

Highland Elementary

Family/ Student Handbook 2024-2025 School Year



Nondiscrimination/Equal Opportunity

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Weld RE9 does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or need for special education services in admissions, access to treatment, or employment in educational programs or activities which it operates.

Compliant procedures have been established for students, parents, employees and members of the public. The following person has been identified as the compliance officer for the district:

Robert D. Ring Jr.
Superintendent of Schools
210 W. First Street
Ault, CO 80610
970-834-1345

Dear Highland Families,

As the Principal of Highland Elementary, I am honored to be a member of the Husky Community. These last five years were exciting for so many reasons, and I am looking forward to 2024-2025!

It's important for our students to know that Highland is a place of learning and fun, for our families to know all are welcome and that you are your student's first teacher, and finally, it's important for our teachers and staff members to know we appreciate all your effort and hard work to ensure our students are safe and learning every day.

Throughout the last four school years, I have had interactions with parents, students, teachers, and other staff members- during each connection I've heard the repeated phrase, "we love this school!" I am excited to continue to foster relationships with all of you, with our student's success at the forefront of our conversations. I, too, LOVE THIS SCHOOL!

In education for over 20 years, I have served as an ESL teacher, Kindergarten- 2nd grade teacher, as a Teacher Effectiveness Coach, the Assistant Principal at Park Hill Elementary in Denver Public Schools, and now the Principal at Highland. I received a Bachelor of Science in Education from Brigham Young University, a Master of Arts in Curriculum and Instruction focusing in Linguistically Diverse Education from University of Colorado Denver, and a K-12 Administration license in Educational Administration and Policy through the University of Denver.

My family has lived in Colorado for over 18 years. My husband works for the Denver Fire Department and loves serving the people of Denver. Our two sons are 15 and 12, and play any and all sports. We love many things about living in Northern Colorado, but the best is living in a quiet place where we can enjoy our family time together with our two dogs, Olive and Charlie.

I can't wait to get started again this school year! Please know that my door is always open to support families in our Highland community.

Best,

Jen Moylett

HIGHLAND ELEMENTARY STAFF

Jen Moylett.....Principal
Laurie Born.....Assistant Principal
Deborah Navarro.....Secretary
Chandal Bass.....Receptionist
Debbie Pettit.....Nurse
Lindsey Graham.....Health Tech

Kindergarten Team:
Krista Fuller
Yessica Cruz
Madison Knutson

1st Grade Team:
Avery Uhlich
Lisa Bielefeld
Stephanie Wartenbe

2nd Grade Team:
Donni Dumler
Sally McIntyre
Jocelyn Svoboda

3rd Grade Team:
Diane Bainer
Sam Patterson
Megan Peterson
Kelly Regan

4th Grade Team:
Rachelle Hergenreter
Barb Culley
Madison Storebo

5th Grade Team:
April Graves
Elizabeth Sanchez
Angela Grider

Specials/ Enrichment Team:
Heidi Tremaine- Physical Education
Lacy Gangestad- Art
Rochelle Mundfrom- Music

Student Support Team:
Cynthia Silva- ELL
Carla Cooper- Intervention
Brenda Austin- Intervention
Michelle Malchuk- Special Ed
Eron McLaughlin- Psychologist

Highland Elementary School

834-2853

Fax # 834-1294

Mrs. Jen Moylett—Principal

Highland Middle School

834-2820

Fax # - 834-2663

Mr. Clay Naughton—Principal

Highland High School

834-2816

Fax # - 834-2858

Mrs. Kelsey Bailey—Principal

Weld RE-9 Administration Building

834-1345

Fax # - 834-1347

Mr. Troy Damman—Superintendent

Transportation

834-1513

Mr. Dave Chandler—Transportation Director

H.R.A.

www.highlandrec.org

Nondiscrimination/Equal Opportunity

The Board is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment, or member of the public may be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

For purposes of this policy and other policies including a nondiscrimination statement, these terms have the following meanings:

- “Race” includes hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race.
- “Protective Hairstyle” includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps.
- “Sexual Orientation” means an individual’s identity, or another individual’s perception thereof, in relation to the gender or genders to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction.
- “Gender Expression” means an individual’s way of reflecting and expressing the individual’s gender to the outside world, typically demonstrated through appearance, dress, and behavior.
- “Gender Identity” means an individual’s innate sense of the individual’s own gender, which may or may not correspond with the individual’s sex assigned at birth.

This policy and supporting regulation(s) will be used to address all concerns regarding unlawful discrimination and harassment. Alleged conduct regarding sex-based discrimination and sexual harassment will follow the complaint and investigation procedures specific to this conduct.

In keeping with these statements, the following are objectives of this school district:

1. To protect the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation, and applicable judicial interpretations.
2. To encourage positive experiences in terms of human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial, and ethnic groups.
3. To consider carefully, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.

4. To utilize educational experiences to build each individual's pride in the community in which they live.
5. To initiate a process of reviewing all policies and practices of this school district in order to achieve the objectives of this policy to the greatest extent possible.
6. To investigate and resolve promptly any complaints of unlawful discrimination and harassment.
7. To investigate and appropriately discipline staff and students found to be responsible for incidents of harassment or unlawful discrimination in violation of Board policy.

Annual notice

The district will issue a written notice prior to the beginning of each school year that advises students, parents, employees, and the general public that the educational programs, activities, and employment opportunities offered by the district are offered without regard to disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services. With respect to employment practices, the district will also issue written notice that it does not discriminate on the basis of age, genetic information, or conditions related to pregnancy or childbirth. The announcement will also include the name, address, email address, and telephone number of the person(s) designated to coordinate Title IX, Section 504, and ADA compliance activities.

The notice will be disseminated to persons with limited English language skills in the person's own language. It will also be made available to persons who are visually or hearing impaired.

The notice will appear on a continuing basis in all district media containing general information, including: teachers' guides, school publications, the district's website, recruitment materials, application forms, vacancy announcements, student handbooks and annual letters to parents.

Harassment is prohibited

Harassment based on a person's disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry or need for special education services, is a form of discrimination prohibited by state and federal law. Preventing and remedying such harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn, employees can work, and members of the public can access and receive the benefit of district facilities and programs. All such harassment, by district employees, students, and third parties, is strictly prohibited.

All district employees and students share the responsibility to ensure that harassment does not occur at any district school, on any district property, at any district or school-sanctioned activity or event, or any district curricular or non-curricular activity or event.

Reporting unlawful discrimination and harassment

Any student who believes they have been a target of unlawful discrimination or harassment, as defined in Board policy and supporting regulations, or who has witnessed such unlawful discrimination or harassment, must immediately report it to an administrator, counselor, teacher, or the district's compliance officer and file a complaint as set forth in the regulation which accompanies this policy.

Any employee, applicant for employment, or member of the public who believes they have been a target of unlawful discrimination or harassment, or who has witnessed such unlawful discrimination or harassment, must file a complaint with either an immediate supervisor or the district's compliance officer.

If the individual alleged to have engaged in prohibited conduct is the person designated as the compliance officer, an alternate compliance officer will be designated to investigate the matter in accordance with this policy's accompanying regulation.

District action

All district employees who witness unlawful discrimination or harassment must take prompt and effective action to stop it, as prescribed by the district.

The district will take appropriate action to promptly and impartially investigate allegations of unlawful discrimination and harassment, to end unlawful behavior, to prevent the recurrence of such behavior, and to prevent retaliation against the individual(s) who files the complaint and/or any person who participates in the investigation. When appropriate, the district will take interim measures during the investigation to protect against further unlawful discrimination, harassment, or retaliation.

To the extent possible, all reports of unlawful discrimination or harassment will be kept confidential. Students or employees who knowingly file false complaints or give false statements in an investigation may be subject to discipline, up to and including suspension/expulsion for students and termination of employment. No student, employee, or member of the public may be subject to adverse treatment in retaliation for any good faith report of harassment under this policy.

Upon determining that incidents of unlawful discrimination or harassment are occurring in particular district settings or activities, the district will implement measures designed to remedy the problem in those areas or activities.

Any student or employee who engages in unlawful discrimination or harassment will be disciplined according to applicable Board policies and the district will take reasonable action to restore lost educational or employment opportunities to the target(s).

In cases involving potential criminal conduct, the district will determine whether appropriate law enforcement officials should be notified.

Notice and training

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy to all district schools and departments. The policy and complaint process must be prominently posted on the district's website, referenced in student and employee handbooks and made otherwise available to students, staff, and members of the public.

Students and district employees will receive periodic training related to recognizing and preventing unlawful discrimination and harassment. District employees must receive additional training related to handling reports of unlawful discrimination and harassment. The training will include, but not be limited to:

- awareness of groups protected under state and federal law and/or targeted groups;

- how to recognize and react to unlawful discrimination and harassment; and
- proven harassment prevention strategies.

Adopted: January 22, 1986

Revised: June 27, 2006

October 27, 2020

November 16, 2021

LEGAL REFS.: 20 U.S.C. 1681 (*Title VII, Education Amendments of 1972*)

20 U.S.C. 1701-1758 (*Equal Employment Opportunity Act of 1972*)

29 U.S.C. 621 *et seq.* (*Age Discrimination in Employment Act of 1967*)

42 U.S.C. 12101 *et seq.* (*Title II of the Americans with Disabilities Act*)

42 U.S.C. 2000d (*Title VI of the Civil Rights Act of 1964, as amended in 1972*)

42 U.S.C. 2000e (*Title VII of the Civil Rights Act of 1964*)

42 U.S.C. 2000ff *et seq.* (*Genetic Information Nondiscrimination Act of 2008*)

C.R.S. 2-4-401 (3.4) (*definition of gender expression*)

C.R.S. 2-4-401 (3.5) (*definition of gender identity*)

C.R.S. 2-4-401 (13.5) (*definition of sexual orientation*)

C.R.S. 22-32-109 (1)(II) (*Board duty to adopt written policies prohibiting discrimination*)

C.R.S. 22-32-110 (1)(k) (*definition of racial or ethnic background includes hair texture, definition of protective hairstyle*)

C.R.S. 24-34-301 *et seq.* (*Colorado Civil Rights Division*)

C.R.S. 24-34-301 (3.3) (*definition of gender expression*)

C.R.S. 24-34-402 *et seq.* (*discriminatory or unfair employment practices*)

C.R.S. 24-34-402.3 (*discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees*)

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunity

GBAA, Sexual Harassment

JB, Equal Educational Opportunities

JBB*, Sexual Harassment

Highland Elementary School Vision

- Build a culture of excitement in learning
- Meet student's needs- academically, physically and socio-emotionally
- Every student, every day

School Wide Motto

We are the Highland Huskies!

We:

Have pride and stand tall

Own our actions, words and attitude

Work hard together and are kind

Learn from each other and do the right thing

We **HOWL** in the Hallway

- Husky line
- Voices quiet for other learners
- Walking feet
- Hands to self

We **HOWL** in the Bathroom

- Keep it clean
- Wash your hands
- In and Out

We **HOWL** on the Playground

- Use equipment the right way
- Play fair
- Safe body
- Share and include others

We **HOWL** in the Husky Hideaway

- Use manners
- Keep it clean
- Inside voices
- Respect everyone

Daily Schedule:

7:40 am Breakfast served

7:50 am Supervision provided outside on both playgrounds

8:15 am Class begins

10:50 am Kindergarten lunch, 11:15 am Kindergarten recess

10:50 am 4th grade recess, 11:15 4th grade lunch

10:55 am 2nd grade recess, 11:20 am 2nd grade lunch

11:25 am 5th grade recess, 11:50 am 5th grade lunch

11:50 am 1st grade recess, 12:15 1st grade lunch

12:20 pm/ 12:25 pm 3rd grade recess, 12:45 pm/ 12:50 pm 3rd grade lunch

3:10 pm K-5th grade dismissal

Breakfast and Lunch

HES will be participating in the Community Eligibility Provision program. This means that all students will get free breakfast and lunch. However, if they want a la carte items or seconds (including milk) they would have to pay for that.

Breakfast is served every morning in the cafeteria from 7:40 until 8:15.

Prices for breakfast are: Adult: To Be Determined for Fall 2024

Prices for school lunches are: Adult: To Be Determined for Fall 2024

General Important Information:

Attendance

Regular and prompt attendance is the responsibility of the student and the parent(s). Regular attendance is essential to maintain a good academic record, and to participate in classroom discussions and activities. We ask parents to **call the office BEFORE 9:00 a.m. EACH DAY** your child is absent. Automated messages will go through to contact you after 9:00 a.m. if we have not heard from you. **Please make sure we have correct and updated phone numbers.**

Tardies and Early Dismissals

If your child arrives after 8:30a.m., he/she **MUST** check in at the main office.

If it is necessary to take your child out of school for any reason, a parent or guardian must come to the office to sign the child out of school. If someone besides a parent is signing the child out of school, a note must be sent to the school. This is in respect to your child's safety.

Late arrivals and early dismissals WILL affect your child's attendance records. It is also a disruption to his/her learning process. Please try to schedule appointments around the school day.

From the CDE website @ <https://www.cde.state.co.us/dropoutprevention/attendancestatepolicy>

Attendance matters! Daily attendance and engagement in learning is essential to student success at all grade levels. Colorado law directly connected to attendance focuses on compulsory school attendance, truancy and school finance. Important student attendance definition of rates and terms include:
Truancy: Truancy is defined as an unexcused absence. The rate is calculated by dividing the reported Total Student Days Unexcused Absences by the Total Student Days Possible.

Habitually Truant (Student Count): A student is counted as habitually truant if the student has four unexcused absences in one month and/or 10 absences in one school year.

Chronically Absent: A student absent 10 percent or more of the days enrolled during the school year is chronically absent. All absences are included – unexcused, excused and suspensions. The rate is the percentage of students enrolled who are chronically absent

In accordance with Colorado State Law, **EXCUSED ABSENCES** shall be limited to:

1. The student is ill or injured. A physician must verify extended illnesses or injuries.
2. The student received approval of the **principal** for the absence for good cause.
3. The student is participating in a school-sponsored activity.
4. The student is temporarily in the custody of court or law enforcement authorities, or is required to appear in court.
5. The student is participating in religious observances.
6. Students may be excused by parent verification up to seven times per semester. Additional absences will fall under the excessive absenteeism policy. Suitable proof, including a written statement from medical sources may be required of a student by the school to verify excused absences.

Excessive Absences

If a student is excessively absent, as defined as eight or more absences in a semester, documentation must be received in order to excuse an absence. Students will be marked unexcused until documentation is provided to the front office.

Infinite Campus Parent Portal Attendance Codes Information

- Parent/ guardian has 48 hours to excuse an absence, after that the absence will remain unexcused.
- After 10 absences, the absence will be considered verified by parent/ guardian but unexcused, unless there is a doctor's note or other documentation provided.
- Unexcused absences occur when we do not hear from parents/ guardians as to why the student is absent.

Arrival/ Dismissal

If you are dropping off your student please use the **drop off zone** by the entrance of the playground. You will need to enter from the one way off of Rowe Avenue (CR 90) west and you will need to go through the parking lot to exit onto Rowe Avenue (CR 90) east. Please do not **Double Park** while letting your students off. **PARKING IS NOT ALLOWED IN THE YELLOW ZONE IN FRONT OF THE SCHOOL.** When picking up your student you will need to **park in the parking lot area.**

*****Please drive SAFELY and watch for students while driving through the parking lot.**

OUTSIDE school supervision is not provided before 7:50 a.m. School personnel are not responsible for students arriving before 7:50 a.m. unless they are riding the bus or having breakfast. Only students that have a pass from a teacher or eating breakfast in the cafeteria will be permitted in the building before 7:50 a.m.

Withdrawal/Transfer Procedures

1. At least 3 days prior to checkout, a parent must call or send a note to the school stating when the student's last day of school will be.
2. Return all library books.
3. Pay all library fines and lunch charges.
4. Take completed form to the office for final approval. Your future school will request school records from HES.

Emergency Information

When a child is enrolled, parents are required to fill out an emergency card which gives us information as to whom to contact in the event the child is injured or becomes ill. Parents must keep this updated as to where they can be reached, who is to be contacted if parents cannot be reached, and any address and phone number changes.

Leaving School Grounds

Students cannot leave school grounds during the school day without permission from the Principal. Students are in the care of the school from the time they arrive until they depart. Students must be in the immediate supervision of their teachers and other adults assigned to them at all times.

School Records

Student records are confidential information. You may view your student's records by appointment in the school office. Please call to set up a convenient time.

Parents/ Guardians at school

Visitors

Parents/ Guardians with a prearranged purpose are allowed on school grounds. All parents/ guardians MUST check in at the office. A prearranged purpose includes: a scheduled meeting with a staff member, a scheduled volunteering opportunity, or having lunch with your student. Other students will not be able to join for lunch.

*Our lunch room is unable to accommodate visitors, but we have picnic tables outside on nice weather days and a meeting room in the office area for inclement weather days. Car picnics are great too!

Volunteering

If you are interested in being a volunteer, please reach out to our Assistant Principal. We will get you the appropriate paperwork, schedule day(s)/ time(s), and send you through a short training to ensure your experience is a great one! All volunteering must be pre-arranged with the school/ teacher. There may be certain tasks you are asked to complete, so we cannot guarantee you will be in your child's classroom.

Birthdays: The day/ time to bring birthday treats should be pre-arranged with the classroom teacher to ensure our instructional schedule can be adjusted. The teacher will let you know of any food allergies. We will only allow STORE BOUGHT treats/ snacks for all parties / birthdays. PLEASE do not bring cake, large cupcakes, drinks, party favors, balloons, flowers, etc. Our main priority is to teach our children, not host parties. Ideas of acceptable and easy to distribute snacks/ treats might be: fruit snacks, cookies, mini cupcakes, etc.

Field Trips

Field trips are planned by the classroom teachers following the RE-9 curriculum. Parents will receive written notification of all field trips. A permission slip must be signed and returned to the child's classroom teacher before the child will be allowed to go on the trip. We encourage parents to volunteer to go on their child's field trip as an adult sponsor; however, we cannot allow any children not attending our school to ride on the buses because of liability issues with our insurance. Students being allowed on field trips are contingent on classroom teacher's discretion based on behavior and completion of work.

Field Trip Chaperones:

-Most destinations require a certain amount of student- chaperone ratio, which we will follow in order to properly supervise all of our students

-If a parent would like to chaperone, they can request so on the student permission slip, however, that does not automatically mean that parent will chaperone due to the large number of requests we receive

-If a parent is chosen to chaperone, they most likely will have a small group of students with them throughout the field trip, viewing different exhibits, having lunch, etc.

-If a parent is not chosen to chaperone, on some events, that parent may go as a private citizen and pay their own admission fee, however:

- they will provide their own transportation
- they can join the group their student is with, but they cannot take their student on their own tour/ field trip experience since that student is in the care of the teachers/ school district; the student must remain with the group

-A parent can sign their student out with the classroom teacher, similar to how we sign students out at school, but the parent and student must then not be with the school group as they have been dismissed for the remainder of the school day

-Once a parent signs their student out, the school/ district is not responsible for the student, nor is the school/ district responsible for transporting that student back to the school at the end of the field trip

Damaged or Lost Books

Students will be asked to pay for any lost or damaged library or textbooks-this includes materials belonging to the classroom teacher or other students attending **Highland Elementary School**. Fines will result if unreasonable damage or loss of books occurs.

Field Day

All fees will need to be paid before field day in order to participate in field day activities. This includes: lunch money, library books, fundraiser money, electronics, music instruments, etc.

Student Council

The Student Council is a representative body of the school student population. Officer elections are in the Fall. The Student Council promotes school spirit in the building and sponsors many fun activities.

School Parties

PARTIES: We currently have 3 scheduled parties during the school year. These are Halloween, Christmas and Valentine's Day. More information to follow as those events occur throughout the year.

Parent Teacher Student Conferences

Conferences are an extremely valuable strategy to improve student performance. Family is critical to student success. Sharing of information between parent/guardians and teachers may help the student increase the quality of his/her academic performance. HES uses PTC Fast to sign up for conferences online, or you can call the office to schedule a conference.

Newsletters

A weekly newsletter will be posted on the school website and our school Facebook page every Friday, as well as sent to families via Infinite Campus. Please watch for upcoming dates, activities and information. Parental involvement is vital. Help your student be a success by discussing the newsletter with him/her, and encourage them to be involved and informed.

Social Media

The use of social media and/or the posting of pictures or video taken on school grounds or functions is prohibited for students and staff unless expressly permitted for educational or school-related purposes by the Principal in advance. Highland Elementary values and respects the privacy of our students and families. When it comes to posting pictures of our students, the school would appreciate the same caution and good judgment from Highland's parents.

Transportation Important Information

Transportation

All qualifying students are assigned to specific bus routes and attendance records are maintained on each bus to account for riders. Parents must call the office or write a note if students will be on a bus other than their assigned bus OR if your student is doing something different after school. This allows for driver accountability of all students. A student's special request may be denied if the student cannot present a signed note from a parent/guardian.

Student Conduct on Buses

Appropriate behavior is expected on all buses. Failure to follow rules will result in suspension and/or withdrawal of riding privileges.

Audio/video cameras may be used on school vehicles transporting students to and from school or extra-curricular activities for the safety and security of students and staff.

The privilege of riding a school bus is contingent upon a student's good behavior and observance of established regulations for student conduct both at bus stops and on boarding buses.

The driver of a school bus shall be responsible for the safety of the students on his/her bus, both during the ride and while students are entering or leaving the vehicle. Therefore, it is the bus driver's duty to notify the supervisor of transportation and the principal of the school involved if any student persists in violating the established rules of conduct.

After due warning has been given to the student and to his parents, the administration may withhold from the student the privilege of riding the school bus. The student also may be denied admission to school, suspended or expelled, in accordance with established policies, for flagrant violation of school bus rider conduct regulations or conduct detrimental to the safe operation of the bus.

Bus riding is a privilege which is earned by proper conduct and observance of rules both at the student's designated bus stop and aboard the bus. For the safety of everyone, riders are expected to observe the following bus rules and directions of the driver at all times.

1. Follow the directions of the driver.
2. Stay back at least 10 ft. from where the bus stops. Cross 10 ft. in front of the bus. DO NOT walk in front of buses.
3. Stay seated when the bus is moving.
4. Keep heads, hands and all objects inside the windows.
5. Talk quietly; remain silent at railroad crossings.
6. Notes required to switch buses or to go to a different location.

7. No eating or drinking on bus routes.
8. Be RESPECTFUL. No profanity or bothering others.

Should any student fail to conduct himself properly or choose not to observe the bus rules appropriate discipline will be administered.

Immunizations/ Medications Information

Immunizations

Colorado Immunization Law requires that **ALL STUDENTS MUST PROVIDE PROOF OF IMMUNIZATIONS** in order to attend school.

- Students may not register unless they present a current immunization record at the time of registration.
- If the State of Colorado immunization requirements to enter school are not met by the first day of school, you will have 14 calendar days to provide documentation to the school or your child will not be allowed in school until this is provided.
- Parents/Guardians have the right to refuse these immunizations for their child based on personal, religious or medical reasons. In this case, the parent must contact the school nurse to complete the exemption requirements. In the event of an outbreak, exempted persons may be subject to exclusion from school and to quarantine.
- If you have any further questions about these requirements please contact the school nurse.

Medications at School

1. If a student requires any medication to be given at school, a “Permission to Administer Medications” form must be completed and provided to the Health Office. The form must be filled out by a doctor and signed by both the doctor and parent/guardian for ALL medication. Please note this includes over-the-counter medication such as Tylenol, Ibuprofen, Cold Medications, etc.
2. All medication must be provided in the original container with the original label attached and in date. Prescription medication must be in the original container with the prescription label attached (including inhalers)
3. All medication will be kept secured in the Health Office. No medication is to be kept in the classroom or with a student.
4. All medication should be brought to the Health Office by a parent/guardian or other responsible adult. Medications should not be sent to school with the student.
5. Medication will be given to the student by the school nurse or another staff member who has been delegated by the school nurse to give medication. It is the responsibility of the student and staff to ensure the student goes to the nurse’s office to take the medication at the appropriate time.

Student Belongings Information

Student Belonging

Lockers are for individual use and should not be shared. **Highland Elementary** is not responsible for items taken from lockers, therefore, students should leave valuable items at home. Students may be fined for damage to the lockers. **Highland Elementary** personnel reserve the right to inspect inside lockers at any time.

If a child brings a toy or plaything from home, the school **WILL NOT** take responsibility for the loss of the item(s). This is the child's responsibility. Any toy that becomes a distraction to the child's learning in the classroom will be turned in to the office or held by the teacher until dismissal. The following items are **NOT** allowed at school: **Virtual pets, electronic games, radios, iPod, Mp3, tablets, Kindles or any electronic devices, Baseballs, bats, guns, Chinese Stars, knives or swords.**

*****Please remember that any item that could be construed as a weapon, that could cause bodily injury would lead to the suspension of, and possible expulsion of a student.**

Bikes

Students who live near the school may ride their bikes to school. Parents must accept the responsibility for their children's safety. Bikes must be provided with a lock and left for the day in the bike rack in the designated area.

Student Cell Phones

Students are **NOT** allowed to use the telephones at school except in emergency situations. We do not feel that it is necessary for students to bring cell phones to school; although if for some reason your child needs to bring his/her cell phone they need to bring it to the office, or give it to the classroom teacher until the end of the day. If a cell phone is found, parents/guardians will be contacted to pick up the phone at the end of the day. The school is **NOT RESPONSIBLE** for lost or damaged cell phones. Cell phones, along with Smart Watches/ Gizmo Watches must be used appropriately as a watch, and not as a communication device, for playing games, etc.

Lost and Found

Lost and found articles are taken to the Lost and Found Rack. Parents and students are urged to check it frequently. Before each long break (Christmas and Summer Break) all unclaimed items will be donated to charity. **Please label all items with first and last name.**

Dress Code Information, Board Policy JICA, JICF

Highland Elementary recognizes the rights of individual choice in dress and appearance. The choice is restricted on the basis of health, safety, interference with work, or if it contributes to disorder in the school or classroom. Appropriate dress and grooming are expected in everyday attendance, visits to businesses, or at any time a student is representing Highland Schools. Students are expected to dress appropriately for the weather. Students are expected to dress in a way that does not hinder their ability to

participate and learn, or the ability of others to participate and learn while at school. Much of the dress code responsibility falls on the parent; parents are expected to ensure their children leave the house dressed in a manner they are comfortable with. Students may not wear any article of clothing that contains profanity, drug, tobacco, or alcohol references, promotes violence or civil disobedience, anything associated with gang affiliation, or any item that could cause harm to another student, or similar item, as determined by the building principal, to be disruptive to the learning environment. Bandanas or other similar type head coverings are not permitted. These policies may be found in their entirety on our school web site @ www.weldre9.org

Hats

Students are welcome to wear hats before school, during recess, or after school. Hats are not allowed to be worn inside the school building during the school day. Students who choose to bring hats to school must either keep them in their backpack, secure them to their backpack, place them on a hallway hat rack, or leave them in the office.

Emergency Information

Emergency Procedures

- 1) Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the signal is given, everyone obeys promptly and leaves the building by the prescribed route as quickly as possible. Fire drill instruction sheets are posted in each room.
- 2) Tornado drills may occur, as well. When the signal is given, everyone should, again, obey promptly and move to a designated area within the building. **DO NOT LEAVE THE BUILDING!**
- 3) Lockdown/ Lock out drills are practiced twice a year for safety reasons. All staff have been trained in appropriate procedures/ responses. If the school is in lock down or lock out, **NO ONE** is allowed inside the building or outside the building.

In the event of a real fire or emergency and students are evacuated to the park, all students will be bussed to the Middle School. Parents may then pick their students up from the Middle School in Ault.

Emergency School Closings

Due to bad weather conditions or other emergencies, the need may arise to cancel school for that day, or possibly close school early.

The best and fastest way to receive information regarding EMERGENCY CLOSING is to go to the website: www.weldre9.org

Additional information can be attained through the District Facebook page and local television/radio stations. Infinite Campus Messenger is also utilized to inform parents of important information.

Classwork/ Homework Information

Homework Guidelines

We believe that all stakeholders have a responsibility for student homework. When all parties accept responsibility, it promotes student success and achievement, and helps us in our quest to “Build Excellence”.

Responsibilities of Staff

- Assign meaningful and appropriate homework that is challenging and aligns with learning objectives
- Provides ongoing and clear guidance to ensure students understand the directions and reasons for homework
- Provide timely and specific feedback for all homework assignments
- Recognize student effort
- Inform parents of the homework policy and their roles related to homework
- Promote quality work
- Assist students in being successful and believing they can do the work

Responsibilities of Parents/ Guardians

- Establish routines related to study times and study habits
- Provide a suitable environment and study area
- Reduce distractions
- Provide encouragement
- Communicate with the teacher if difficulties arise
- Do not complete your student's homework for them. All work completed should be in the student's writing.

Responsibilities of Students

- Keep track of all homework assignments, using a tool like a planner, computer, or worksheet
- Follow routines related to study times and study habits
- Establish an environment for learning by keeping distractions to a minimum
- Believe you can do the work with effort
- Ask for assistance
- Produce high-quality work at all times
- Complete all assignments on time

Student Use of the Internet and Electronic Communications

The Internet and electronic communications (e-mail, chat rooms and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of Education believes they should be used in schools as a learning resource to educate and to inform.

Use of the Internet and electronic communications require students to think critically; analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

The Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, the district shall take reasonable steps to protect students from accessing material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for their own use of district computers and computer systems to avoid contact with material

or information that may be harmful to minors.

Blocking or filtering obscene, pornographic and harmful information

Software that blocks or filters material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board, shall be installed on all district computers having Internet or electronic communications access. Students shall report access to material and information that is obscene, child pornography, harmful to minors otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

No expectation of privacy

District computers and computer systems are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district computers and computer systems shall remain the property of the school district.

Unauthorized and unacceptable uses

Students shall use district computers and computer systems in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district computers and computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following:

- no student shall access, create, retransmit, retransmit or forward material or information that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons.
- that is not related to district education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interest in nudity, sex or excretion
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex religion, national origin, age marital status, or disability
- for personal profit, financial gain, advertising, commercial transaction or political purpose
- that plagiarizes the work of another without express consent
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the system administrator

Security

Security on district computer systems is a high priority. Students who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator.

Students should not demonstrate the problem to other users. Logging on to the internet or electronic communications as a system administrator is prohibited.

Students shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to district computers or computer systems
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users
- any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic communications.

Safety

Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

Vandalism

Vandalism will result in cancellation of privileges and may result in school disciplinary action, including suspension or expulsion, and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse, or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data of another user, usage by another user, or district-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

Unauthorized software

Students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

Assigning students projects and monitoring student use

The district will make reasonable effort to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

Opportunities shall be made available on a regular basis for parents to observe students use of the Internet and electronic communications in schools.

Staff members assigned to supervise student use shall have received training in Internet and electronic communications safety and monitoring student use.

Student use is a privilege

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable uses of such tools. Student use of the Internet and electronic communications is

A privilege, not a right. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in school disciplinary action, including suspension or expulsion, and/or legal action. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Students and parents/guardians shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

School district makes no warranties

The school district makes no warranties of any kind, whether express or implied, related to the use of district computers and computer systems, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The district shall not be responsible for any damages, losses or cost a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

School-wide Discipline Plan

This handbook provides information about the policies and procedures of our School-wide Discipline Plan. When parents, students and teachers work together toward a common goal, a more enjoyable school experience will happen. The goal of our plan is to help our students be successful. Discipline plays a huge role in a child's education. It is a life-long skill children will rely on as they become active members of their community. Our students deserve the most positive learning environment to achieve academic success. Therefore, this school-wide discipline plan will be in effect at all times.

Our teachers and staff will provide all students with an enriching, challenging and nurturing learning atmosphere each year. Each teacher has a classroom management plan to address procedures and discipline in the classroom. This plan includes positive rewards. Please make sure you and your child understand these rules and procedures. If you have any questions, please do not hesitate to contact your child's teacher.

If your child's teacher or an administrator contacts you about a discipline concern for your child, please be supportive and responsive to work with us, so that your child's behavior has a positive outcome.

Discipline

Discipline underlies the entire educational structure. Disciplined students do their part in making school an effective place of learning and develop habits of restraint. Self-control, good character, orderliness, and efficiency are developed through structured discipline. We believe each individual is capable of making his or her own decisions, and are responsible for his or her own behavior. The classroom teacher will generally deal with classroom and school rule infractions. The principal will deal with major offenses. All discipline violations will have consequences.

Repeated Classroom Disruption Policy

Students who are involved in repeated classroom disruptive behavior may be removed from the classroom environment to complete their assignments in another classroom. If the behavior continues or increases, and the staff has provided support without improvement, the parent/ guardian will be called to assist-potentially through a phone call conversation with their student or the student may be sent home for the remainder of the day.

The Classroom Teacher's Commitment

Teachers will:

- Enforce the School-wide Discipline Plan
- Communicate high behavioral expectations to students and parents
- Commit to follow through to the success of student behavior
- Take responsibility for classroom problems and behavior
- Foster a school climate characterized by a concern for students as individuals

Staff Member's Commitment

Staff members will:

- Enforce the School-wide Discipline Plan as agreed
- Communicate high behavioral expectations to students
- Commit to follow through to the success of student behavior

Administrator's Commitment

Administrators will:

- Support the teachers in this system
- Model high behavioral expectation
- Maintain a school climate in which everyone wants to achieve self-discipline
- Foster a school climate where the administration is sincerely concerned for the staff and students

as individuals

The success of a school-wide system lies in the relationship built between parents, staff and students of the school community. This relationship begins with communication. Parents will be informed about current school issues, success and concerns through school-wide newsletters, classroom teacher's updates, the school website, parent meetings and parent handbooks. The hope is by keeping parents well-informed the plan will be more successful.

On an individual basis, student behavioral issues are addressed with parents through the parent/teacher emails, notes home, phone calls home and parent conferences. This communication helps to foster the success of the school-wide plan.

Parent's Commitment

Parents will:

- Reinforce the School-wide Discipline Plan
 - Communicate high behavioral expectations to their child
 - Commit to follow through to the success of their child's behavior
 - Take an interest in personal goals, achievements and needs of their child
- Support the students in their academic and extracurricular activities.

Student's Commitment

Students will:

- Follow the School-wide Discipline Plan
- Maintain high behavioral expectations
- Accept responsibility for their behavior
- Set personal goals and work hard to achieve them

Defining Unacceptable Behaviors

There are two levels of behaviors: minor and major. Minor behaviors will be addressed and handled by teachers. Major behaviors will be referred to the office to be handled by the principal.

MINOR Behaviors	MAJOR Behaviors
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<ul style="list-style-type: none"> • Inappropriate language (name calling) • Physical contact (relative: wrestling, pushing/shoving, hitting, kicking) • Disrespect (talking back, etc.) • Defiance (not working/following directions, etc.) • Observable behaviors (running, line behavior, throwing objects, etc.) • Disruptive (distracting others, blurting, tattling, etc.) • Property misuse (writing on objects, breaking objects, etc.) • Dress code violations • Stealing– Little or no value • Playground behavior 	<ul style="list-style-type: none"> • Abusive language (racial, discriminatory) • Fighting or physical aggression with intent to harm (biting, shoving, punching, hitting, kicking, throwing heavy/sharp objects, etc.) • Leaving school grounds without permission/adult • Threat, intimidation or excessive bullying: verbal threats of aggression • Vandalism of personal or school property • Weapons and or dangerous objects (knives, guns, bullets, lighters, etc.) • Lying and/or cheating (forgery, plagiarism) • Harassment • Theft (major theft: items of high value)
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School Wide Discipline Steps

Steps 1-3 Classroom Based

Teacher made appropriate effort to correct behavior, which may include but not limited to:

- Parent Contact
- Classroom consequences
- Refocus form/ break
- Re-teach HOWL expectations, conference with teacher

Step 2

Teacher and Counselor/ Principal will collaborate on next steps.

Step 3

After 3 behaviors in same month, be prepared for possible meeting with parents and principal

Steps 1-3 Office Based

- Administration team members investigate and have discussion with those involved (student, other students)
- Determines if there is a need to talk with staff members

Step 2 Determines appropriate response

Step 3 Communicate outcome with the appropriate staff members and parent.