will leave my personal belongings at home and take care of all property at school.
5. I will be responsible for my own learning and my own behavior.

Highland Park students may not:

show physical aggression toward other students or staff, cause harm to people or property, show disrespect to people or property, leave campus without permission, use abusive or profane conduct, words, or gestures, including sexual harassment or threats, disrupt the educational process, bring dangerous items to school, fail to follow directions of an adult in charge, smoke, drink alcohol, or use drugs, fight, steal or cheat.

School-wide Consequences

Level 1: Teacher/Team Intervention Examples

Verbal warning	Teacher redirection	Time out (classroom, playground, another classroom)
Behavior contracts	Parent conference/call	Loss of privileges (recess, field trips, Camp Allen)
Referral to counselor	Referral to administrator	Teacher conference with staff, parents and student

Level 2: Administrative Intervention

Note/Call to parents	Conference with teacher, parents, student	Time-out
Suspension	Short term alternative placement	
Hearing for extended alternative learning placement – Alternative School		

Level 3: Superintendent Intervention Expulsion

Serious fighting, severe disrespect, leaving school grounds without permission or possession of dangerous items is automatically a Level 3 consequence. In addition to disciplinary consequences, students will be responsible for replacing or paying for damaged or stolen property.

Good Choices Result In Positive Consequences Such As:

Verbal Praise	Smiles	Hugs	Special Jobs	Stickers
Small Rewards	Notes	Awards	Call to parents	Recognition
Certificates	Activities/choices			

Students' Rights

Every student at Highland Park has the right to learn in a positive environment. Students who interfere with the educational rights of other students will not be allowed to remain in the regular classroom. Those students who consistently interfere with the classroom instruction will be subject to consequences commensurate with their actions.

Student Searches and Seizures (purses, backpacks and desks)

Student purses and backpacks brought to school are subject to reasonable search by a school official (teacher, principal, assistant principal) when he or she has established reasonable cause to believe the student is violating or has violated a student code of conduct rule, school rule or law. *New Jersey v. T.L.O. (1985)*; *Coffman v. State (1985)* Parents should remind students not to bring items to school that are in violation of the student code of conduct (guns, knives, weapons, drugs, etc).

School desks are school property and may be searched in accordance with school policies, for missing books, stolen items and spoiled food. As these are school property, the student and parent are on notice that there is a diminished expectation of privacy in the use of school lockers and desks. Highly valuable items and those with sentimental value should remain at home as the school is not responsible for the loss or theft of such items.

Sexual Harassment

Highland Park Elementary School is committed to creating a safe, healthy learning environment for all students and encourages respect, dignity and equality among students. Thus, sexual harassment of students, teachers and staff will not be tolerated at school or school-sponsored/school-related activities. All students are expected to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

Consequences

Any report of sexual harassment found to be true will result in appropriate disciplinary action, according to the nature of the offense and the Austin I.S.D. Student Code of Conduct. In some circumstances, the student or employee may be reported to the police.

Reporting

Students who believe they have been the target of sexual harassment by a student, employee of the school district or any third party on the campus should IMMEDIATELY contact a counselor, teacher or school administrator.

False Reporting

False reporting is a serious offense. If the school discovers that someone made a false report on purpose, the person making the false report will be disciplined.

We appreciate your support as we work together to teach our students to become constructive and productive individuals.

LUNCHROOM PROCEDURES AND EXPECTATIONS

SUPER SCOTTIES CAFETERIA RULES:

1. Students raise their hands if they need assistance. They will remain seated until time to return trays.
(Students must purchase extra food when going through the line the first time.)
2. Students eat only their own food.
3. Students use good table manners.
4. Students keep the cafeteria clean by keeping their area of the cafeteria clean.
5. Students may sit and talk quietly to students near them (next to them or in front of them at the table.)
6. Students keep their hands, feet, and objects to themselves.
7. Students walk in the cafeteria.
8. Students may talk quietly in line as they wait for their teacher to pick them up after lunch.

Parents are always welcome to visit for lunch, **though students have first priority when seating is limited.** Please sign in at the office before coming to the cafeteria. You may purchase your lunch in the cafeteria or bring your own. Children must remain in the cafeteria during lunch. If you need to take your child from the cafeteria, please check with the cafeteria monitor (for on-campus destinations), or the office (for off campus destinations). Other students are not permitted to leave the cafeteria with you.

Students may not use the soda or snack machines in the Teachers' Lounge.

BREAKFAST AND LUNCH INFORMATION

Breakfast is served daily from 7:20 - 7:40 a.m. Students and adults are welcome to eat in the Highland Park cafeteria.

At press time, we did not have the new prices available to us. All information about breakfast and lunch prices will be given to parents during the Rally Day activities.

Students may bring lunch money daily or purchase funds through the district-wide electronic prepayment system. This system allows you to purchase funds in any dollar amount which may be used for lunch, breakfast and/or snacks. Students will be issued a PIN number which will remain the same throughout their school career. They will enter their number on a keypad at the cashier station to access their funds.

You may purchase funds during cafeteria operating hours, except during serving time, or your child may turn in money to his/her teacher during homeroom. Please place money in an envelope with your child's name, teacher's name, amount of money, PIN #, and date. **Checks cannot be accepted.** If you have questions, please contact the cafeteria manager at 414-0943. **Please do not call the school for menu information.** Menus are sent home with every student at the beginning of each month as well as appearing in various places in the local media and on the cafeteria door.

If a student forgets to bring lunch money to school or loses his/her money, the school will provide a peanut butter sandwich and milk. **Lunch loans are not available.** Prepayment is an effective way to avoid the problem of keeping up with lunch money. The official district lunch and prepayment options are available online at:

www.mylunchmoney.com

IMMUNIZATIONS

Our school enforces the state laws for requiring records of mandated immunizations or proper exemptions. Any information, guidelines and forms are available from the school nurse.

MEDICATION POLICY

Only those medications that are necessary for a student's medical care and need to be given during school hours will be administered at school. Most medicines that are needed, even up to three times a day, can be given at home. Since our school nurse and health assistant are only on campus part time, this will help relieve the office staff of this additional responsibility. When your child must receive a medication at school, please send a note to your child's teacher stating the time the student should be sent to the office to take the medication.

When a student's medicine must be stored or administered at school, Texas Education Agency Code requires that:

1) Medication must be in its original container, labeled with student's name, name of medication, directions for administration, and current date. Prescription medicine must have the doctor's name on the label and the doctor must be licensed in Texas. Non-prescription medicine must have the student's name handwritten on the container.

2) The "Parent Authorization of Medication at School" form must be completed, one form for each medication. Directions for administration may not conflict with instructions on the medication label. This form is available in the Health Room and also on the AISD website (Parents>Health Services>Forms>Parent Medication Authorization).

Medication that is needed for known emergencies, such as asthma, diabetes, or serious allergic reactions, may be stored and administered at school, but MD and parent must complete specific forms. Please ask the school nurse for the necessary forms. Students that have asthma may carry their own asthma inhaler if approved by the school nurse and if forms are completed by MD and parent.

Over the counter non-prescription medication that is taken daily for more than two weeks must be accompanied by a doctor's order. The parent authorization form must include the appropriate dose for the age of the student; otherwise a doctor's order is required.

If there is a change in dosage or frequency, a new "Parent Authorization of Medication at School" form must be completed and a doctor's written order must be given to the school nurse. This order may be faxed to the school (fax 414-2626).

Medications that cannot be identified in the "Physician's Desk Reference" cannot be given at school. This includes medicine from other countries, herbs, loose medicine in envelopes or baggies and different kinds of pills in a single container.

The school will not provide any medications, including acetaminophen. Parents must provide all medication.

For prescription medicine, ask the pharmacist to prepare two labeled containers, marking one for school use, so a container may be at home and at school.

NOTE: Changes in medication dosage or frequency are to be documented by the physician's written authorization.

WHEN A STUDENT BECOMES ILL

Please do not send your child to school sick. The best treatment for minor illness is at home. You may contact your child's teacher to request school work if you feel it is needed. Please notify the school of any infections that may put other students at risk.

Please keep your child home from school if your child is experiencing any of the following:

- **Fever (100.4 or higher) in the night or morning before the start of the school day.** Student must be fever-free without using any fever reducing medication (ibuprofen *Advil/Motrin or acetaminophen *Tylenol).
- Vomiting during the night
- Diarrhea at the start of the school day
- Eye infection with discharge
- Frequent coughing

Please cover any wound with a dressing before student comes to school. Instruct your child in basic infection control (hand washing before meals and after using restroom, coughing into elbow rather than hand, not putting fingers in eyes,

nose or mouth). Please ensure your child receives at least ten hours of sleep and never misses breakfast before school. **ENCOURAGE YOUR CHILD TO DRINK PLENTY OF WATER AND GET PLENTY OF REST.**

EMERGENCY CONTACT

Parents must provide telephone numbers where they or designated persons may be reached in the event of illness or injury. The school is not equipped to care for ill children who require medical attention. In the event your child requires immediate medical care and we are unable to reach you or other contacts you have listed, EMS will be called. Parents/guardians are responsible for paying the EMS charges or any other medical expenses incurred under these circumstances.

- Please include pager and cellular numbers on your child's emergency care card and **keep numbers updated.**

MISCELLANEOUS PARENT INFORMATION

Teacher Requests:

1. Requests for placement in a certain teacher's class can only be honored under strict guidelines. Students with "special needs" (i.e., serious discipline, emotional, or learning problems) will receive special consideration. If your child has "special needs" as defined above, please explain those needs in writing to the school administration by May 1. **Current grade level teachers and administration** will place children with teachers they determine to be appropriate; we do not accept specific teacher requests.
2. Notify the principal if there is a specific teacher with whom you feel you or your child cannot work. This request should be based upon you or your child's personal experience with the teacher rather than by comments from other students and parents. This request must be in writing and to the principal no later than May 1.

Teachers prefer not to be asked to recommend a teacher for your child. Teachers are also unable to honor a request to see that your child is placed in a certain teacher's classroom.

Grade/Reporting Procedures:

- Teachers will offer one conference in the fall and one in the spring for the parent of every child in their homeroom.
- Parents receive feedback on their child's performance through the papers in their child's folder.
- Interim reports will go home at the mid-point of the nine weeks for students who are failing or at risk of failing.
- Parents will receive an approved AISD report card each nine weeks.

A teacher or a parent may request a conference at any time to discuss student work habits, behavior, the grading system, the curriculum, or how to help the student at home with school assignments.

ORGANIZATIONAL SKILLS CONTINUUM

This continuum promotes good organization and study skills in Highland Park students. We overlap and add skills each year. Our goal is to teach our students responsibility, self-discipline, and independence. This continuum provides parents an opportunity to monitor the skills and curriculum being covered in the classroom. Students who acquire these skills will have the tools to function successfully in a middle school setting.

KINDERGARTEN

1. The student will use a pocket folder DAILY to take work, papers, or notes to and from school. The student will bring notes and signed papers from the parent back to school in the pocket folder.
2. The student will empty the folder daily and put the contents in designated locations in the classroom.
3. The student will keep the pocket folder and any other materials that need to be brought to and from school in a backpack or tote bag. This includes winter coats so be sure the tote bag/backpack is large enough.
4. The student will return his/her library book to school on the designated library day each week.

FIRST GRADE

1. The student will use a pocket folder DAILY to take work, papers or notes to and from school. The student will bring notes and signed papers from the parent back to school in the pocket folder.
2. The student will empty the folder daily and put the contents in designated locations in the classroom.
3. The student will keep the pocket folder and any other materials that need to be brought to and from school in a tote bag or backpack **without wheels.**

4. The student will bring completed work home throughout the week.
5. The student will return his/her library book to school on the designated library day each week.
6. The student will be introduced to using a spiral notebook.
7. The student will be prepared with all needed materials, such as: pencils, crayons, and glue sticks.

** The primary form of communication for grades 2-5 will be through the *daily* agenda book. Each team during Back to School Night will explain this process in more detail.

SECOND GRADE

1. The student will use daily pocket homework folder to take work, papers, or notes to and from school. The student will bring notes and signed papers from the parent back to school in the pocket folder.
2. The student will keep the pocket folder and any other materials that need to be brought to and from school in a backpack or tote bag.
3. The student will **bring teacher graded papers home on Tuesdays** in a graded papers folder.
4. The parent is asked to sign the agenda(in the homework folder), and the student will **have the agenda checked each Wednesday. Parents have until Thursday to sign the agenda.**
5. The student will use spiral notebooks.
6. The student will use an **agenda** to record assignments, including homework.
7. The student will be prepared with all needed materials, such as: pencils, books, and paper.
8. Parents are asked to check periodically to see if student supplies need to be replenished.

THIRD AND FOURTH GRADES

Third and fourth graders use an organizational program designed to help them manage the increased workload and responsibilities of the higher grades. Specific notebooks, folders, and **a daily agenda** are used to help students acquire organizational skills. Third and fourth grade teachers will share details of the program with students and parents in August.

FIFTH GRADE

1. The student will use a folder to take work, papers, or notes to and from school. The student will bring notes and signed papers from the parent back to school in the folder.
2. The student will keep the folder and any other materials that need to be brought to and from school in a back pack or tote bag.
3. The student will bring completed work home **every Tuesday** in a folder. Parents are asked to sign the folder, and the student will return the folder **by Thursday**.
4. The student will use a notebook binder, loose-leaf notebook paper, and dividers throughout the school year.
5. The student will use a **daily agenda** for recording assignments, including homework, in preparation for middle school.
6. The student will be prepared with all needed materials, such as: books, paper, and pencils.

Highland Park Homework Policy

The goal and purpose of homework is to:

Establish good work habits
 Understand that learning occurs everywhere
 Reinforce skills and concepts learned in class
 Prepare students for upcoming class topics
 Teach independence and responsibility
 Develop self-discipline and self-esteem
 Enrich and broaden a child's knowledge
 Provide an opportunity for parents to observe the concepts and skills their children are learning

Homework includes: All work assigned to be done at home — reading, reports, worksheets, special projects, review for tests, etc.

Homework does not include: Time needed to complete classroom assignments when your child has not used classroom time wisely. Failure to turn in classroom assignments may result in penalties and will impact student grades.

The **maximum** amount of homework assigned to students at each grade level include:

K - 10 min./day
3rd - 60 min./day

1st - 20 min./day
4th - 60 min./day

2nd - 40 min./day
5th - 60 min./day

Teachers and/or students will make estimated time for completion of each assignment.

Parents and/or students will mark the actual time-on-task needed to complete the assignment. A parent signature is required on assignments to indicate an incomplete assignment due to exceeding time limits. (This should not include break or snack time.)

Parents will contact their child's teacher if a consistent discrepancy occurs between estimates and actual homework time needed.

Students will work diligently for the allotted time and may stop work at the maximum amount indicated. In order to determine if guidelines are met, ask the following questions:

1. Has my child been focused?
2. Is my child motivated to continue?
3. Has my child reached a frustration point?
4. Have I reached a frustration point?
5. Would continuing be counter-productive?

There will be NO penalty assessed for homework meeting these guidelines. Incomplete homework will not be sent home again; however, students are held responsible for knowing all concepts taught.

Homework Tips for Parents

Develop a strategy for dealing with homework. Find a plan that works for your family and stick with it.

1. Establish a regular time and place to do homework that offers ample lighting, minimal noise, and plenty of workspace.
2. Teach your child how to be organized. Ask to see his/her homework assignment sheet or notebook.
3. Be a role model -- take the opportunity to read a book or newspaper while your child studies. Reading together helps create a learning atmosphere.
4. Provide "quality control" for homework and major projects. Do not set unrealistic expectations for your child or do the work for them. Student products should reflect student understanding of concepts and best efforts.
5. Contact teacher(s) if your child has unusual difficulty understanding a concept or if you would like suggestions for additional activities.
6. Include review and practice in your family's everyday activities. For instance, fractions and measurements can be learned as the child prepares a favorite food.
7. Praise your child for successfully completing homework. Nothing builds self-esteem like praise from parents.

GROUPING POLICY AT HIGHLAND PARK ELEMENTARY

Placement of Students:

Highland Park remains committed to providing an educational setting that fosters the maximum development of each student's abilities and talents. It is the responsibility of the school to determine instructional placement. Highland Park

teachers will determine each second through fifth grade student's math and language arts needs through a variety of assessments (including previous teacher recommendation) and previous teacher recommendation during the first few weeks of school. Each child is carefully and thoughtfully placed in a class where he/she can work successfully and be challenged. If you have concerns about your child's placement, please discuss it with the classroom teacher.

Student Grouping:

K – 1 Children are heterogeneously grouped in self-contained classrooms.

2 – 5 Children are heterogeneously grouped in homeroom classrooms, social studies, science, and all special area classes. After beginning of year assessment, groups are formed for math and language arts based upon students' skill level in grades 2-5. These groups are flexible and students may be moved from one group to another based upon ongoing assessment. Additionally, various grade levels may choose to also departmentalize for core content areas.

All students receive instruction at or above grade level. Enrichment opportunities are provided for all students. Identified gifted and talented students additionally are clustered in with other identified students in their area of identification. Grade 2-5 GT students also receive once per week, pull-out FPS instruction.

RELIGIOUS MATTERS POLICY AND GUIDELINES

Policy:

- All students and staff members are expected to be tolerant and aware of each other's religious views. Therefore, no particular religious belief or non-belief will be promoted or endorsed by the school or its employees, and none should be disparaged. Students and staff may request to be excused from participating in practices which are contrary to their religious beliefs in accordance with the Austin Independent School District (AISD) policy.
- As religion is one aspect of any cultural heritage, and as Highland Park Elementary School has committed to providing a fully-rounded education, it recognizes that one of its educational goals is to advance the students' knowledge and appreciation of the role that religious heritage has played in the social, cultural, and historical development of civilization, in an age-appropriate manner.

Guidelines:

1. Teaching about religion and religious observances within the context of the curriculum is appropriate. It is further recommended that the focus be on themes such as sharing and giving, the diversity of family celebrations, community action, principles of religious freedom, and religion and its relationship to the law, rather than holidays being a course of study in and of themselves.
2. The time spent on holiday activities should not detract from the main focus of school instruction any more than any other aspect of studying history and culture.
3. Religious symbols which represent a religion, rather than a holiday, (i.e., cross, Star of David, crescent, etc.) may be used as curriculum aids provided their use is intrinsic to the learning experience, and they are presented objectively. These religious symbols may not be used as decoration for holidays, nor as the basis for teacher-initiated student art projects. The use of religious symbols which are not solely representative of religion itself, but which represent a particular holiday (i.e., Christmas trees, jack-o-lanterns, dreidels, etc.) may be utilized as part of a balanced curriculum.
4. Music, art, literature, and drama having religious themes or basis may be permitted as AISD curriculum dictates.
5. The school calendar should be prepared so as to minimize conflicts with religious holidays and observances or all faiths.
6. Highland Park School will adhere to the AISD policy concerning religious materials, which states that, "Religious texts or materials shall not be distributed to students, but may be indexed, shelved, and circulated as library material."
7. Religious holidays will not be celebrated at school parties. School parties will continue with their focus of being a happy coming together for our students. Optional participation in Student Council sponsored projects to supplement the Austin community will also continue to underscore our focus of sharing, giving, and caring for others.
8. The traditional December parties will be renamed "Winter Break" as opposed to "Winter Holiday" parties.