

Highland Elementary School

HOME OF THE HIGHLAND SCOTTIES

729 PARKHILL DRIVE

281-6211

2023-2024



Scotties BARK

School-wide expectations for
Highland include:

Be organized

Act responsibly

Respectful behavior

Kindness to others

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Welcome



Highland welcomes all students and parents to the 2023-2024 school year. The Highland staff hopes that you will share in our vision that every child be successful every day. We also want you to join us in our mission to create a foundation for lifelong learning by providing a caring, safe, and positive learning environment for all.

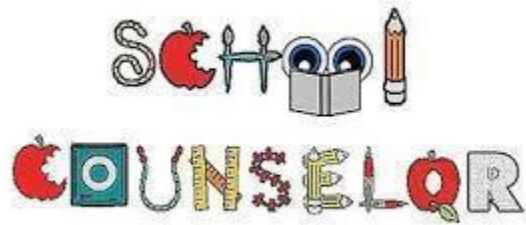
This handbook has been developed to help address many of the questions you may have throughout the school year about Highland and School District 2. Please review it and keep it as a reference for the year. There is a lot of information about schedules, rules, lunch, policies, and recommendations for a successful year.

Our “Walking School Bus” routes through the Safe Routes to School program will continue again this year. Watch for more details.

I am planning to schedule a monthly time to check in with parents this year. Watch for dates and topics!

I look forward to working with the Highland family again this year. Thank you for sharing your kids and support with us. It is going to be a wonderful year!

Mrs. Julie Donald
And the Highland School Staff



Elementary school counseling services in Billings are an integral part of the total school program and complement learning in the classroom. Services are child-centered, preventative and developmental in nature. School counselors are certified or licensed professionals who possess a master's degree and are endorsed in school counseling. Each is uniquely qualified to address the developmental needs of all students. The program encourages students' social, emotional and personal growth at various stages of their development. Elementary school counselors advocate and work closely with parents, teachers, school administrators and other professionals to provide the best possible resources and services to help maximize student potential.

Elementary school counselors serve the needs of all students and their jobs are as varied as the students they serve. Professional school counselors provide a wide range of services in the schools, based on individual student needs and interests, including but not limited to:

- Mental, emotional, social and behavioral support services to students and families. Services will be delivered in either an individual or group format with parent or guardian notification if services are ongoing.
- Academic, personal, social and career guidance and support services.
- Classroom guidance instruction for all students. (ie: bullying prevention, personal safety, etc.)
- School crisis intervention and response services.
- Collaboration and coordination of more in-depth services as needed through community agencies.

Confidentiality is maintained for students who receive school counseling support with some exceptions, for example: if there is a concern involving the student's safety or the safety of someone else.

Elementary school counselors try to help ALL students get the most out of school. Your support and cooperation can help make your child's school years a rewarding experience. If you have questions or concerns, contact your school's counselor.

Tanya Kirschman
Highland Elementary School Counselor
Email: kirschmant@billingssschools.org
Phone: (406) 281-6275

Guidelines for Sick Children

YOUR CHILD MUST REMAIN HOME IF HE/SHE HAS ANY OF THE FOLLOWING SYMPTOMS:

- **Fever of 100 degrees F:** Keep your child at home until his/her fever has been gone for 24 hours without fever reducing medication.
- **Vomiting and diarrhea:** Children must be without vomiting and diarrhea for 24 hours before they return to school. This includes two or more episodes of either in the previous 24 hours.
- **New loss of taste or smell:** Testing to rule out Covid-19 infection is recommended.
- **Frequent coughing (new or unexplained) accompanied by other symptoms of respiratory illness (fever, runny nose, congestion, sore throat):** Testing to rule out Covid-19 infection is recommended.

MEDICAL CARE IS RECOMMENDED FOR ANY OF THE FOLLOWING SYMPTOMS OF INFECTION OR ILLNESS:

- Any wounds with increasing redness, pain, swelling, warm to the touch, red streaks into surrounding tissue, yellow/green drainage, or slow healing.
- Sudden onset of severe sore throat possibly accompanied by a fever
- Toothache accompanied by fever or facial swelling.
- Any rash that is accompanied by a fever, covers multiple body areas, spreads quickly, or is preceded by other symptoms of illness.
- Symptoms of an eye infection including redness of the whites of the eyes accompanied by white or yellow mucus.
- Uncontrolled coughing, breathing difficulty, wheezing
- Stiff neck accompanied by a fever
- Suspected symptoms of Covid-19 (may include one or more of the following: fever or chills, new or unexplained cough, shortness of breath or difficulty breathing, fatigue, muscle/body aches, headache, new loss of taste or smell, sore throat, congestion or new or unexplained runny nose, nausea or vomiting, diarrhea).

IF YOUR CHILD TESTS POSITIVE FOR COVID-19 OR IF YOUR CHILD IS A CLOSE CONTACT TO SOMEONE WHO HAS TESTED POSITIVE FOR COVID-19:

- Please follow instructions found on Riverstone Health website: <https://covid.riverstonehealth.org>
- We respectfully request that you follow CDC, Riverstone Health, and your Health Care Provider instructions regarding return to school and activities.

FOR ANY NON-COVID ILLNESS DIAGNOSED BY YOUR HEALTHCARE PROVIDER:

- Your child may return when well enough to do so with a release note from the healthcare provider.
- Please refer to the following School Policy: 3417 for Communicable Diseases (referenced to Montana State Law 37.114.203 ARM)

***IF YOUR CHILD DEVELOPS ANY OF THE SYMPTOMS OF INFECTION OR ILLNESS LISTED ABOVE DURING THE SCHOOL DAY, YOU WILL BE CONTACTED IMMEDIATELY TO PICK UP YOUR CHILD.**

EMERGENCIES AND HEALTH SERVICES

We need to be able to contact parents in case of illness, emergency or accident. Because of this, we must have both your home phone number and work phone numbers, plus a designated relative or neighbor for emergency situations. **If these numbers change, please contact the school immediately.**

MEDICATIONS AND STUDENT HEALTH

Please give your child medicines at home whenever possible. Only medicines, which a doctor has said must be taken every 2, 3 or 4 hours, need to be given during school hours. **All prescription medicine must have a special form filled out and signed by your doctor.** In order for the school to keep medicine and to supervise the taking of it, a parent or guardian **must fill out and sign a Request for Administration of Medications Form** at school. All medicines must be sent and kept in the original container with labels on the bottle. This includes prescriptions and over-the-counter medicines (like aspirin, Tylenol, etc.). The student needs to remember to come for medication at the correct time, and also must be able to take it by him/herself.

It is extremely important that the school be informed of allergies, chronic illness, or serious physical or emotional problems of each individual student. It is also the obligation of the school to enforce the attributes of cleanliness, personal hygiene and neatness. Therefore, all students must maintain a physical appearance that is indicative of attention to personal hygiene and cleanliness.

NURSING SERVICES

Nursing services are no longer available to elementary students on a regular schedule. We may access nursing assistance on an as-needed basis. School nurses will provide other instructional and supervisory functions as they are able. Please communicate health needs to the Principal or Secretary.

PLAN FOR SUCCESS

The Highland School staff believes that the conduct of each student should be based on respect, responsibility, and common sense.

Our school environment will be safe for all people.

- **Toys from home are not allowed, as they may not meet our school standard for safety. Also, personal toys hinder group play.**
- **Everyone will be treated with dignity and respect.**
- **Students will be responsible for knowing and following school policies and rules.**

BIRTHDAY TREATS AND SPECIAL OCCASIONS

Birthdays and special occasions can be acknowledged in the classrooms. A reasonable treat for each member of the class, passed out at the end of the school day is acceptable. Please do not plan activities or events that would be disruptive to the learning process and cause other children to have hurt feelings because they may not be receiving the same privileges. Examples are: balloons or flowers delivered or limousines dropping off or picking up students at school. **The school will NOT accept deliveries for flowers or balloons for students.**

To avoid hurt feelings, we ask that you do not send invitations for parties to school unless the entire class is invited.

****Treats should be store bought. Please do NOT bring in treats early as we do not have the capacity to store.**

STUDENT MANAGEMENT

We know that self-control or discipline must develop within each of us and within each of our children. Each teacher is responsible for helping students develop and maintain appropriate behavior in the school setting. There are times, however, when the teacher may seek help from the building principal. Our school wide plan for success works well and we appreciate your support.

DAILY SCHEDULE

School hours are: 8:15-2:15 for grades K-3 (*Wednesday 8:15-1:15*)
8:15-3:00 for 4-6 (*Wednesday 8:15-2:00*)

Children should arrive at school by 8:15.

SCOTTIE SMART START

When students arrive in the morning between 8:00 and 8:15 they will be allowed to enter the building and go to their classroom. Teachers will be in their rooms and have a plan for students who arrive early.

ATTENDANCE

Attendance matters! There is a direct correlation between student attendance and reading achievement. We will continue our mini classroom challenges this year. Classes will earn incentives for days of perfect attendance.

TARDINESS

*Promptness to class is important! We request students be at school when the 8:15 bell rings in order to be in his/her seat when the 8:20 bell rings. **Students arriving at school after 8:20 are required to check in at the office before going to their classroom.*** Significant learning time is lost when a student is late arriving at school. Please support us by getting your child to school on time.

LUNCHROOM RULES

The purpose of the following rules are to provide an orderly, healthy, and pleasant lunchtime atmosphere at school. Children are expected to use good table manners while showing respect and courtesy for others. Eating lunch at school is a privilege. Lunchroom expectations are as follows:

- ❖ Use a quiet and normal conversation tones
- ❖ Stay in your seat
- ❖ Hands and feet to yourself
- ❖ Clean up after yourself
- ❖ Respect the kitchen staff and GDA's

SCHOOL LUNCH

The lunch schedule is listed below.

Grade	Recess	Lunch Time & Where Eating	Back to Class
K	11:20 - 11:35	11:00 - 11:20 Lunchroom	11:20
1	11:20 - 11:35	11:35 - 11:55 Lunchroom	11:55
2	11:15 - 11:30	11:30 - 11:50 Lunchroom	11:50
3	11:00 - 11:15	11:15 - 11:35 Classroom	11:35
4	11:45 - 12:00	12:00 - 12:20 Classroom	12:20
5	11:50 - 12:05	12:05 - 12:25 Classroom	12:25

The school encourages purchasing monthly lunch tickets to solve the problems of long ticket lines each day. Free and reduced tickets are available for those who qualify. Please watch the monthly calendar for the week's menu. If your child does not wish to eat what is on the menu, you may want to send a cold lunch with him/her.

Most of our students remain at school for lunch. We must have a phone call or written permission for a student to be excused to leave the school for lunch. Microwaves are NOT available to warm up food.

Chris Voeller, Lunch Clerk 281-6288

Our school lunch clerk must order hot lunches by 9:00 a.m. *Please call ahead to order hot lunch if your child will be arriving later than 9:00.*

Students are expected to be mannerly, courteous and listen to lunch aides. Just as we adults consider lunch a social occasion, so do our students.

Our school lunch program is provided by Sodexo Marriott Foods, a private contractor.

Up to date Lunch Menu:

[Elementary School Breakfast/Lunch Menu](#)

MOVING/CHANGE OF ADDRESS, ETC.

If, at any time during the year, you change jobs, phone numbers, address, or are planning to move out of the Highland School area, please call the school and inform us ahead of time.

BEFORE AND AFTER SCHOOL DAYCARE PROGRAM

CARE Academy ("Children's After-school Recreation and Education" Academy) is a before-and-after school program entirely funded by parent-paid tuition. The CARE program is located at Highland School. Call the CARE office at 281-5939 for more information and registration materials.

CURRICULUM

Highland School and School District #2 have implemented the Math National Common Core Standards and the Language Arts National Common Core Standards. All grade levels are using the Wonders reading program for teaching reading. Eureka2 is our math program.

Required instruction (including but not limited to lessons, readings, texts, discussions, etc.) is part of our district curriculum. Billings Public Schools continues to follow Senate Bill 99 as well as board policy 2310 procedure 2 which states that when selecting materials, teachers, and administrators must review their content and consider the issues of violence, profanity, prurient subject matter, cultural concerns, and historical accuracy in the selection process. Objections to lessons and/or materials must be brought to the teacher's attention in writing, using the District Alternative Material Request Form. Alternatives may be available within district guidelines. If an objection is submitted, the teacher will then select an alternative option from the appropriate course/grade level guidelines to provide the students with an independent study opportunity as allowed by state law and local policy. In addition, students may have access to a classroom teacher's library. If you have any questions or concerns, please contact your student's teacher for more information.

STANDARDIZED TESTING

Highland School participates fully in the district standardized testing program. Grades 3-5 are assessed with the Smarter Balance for reading and math in the spring. **Our school provides to each individual parent, information on the level of achievement of the parent's child in each of the state academic assessments.** Students in grade 3 through 5 take NWEA tests assessment in the fall, winter, and spring of each year. These tests are mandated by our state and our school district. All K-2 students take Fast Bridge Screeners three times a year.

Highly Qualified Teachers—All Highland teachers are highly-qualified to teach in our school. If a teacher is not qualified, our school will provide that information to the students' parents.

Project Lead the Way - PLTW is an activity based, problem solving approach to gain information about STEM at the elementary level. Students in K - 5 will be engaged in over 20 hours of Science STEM curriculum.

GRADING

Highland School, like all Billings schools, provides the district approved standards based report card. Letter grades are no longer used as teachers will be assessing if a child is proficient in an academic area. We also hold parent/teacher conferences. Highland teachers communicate progress to parents throughout the year in writing, in person, and by telephone. Please send a note, call, or stop at school if you have a need to communicate. Parents and students can access scales on PowerSchool.

MAKE-UP WORK

The classroom teacher determines what work needs to be made up by the student following an absence. Make up work can be picked up after 2:30 and before 3:45. If you request make-up work, please make every effort to pick it up.

SCHOOL LIBRARY

Each class has scheduled times to visit the library for instruction and checking out library materials.

If a book is lost, the person named on the checkout card is responsible for its replacement at a price agreed upon by the librarian and the principal. Damaged books will be repaired and a nominal fine assessed for the repair. If you would like to visit the library, please notify Ms. Swanson. We share our librarian with Boulder now. She will be at Highland each Monday, Wednesday, and Friday.

SPECIAL NEEDS

At Highland we have an Intervention Teacher to help meet the needs of our children. We have a Special Education Resource Room teacher, a speech pathologist, a counselor, an extended studies teacher, and a school psychologist. We have a CSCT Team from YGBR who works with students and families who need additional behavioral and emotional support.

STUDENT RECORDS

A parent (defined as a biological parent, adoptive parent, or other legal guardian of the child whose parental rights have not been terminated) may review their student's records or cumulative folder. Please call and set an appointment if you would like to do this. When a child transfers to another school, the records are sent in the mail to the new school.

HOME to SCHOOL COMMUNICATION

Each week Highland will send out an email reminder of important dates & events. Parents who have provided an email address will receive *this*. *Our website will also remain current with this reminder as well as a calendar*. Please check with your student's teacher about how they will communicate classroom specific news with you.

[Highland Elementary Website](#)

PARENT, TEACHER, STUDENT ASSOCIATION

Highland Elementary School enjoys an active community organization. The many activities are well publicized and well attended. This year they will be mainly in the background as we cannot gather. Also, the PTSA gives extensive help with financial needs of the school and sometimes, individual classroom groups. Check out their Facebook page and website. Watch for more information on the playground equipment they are raising money for.

CUSTODY CONCERNS AND RESTRAINING ORDERS

Parents, custodial and non-custodial, as well as legal guardians have access to student information unless the agency or school has evidence of a court order or state law revoking these rights.

Although we attempt to cooperate with all parents, we are unable to honor requests to "ban" a parent from school, unless this is specified in a restraining order.

We are obligated to honor any restraining order as it applies to school. In such a case, the teacher, lunch aides and office personnel are made aware of the restraining order and try to pay special attention during its jurisdiction. In the remote chance of an attempt to violate a restraining order at school, the police

would be notified immediately for enforcement of the order. School personnel cannot be everywhere all the time (bathrooms, halls, etc.) but would make every attempt to monitor student safety and call authorities if their safety was in jeopardy.

CELL PHONES & SMARTWATCHES for STUDENTS

Due to the safety concerns of parents whose children walk home from school, students are allowed to have cell phones at school. However, these guidelines will be enforced:

1. Cell phones must be OFF during the school day
2. Cell phones must remain in the student's backpack all day.
3. Cell phones may be used after dismissal, outside of the school.
4. Watches may only be used as a watch.

If these guidelines are not followed, consequences are as follows:

1st time: warning

2nd time: device is taken to the principal and given back at the end of the day, parents are notified.

3rd time: device is taken to the principal, parent is notified and asked to pick up the item from the principal at school.

CLOTHING, LABELS, LOST & FOUND

We expect our children to dress for Montana weather. Layers of clothing are best, so that students may accommodate variations in temperature for their comfort. Boots, mittens, hats, warm jackets or coats must be everyday attire in the winter. **All clothing and equipment should be plainly marked with the student's name.** Unclaimed clothing and articles are kept in the lost and found area. Check there if you are missing items. Unclaimed items will be donated to a charity at the close of the school year. We also have a limited supply of extra winter clothing if a student has a need. Please see the office.

WEATHER

Ordinarily we will keep the children in the building if the temperature or the wind chill is zero or below and if we have a heavy rain or excessive stormy conditions. We are concerned about the health of every child and we know they need time outside to run and play. However, sometimes we do have to keep them inside. Most often, if your child is well enough to be in school he/she is well enough to join the other students outside. If your child is under a doctor's care, please let us know.

POLICY 504

Billings Public Schools affirms that all students, staff, parents, legal guardians, volunteers, visitors, and members of the public shall have an equal opportunity

to participate in, and accrue the benefits of all educational programs or activities provided by the District.

The District has appointed a coordinator to assist any employee, student, parent, or legal guardian with a Title VI/Title IX/Section 504/ Title II ADA concern. Inquiries concerning Title VII/Title IX/Section 504/Title II ADA may be referred to Human Resource Services, Billings Public School, 415 North 30th Street, Billings, Montana 59101, or may be made by calling (406) 281-5103.

Procedures established and maintained by the Superintendent address questions, concerns, and the resolution of conflicts relating to Title VI, Title IX/Section 504/Title II ADA that may be raised by a student, staff, parent, legal guardian, volunteer, visitor, or member of the public in Billings Public Schools.

From Billings School District 2:

You are hereby notified that the district does not discriminate on the basis of race, sex, color, national origin, age or disability in admission or access to, or treatment or employment in, its programs and activities and provides equal access to school related activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact the person listed below who has been designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination.

If you would like to discuss the process for determining if your child is eligible under Section 504, please contact Mrs. Donald at 406-281-6211 for details.

SAFETY AT SCHOOL

We wish to ensure all who work within our Highland School community a safe and orderly environment. The following safety practices help to accomplish this need.

Our building's front entrance will be locked but accessible during school hours from 8:00a.m. to 4:00p.m. All other entrances will be locked during these hours. Teachers will have keys for re-entry from the playground. Our security system at the front door will require you to push a button for entry. Our secretary will greet you. Sometimes it is hard to see your face with the lighting or we have a guest covering the desk, so you may be asked to show ID.

If your child is taken out of Highland School for instructional purposes, you will be notified of the event and asked to give your permission for this activity. Your child will not be allowed to leave our school site without your knowledge or permission.

Highland School has a crisis procedure in place. Both students and staff practice these procedures at regular intervals, so that awareness and training contribute to an atmosphere of security. We have evacuation routes and sites identified both east and west of the school.

***Door Security**

When you ring the outside doorbell to be admitted into the school, do NOT allow others who are not associated with you to enter the school with you. Please advise them to also ring the doorbell and wait outside to be checked in.

Please see the following page for further information.

Subject: Emergency Procedures

Our priority at Highland Elementary and in all Billings Public Schools is to provide a safe environment for our students and staff.

To accomplish this, we need your help and support. Talk frequently with your children about what they see and hear at school or in the neighborhood. Discuss with them the seriousness of playing a prank, making a threat, teasing or spreading rumors. Encourage them to report suspicious activity to a trusted adult at school, or to you. You should feel comfortable sharing this information with the principal.

Emergency Plan

This school's Emergency Procedures Plan fits with the Crisis Plan for all Billings Public Schools. It coordinates with emergency personnel throughout the city. During this school year, your child will participate in regular fire drills and other disaster drills. This helps assure that your child and our teachers know what to do in the event of an emergency.

In most emergency situations, your child/children will remain in school and be cared for by school staff. When an emergency involves the building, such as broken gas or a broken water main, a fire, a sudden loss of utilities, unauthorized people in the building, students and staff will be moved to a safe, alternate location.

When the emergency requires that students and staff be moved to another location; you will be alerted to the rendezvous location.

We ask that you use the following procedures if you hear information related to an emergency situation at Highland School:

1. **Listen to information on the radio, television, or the district website.** We will keep the media accurately informed of any emergency and provide current information, including when to pick up your child.
2. **Please do not call the school.** We have limited telephone lines that must be used to respond to the emergency. Call the Superintendent's office at 281-5066 if you need information.
3. **Please do not come to the school.** The situation may require that emergency personnel and vehicles have access to the building. *If we are in a lockdown, we will not allow anyone in or out of the building except emergency personnel.*

Please keep this information in a convenient location. Please provide this information to other adults who care for your children.

EMERGENCY OR CRISIS SITUATION

On a daily basis, parents entrust schools with the safety, health and well-being of their children. Once a student steps on campus, the school is morally and legally responsible for that child until they are picked up by a parent or returned home by bus. If there is an emergency or crisis at your child's school, our district's computerized telephone system will be activated to call you with specific information you will need to know. This information might include a location and time for you to pick up your child. Please do not go directly to your child's school during an emergency until you are notified that it is safe to do so.

REMEMBER...Schools will do whatever they feel necessary to keep the students safe.

PARENTS CAN HELP SCHOOLS BY;

- **Always filling out the Student Information Forms** that are sent home from school with your child. The information on these forms will be used in emergencies. (Please note that only those people listed on the forms will be allowed to pick up your child at a Parent/Student Reunification.)
- **Always informing your child's school of any phone number changes**, as the numbers on the forms will be the numbers called in an emergency. If you do not fill in a phone number, communication between you and the school may be delayed. It is especially helpful to identify which two phone numbers you want called first, as these numbers will be used by our district's computerized telephone system.
- **Always notifying the school of any pertinent health information** about your child. This information will be helpful if your child is in need of emergency medical attention.
- **Refraining to go directly to your child's school during an emergency**, until you are notified that it is safe to do so. Although this is a parent's first instinct, several extra panicking people will disrupt the response procedure that the staff and students have been trained to follow, possibly creating additional safety hazards for everyone involved.
- **Refraining from taking your child** in a line that is walking to another location. This action will disrupt the procedure and interfere with student accountability at the relocation site. Instead, follow the instructions you receive on where to meet your child.
- **Arriving at a Parent/Student Reunification station, with a picture ID ready to show.** Although many school staff will recognize you, there may be volunteers who are helping with this process. Please share this information with any person you've listed as having permission to pick up your child.

BY EDUCATING OURSELVES AND WORKING TOGETHER, WE CAN ALL BE SAFER!!

SCHOOL-WIDE RULES

1. We will keep hands and feet and all objects to ourselves in all places of the school.
2. We will follow teacher directions. All adults who instruct or supervise are referred to here as "teacher."
3. We will speak respectfully even when upset or challenged. We will not call names, harass, or cause discomfort to peers or adults by what we say or do.

DRESS CODE

We believe that attention to appearance and a student's attitude toward self and school are related. Good taste, good grooming, and appropriateness of attire are a part of learning for all students. However, we recognize that a student's mode of dress and grooming is a manifestation of their personal style and individual preference. With this in mind, students must dress in a manner that supports a serious, business-like, and safe environment for learning. Therefore, the following rules shall be followed in reference to students' dress:

- Shorts must have an inseam of at least 2 inches.
- Undergarments (briefs, shorts, bra, etc.) must not be visible.
- Pants should sit at the waist or above the hip bone, never below.
- See-through and fishnet fabrics are not permitted unless worn over another shirt.
- Skirts and dresses may not be shorter than mid-thigh.
- Short shirts that show the midriff are not allowed. Off-the-shoulder, halter-tops, tube tops, low-cut tops, spaghetti strapped tops, are not allowed. Shirts with extremely large arm holes may be worn over a tank top or t-shirt.
- No clothing advertising alcohol, tobacco, drugs, or having inappropriate language are allowed.
- Footwear should be safe and comfortable to walk in. Closed toe shoes and sandals with straps around the heel are preferable. High heels and flip flops are discouraged.

PLAYGROUND

Playground rules are discussed thoroughly with the children. We would appreciate your reinforcement of the necessity of these rules for the safety of all.

Pushing, grabbing, and holding are not acceptable. Tackle football is not allowed. Abusive, obscene, or profane language (trash talk) will not be tolerated at school.

The playground is adequately supervised only between 8:15 a.m. and 3:00 p.m.

STUDENTS SHOULD NOT ARRIVE BEFORE 8:00 unless they are eating breakfast at school.

TOYS

Toys do not belong at school. There is always a risk of them getting lost, stolen, or broken. Fidgets are ok, if the teacher approves and it is used as a tool rather than a toy.

WALKING SCHOOL BUS

What is a Walking School Bus (WSB)?

A WSB is a fun, safe way for students to get to school as a group. Children walk with trained adult volunteers, called *Route Leaders*, along a recommended route to school. Children can join in the WSB at predetermined stops and times along the route and will arrive at school in time to have breakfast.

What does it cost?

The program is free! We rely on adult volunteers, and the more volunteers, the more times and routes a walking school bus can run.

How do I sign up my child?

Registration forms will be sent via email. Contact the school office if you need a printed form. Return the forms to school.

Who can be a volunteer with the WSB?

All parents, family members, and neighbors who have been cleared by School District 2's volunteer screening process and have completed the WSB Route Leader Training.

If you are interested in volunteering, please contact your school's principal or sign up online at <https://uwyellowstone.galaxydigital.com/agency/detail/HighlandElementary/>

GENERAL SAFETY

- The teachers emphasize safety rules for walking, biking and busing to school. We ask parents to work with us throughout the year by continually stressing these safety issues.

- As a parent, please know the route your child is taking to school and know approximately how much time it takes to get home from school. This is a safety issue.
- **Students should go directly home from school.** Waiting for others is discouraged.
- **Students should use the sidewalks when available.** Our neighbors are wonderful and our children need to be considerate of their property.
- Bikes, scooters, rollerblades and skateboards may be ridden to school. The law requires students to wear helmets for their protection. Locks must be provided, as the school cannot be responsible for damage or theft. **Each bike must have its own lock.** Do not plan to lock bikes together. Roller blades are to be taken off of the bike rack and brought to the locker or classroom. Scooters are to be folded at the bike racks and brought to the classroom for storage. Skateboards are *not* to be ridden on the school grounds; they will also be stored in the classroom. **Heely's (shoes with wheels) are not allowed on the playground or in the building, for safety reasons and school property protection.**
- **Students must wear shoes at all times** during school hours and at school activities. Footwear should permit active running and jumping during play and Health Enhancement activities. Flip flops are not advisable, nor are shoes with platform soles and heels higher than an inch. These types of footwear hinder movement and promote injury at school.
- **No dogs are permitted on the school grounds during school hours.**

TRAFFIC SAFETY

- Highland School, like most Billings schools, is located on a busy street. Please observe the following procedures for your child's safety.
- **The area to the East of the Annex is marked Bus Zone.** We may have several buses or vans each day arriving and departing at different times daily. **The bus zone must be free at all times for buses provided by our transportation department.**
- **The yellow area directly in front of the school is a drop-off/pick-up zone only.** Passenger vehicles should park only for a few moments. If you are coming to volunteer or visit the classroom, please park beyond the loading zone. The crosswalk is marked "No Parking at Any Time." This is enforced.
- A blue handicapped parking only spot is situated in front of the school. Please be aware that it is unlawful to park there without a handicap sign in your car.

- **Please do not drop off or pick up your child from the middle of the street as you wait in the traffic lane. Do not double park.**
- **Students are taught to use the marked crosswalk.** If your child needs to cross the street to come onto the school grounds or go to your car, be sure that your child crosses at the crosswalk, even if they are in your company. Use the crosswalk with your child. Your modeling is the most powerful teacher.
- **Do not park your vehicle on the school grounds.** District personnel occasionally use the blacktop area as they work in our building, and they are therefore authorized users. Staff, principals, and parents are not authorized to park there. Children enter the school grounds from this area, and we keep vehicles and children separate.
- **It is unlawful to make a U-turn in front of the school building.**

Please share these safety notes with day care providers or the person you trust to deliver or pick up your children in our school area. We will appreciate your consideration. We take your trust that your child will be safe at school very seriously. If you have safety concerns for your child, please contact the Principal.

Additional information regarding Billings School District 2 expectations and policies are available in the Billings Public Schools Student/Parent Handbook located here:

[Billings Public Schools Student/Parent Handbook](#)