

Highland Grove Elementary School

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PARENT HANDBOOK



**2025-2026 School Year
Welcome to the GRIZZLY Family!**

We are a CA Distinguished school, Title 1, and an Honor Roll school.

School Colors: Blue and Gold

Office Staff

Kristine Castro, Principal

Jennifer Knecht, Assistant Principal

Julia Salcido, Office Manager

Michelle Douglas, School Clerk

Denise Hinshaw, ELOP School Clerk

Frances Muro, Health Clerk

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Donna Provencher, Program Specialist (ELOP)

Lori Regalado, Counselor

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MISSION STATEMENTS

Redlands Unified School District

Redlands Unified School District, as a unifying agent of several unique communities rich in local history, culture, and tradition, is committed to preparing students to become productive participants in a diverse, multicultural, democratic society through quality education, high expectations, flexible programs, and innovative partnerships. Our students will be empowered with the knowledge and commitment necessary to confront the challenges of our changing world as they become the leaders of the 21st century.

Highland Grove Elementary School

The Highland Grove Elementary staff believes all children can learn. With our help and support, we expect our students to successfully master curricula. We ensure learning takes place by providing a positive, safe, and constructive environment. We work collaboratively with colleagues, students, families, and community to achieve this shared educational purpose.

Staff and students pledge to follow the mission statement every day!

PARENT/STUDENT GUIDELINES

STUDENT PICK UP/DROP OFF PARKING, 🚗 AND STUDENT SAFETY ⚠️

- Only students who are eating breakfast at school may enter the front of the campus at 7:15 am. Breakfast is served in the MPR. **Breakfast is served from 7:15 to 7:40.**
- Students not having breakfast may enter campus at 7:25 am. Students will enter through the gate on Eucalyptus Avenue or the school office foyer. Students need to hang up their backpacks by their classrooms and go to the playground.
- TK and Kindergarten students will enter from the TK/Kindergarten playground gate located in front of the school during arrival time. Kindergarten and TK students may arrive at 7:25 am. PM transitional kindergarten students may arrive at 10:05 am. Campus monitors will be outside the cafeteria door at arrival times. (PM TK eats lunch first)
- **For safety reasons, students should not arrive before 7:25 am unless they are having breakfast at 7:15 am,** as gates remain closed and there is no supervision until 7:25 am.
- TK and Kindergarten students are dismissed at the front of the school. Parents need to park, walk to the front of the campus, and pick up students on the sidewalk. **Parents cannot park alongside the curb.**
- Students in grades 1st-5th may be picked up on Eucalyptus Avenue or in front of the school.
 - Pick up on Eucalyptus Avenue: Students will stand between the metal railing. Parents will stay in their vehicles and move through the loading zone.
 - Pick up in front of the school: Parents will drive through the pick-up lane. **No parking at the curb.**
 - There will be adults helping with getting your children to the vehicle.
 - Students are not allowed to walk through the parking lot to a parked vehicle or walk between cars to get in another vehicle.
 - **No parking in Beattie's parking lot, and having your students come to you. We do not have a crossing guard.**
- Please be patient during pick-up and drop-off. Student safety is our #1 priority.
- **Students should be picked up promptly at dismissal time (1:55 pm on regular days and 12:00 (K) or 12:15 pm for minimum days) (Kindergarten is dismissed at 1:45 pm on regular days and 12:00 pm for minimum days) unless participating in a scheduled after-school activity or ELOP..**
- Families with more than one student can make arrangements with teachers for the older students to meet their siblings at the pick-up area during dismissal time. Parents need to make arrangements in advance with the teacher or the office if there is a change in their child's normal pick-up or drop-off time.
- **Do not double park or make U-turns in a school zone.**
- Use the crosswalk when crossing the street.

- Pedestrians and drivers should follow all directions given by teachers, administrators, and other staff members.
- Please do not have your children cross in the middle of the street or between cars. Encourage them to use the crosswalk and/or wait on the sidewalk.
- Any individual picking up your child must be at least **18 years of age**, have appropriate identification, and be listed as an emergency contact on Aeries.

ATTENDANCE AND TARDIES

We need to attend school regularly to improve our attendance rate and improve academically!

School attendance is mandated by statute, by-laws, regulations of the State of California, and board policy.

Highland Grove is responsible for enforcing all attendance policies, which ensure regular attendance and punctuality. In order for an absence to be cleared, **a parent/guardian must send a note or call the office within 48 hours to inform the school of the student's absence**. A doctor's note is required for consecutive absences of five (5) or more days.

According to the California Compulsory Attendance Law, an absence is excusable for the following reasons only:

1. Illness
2. Having medical, dental, or vision services rendered
3. Attending funeral services of a member of the pupil's immediate family
4. Student attendance in court

When a student accumulates absences, whether excused or unexcused, under the district attendance procedure, the following interventions may occur:

1. **Five (5) unexcused absences** - Parent/Guardian receives written communication from the school.
2. **Ten or more absences** - Parent/guardian receives additional written communication from the school. Other options may include but are not limited to:
 - a. Attendance Intervention Meeting
 - b. A scheduled conference with the School Attendance Review Team (SART).
 - c. Referral to the district's School Attendance Review Board (SARB).
 - d. Revoke intra/inter-district transfer.

Makeup work will be the responsibility of the student and parent.

Independent Study

An Independent Study contract *may* be approved for students who plan to miss between **1-14 days**. Contact the Attendance Clerk at least two (2) weeks in advance.

The principal must approve all contracts. Note* - Independent Study will not be approved during State testing.

Attendance Incentives

- Monthly recognition for the best percentage of attendance for each grade level each month
- Monthly extra principles' recess or incentives

Tardies

- A student is tardy if s/he arrives at school after the bell rings at 7:45 am. Students need to be in line at 7:45 when the bell rings. There is a 7:43 bell, warning students to start lining up.
- Three (3) tardies in excess of thirty (30) minutes without a valid excuse will be counted as truancy.
- Tardies that result in truanancies (ten or more tardies) may be referred to the SART/SARB for review.

Parents must come into the office to sign their students out for medical, dental, or other appointments requiring them to leave school early. Office personnel will verify that you are authorized to pick up the child and will call students up to the office for pick up. Identification is required before a student may be released to you. **If possible, medical and dental appointments should be scheduled outside of school hours. Please remember that taking your student out of school early is disruptive to their education, as well as to the rest of the class, and should be avoided, except in an emergency.**

Please review your child's Aeries Parent Portal emergency contacts. Any person listed on your child's emergency contact list is authorized to check your child out of school. **If there is a custody issue, please notify the school office immediately and bring a copy of the most recent certified court orders. If a court order is not on file, both parents are assumed to have equal rights.**

SCHOOL-WIDE EXPECTATIONS



Highland Grove Grizzlies are GREAT!	Classroom	Playground	Campus <i>Lunch~Restrooms~Quad</i>	Health Office
G = Growth Minded	<ul style="list-style-type: none"> Always try your best Persevere Be a problem solver Try new and challenging things 	<ul style="list-style-type: none"> Be a problem solver Include others Listen to others 	<ul style="list-style-type: none"> Lead by example 	<ul style="list-style-type: none"> Stay calm, even when not feeling well Are you able to return to class?
R = Respectful	<ul style="list-style-type: none"> Take care of school and personal property Honor differences Listen attentively 	<ul style="list-style-type: none"> Demonstrate good manners Use kind words and actions Take care of equipment Be aware/honor personal space 	<ul style="list-style-type: none"> Follow directions from adults Leave the area better than you found it Use manners Monitor voice level 	<ul style="list-style-type: none"> Wait your turn Can you describe what is bothering you the most? Be accepting of choices given
E = Engaged	<ul style="list-style-type: none"> Be an active listener Be an active participant Be focused Have materials ready 	<ul style="list-style-type: none"> Invite and include others Participate 	<ul style="list-style-type: none"> Be polite Be focused 	<ul style="list-style-type: none"> Share how you're feeling honestly- voice matters What were you doing before feeling bad
A = Act Responsibly	<ul style="list-style-type: none"> Be safe Complete assignments Stay organized Practice digital citizenship Be truthful 	<ul style="list-style-type: none"> Be safe Follow playground rules Care for/return equipment Do the right thing even when no one is watching 	<ul style="list-style-type: none"> Be safe Stay in your place in line Clean up after yourself Monitor voice level 	<ul style="list-style-type: none"> Follow health office rules Use classroom interventions before coming up to office Can you get a Band-Aid from a campus monitor?
T = Treat Everyone with Kindness	<ul style="list-style-type: none"> Use encouraging words Respect other's thoughts and feelings 	<ul style="list-style-type: none"> Demonstrate sportsmanship with actions and words Share space and equipment 	<ul style="list-style-type: none"> Use polite language Listen to others 	<ul style="list-style-type: none"> Consider that others may also not feel well Kind words and actions

Positive Behavior Intervention & Supports (PBIS)

Positive Progressive Steps

Our policy at Highland Grove Elementary School is to develop the WHOLE Child. It is our goal to build scholars and practice a positive approach that creates a nurturing learning environment. Our progressive response model means that we attempt to **correct the behavior** with a **positive approach**. Each referral to the office may result in more severe consequences than the referral before. This also means that two children may be sent to the office for the same offense yet receive different consequences. The administration reserves the right to skip or modify steps depending on the severity of the infraction. Our Grizzly students are rewarded with a "Grizzly Slip" when they follow the schoolwide expectations. Our "Grizzly Slips" can be earned during the day and given by any staff member anywhere on the campus. We collect data on where the expectations

are followed and which expectations are followed to ensure that we are creating a positive culture throughout the campus.

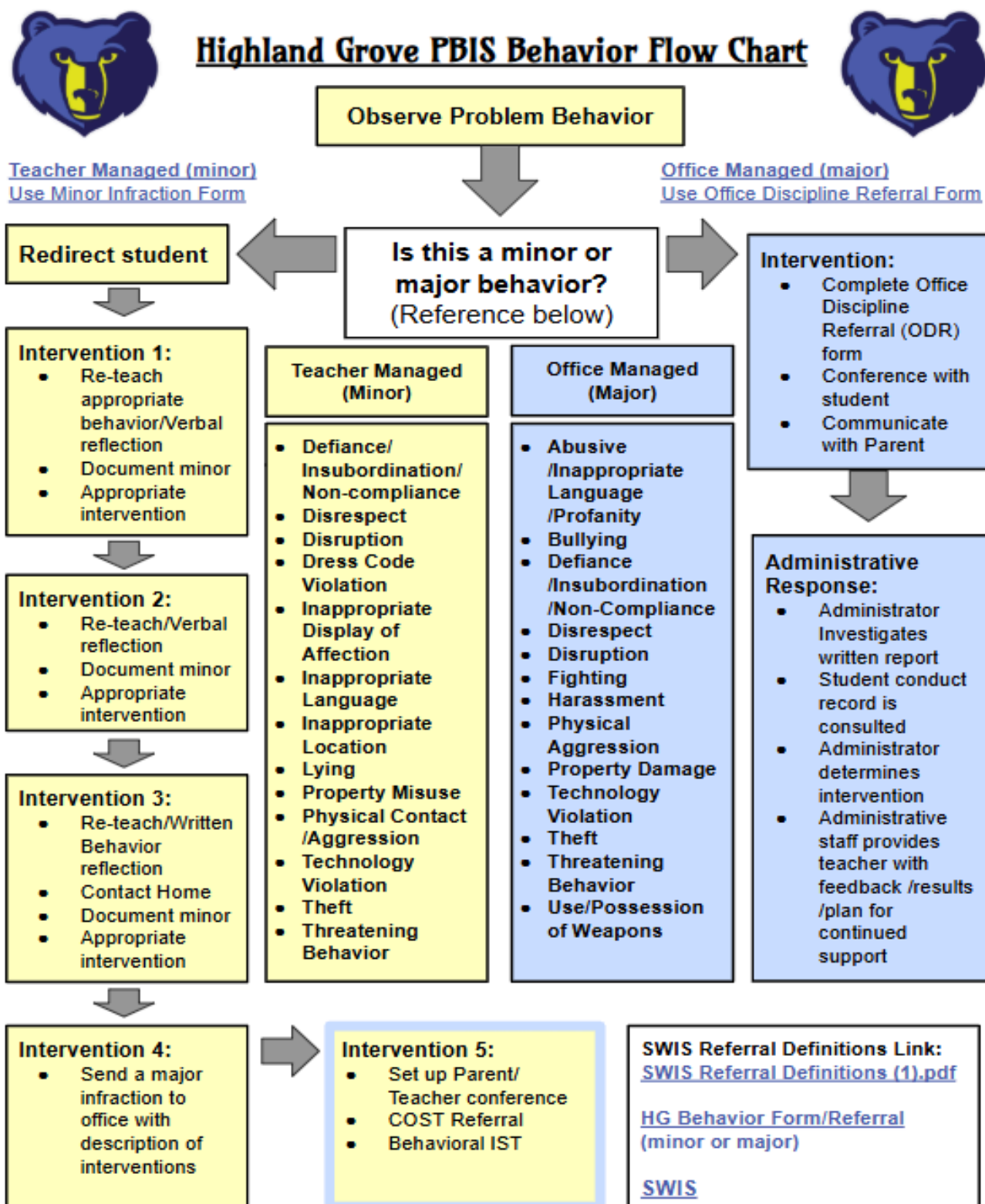
They can redeem those in a variety of ways that may include:

- Lunch with the Principal
- Prizes from the Assistant Principal
- Front of the lunch line passes
- Classroom incentives
- Teacher classroom rewards
- Extra Recess

Positive Consequences may include:

- Verbal Praise
- Positive call out by the office
- Grizzly Slips– They can earn them ANYWHERE: Classroom, cafeteria, playground, library, quad area, office, and for various reasons.
- Presented an award and prize at the Grizzly GREAT ceremonies
- Weekly drawings of Grizzly Slips to come up to the office for a prize

Progressive Discipline Steps



Corrective Consequences

Staff members consider a variety of consequences for students. There are a number of factors that are taken into consideration in determining the consequence, such as frequency or severity. Violation of Ed Code 48900, 48900.2, 48900.3, and/or 48900.4, even on the first occurrence, can result in the immediate removal of a student from the classroom, an Office Discipline Referral (ODR), and possible suspension from school. The following are examples of potential consequences:

- Verbal Warning/Counseling by the teacher
- Reflection Time – within the classroom or office
- Placed in a specific zone on the playground
- Meet with the counselor
- Parent Contact/agreement on consequences such as campus beautification
- Office Discipline Referral (ODR) to Admin. Team

Mandatory Discipline for Weapons & Drugs:

Because Highland Grove is an **MTSS** (Multi-Tiered System of Support) and a **PBIS** (Positive Behavior Intervention Support) campus, the objective of corrective discipline is to **ALWAYS** correct the behavior and **Restore** relationships and the learning environment.

Per California State law, if a student has a weapon or drugs on campus, he or she **must** be **recommended for suspension or expulsion**. This is called the “Zero Tolerance” law. However, depending on the situation, it is at the discretion of the administrator what discipline is assigned.

CAFETERIA BEHAVIOR



The Positive Behavior Interventions and Support (PBIS) model are being upheld in the cafeteria, and the following behavior is expected in order to ensure a pleasant cafeteria atmosphere during the lunch period:

Cafeteria Expectations

- Students are expected to walk, maintaining an appropriate noise level and appropriate behavior when entering and leaving the cafeteria area.
- Students will use good manners by being polite and courteous to everyone.
- Students remain seated while eating.
- Eat your own food, food is not to be shared
- Food from the cafeteria should stay in the cafeteria.
- Food/snacks from home may be eaten outside while sitting at the benches under the shade structure.
- Students must clean up all trash in their area.
- Listen for directions.
- Raise your hand for assistance.
- Campus monitors will excuse students for recess.

BREAKFAST AND LUNCH SCHEDULES

Breakfast and lunch are served daily at no cost. Breakfast is available for all students from 7:15 am - 7:40 am. During the first recesses, the cafeteria offers 2nd Chance Breakfast to students wanting breakfast. (no second chance breakfast on Mondays and other minimum days) TK/Kindergarten lunch is from 11:25 am-12:02 pm. 1st & 2nd grade lunch is from 11:00 am-11:39 am. 3rd-grade lunch is from 11:30 am-12:09 pm, and 4th & 5th grade lunch is from 12:00 pm-12:35 pm.

Prohibited Drinks/Snacks

- No carbonated beverages.
- No family size or large servings of snacks. Provide snacks that are packaged for individual consumption.

Each lunch period is divided into two-time slots. Students have 20 minutes to eat lunch and approx. 15 minutes of recess (except for TK, they will have a different recess time):

- Transitional Kindergarten: AM TK (11:05-11:25) / PM TK (10:05-10:25)
- Kindergarten Lunch 11:25-12:02
- 1st & 2nd 11:00-11:39
- 3rd Lunch 11:30-12:09
- 4th & 5th lunch 12:00-12:35

PLAYGROUND EXPECTATIONS



Students are expected to ***Be Grizzly Great*** while on the playground, too! We want recess to be an enjoyable time for all of our students.

Behavior

- All students must keep their hands and feet to themselves and conduct themselves in a way that will not harm themselves or others.
- Students must follow all instructions of the campus monitors and staff.
- Students are to show respect for teachers, office staff, parents, campus monitors, and fellow students.
- Fighting, cursing, and gross insubordination will not be tolerated.
- If assigned to a playground zone, students must stay in that zone for the specified time.

All students must be on the playground during recess. Students are not permitted in the halls or in the classrooms to ask if a teacher needs help. If students are in the quad, using the restroom, or going to a classroom, a hall pass **must** be on the student.

Playground Games

Students must keep their hands and feet to themselves at all times, especially during recess games. The following games are **not allowed** at any time on the playground:

- Tackle Football
- War/gladiator/sword games
- Wrestling
- Dodgeball
- Games from movies that encourage all the above

Playground Zones



Consequences for students who do not meet behavior expectations at school or on the playground may receive one of the following consequences:

- Reflection and/or problem solving discussion with a campus monitor/staff member
- Removal from current activity or zone
- Placement in different zone
- Walking perimeter of a zone
- Minor or Office referral and placement in the Orange Zone
- Parent contact or conference
- Loss of privilege
- Other consequences determined by school staff

At the End of Recess

When the recess bell rings, all games are to stop immediately. Equipment will be **carried** by hand (not bounced, kicked, thrown, etc.) to the equipment rack. Drinking fountains and restrooms will not be used after the bell as the recess period is for this purpose. Students will **walk** directly to class lines after the bell rings.

Injuries

If a student is injured on the playground, he/she will see a campus monitor. The campus monitor will determine if the student needs to see the nurse and provide the student with a hall pass. The parent may be notified, depending on the injury (i.e. head injury = yes, scraped knee = no).

Restrooms

Restrooms on campus are designated by grade level for student usage. This designation also applies during recess. During classroom instruction, each teacher has a set procedure for how students request to use the restroom and obtain a Hall Pass to visit the grade level assigned restroom. Students should use the assigned restrooms during recess. No **BATHROOM USE** after the bell rings. The student will return to class and then request a pass from the teacher to use the restrooms. The restrooms are to be used appropriately. All students who use the restrooms will be respectful of school property. Students will remember that the restrooms are not a place to play, socialize and/or eat.

SUSPENSION AND/OR EXPULSION

Education Code 48900

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(2) Willfully used force or violence on the person of another, except in self-defense.
- b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated employee, which is concurred in by the principal or the designee of the principal.
- c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stolen or attempted to steal school property or private property.
- h) Possessed or used tobacco, or any products containing nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen school property or private property
- m) Possession of an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm as to be substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

In addition to the reasons specified in Section 489900, a student may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has committed sexual harassment as defined in EC 212.5

For the purpose of this chapter, the conduct described in EC Section 212.4 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or perverse to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to students enrolled in kindergarten and grades 1 to 3, inclusive. (Add Stats. 1992 Ch. 909)

Education Code 48900.3

In addition to the reasons specified in Sections 48900 and 48900.2, a pupil in any of grades 4 through 12, inclusive may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined by subdivision (e) of Section 33032.5. (Added by Stats 1994, c. 1198).

Education Code 48900.4

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil in any of grades 4 through 12, inclusive may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that student has (intentionally) engaged in harassment, threats, or

intimidation directed against a student or group of students that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that student or group of students by creating an intimidating or hostile educational environment.

Education Code 48900.7

In addition to the reasons specified in Sections 48900, 48900.2, 48900.3 and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that pupil has made terrorist threats against school officials or school property, or both.

Education Code 48915 (a)

Except as provided in subdivisions (c) and (e), the principal or superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds unless the principal or superintendent finds that expulsion is inappropriate because of the particular circumstances:

- A. Causing serious physical injury to another person except in self-defense;
- B. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil;
- C. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of Marijuana other than concentrated cannabis;
- D. Robbery/extortion;
- E. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee;

Mandatory Discipline

48915(C) The principal/superintendent shall immediately suspend, pursuant to Section 48911, and shall recommend the expulsion of a pupil who he or she determines has committed any of the following acts at school or school activity off school grounds.

- (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
- (2) Brandishing a knife at another person.
- (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

Limitations:

No pupil shall be suspended or expelled for any of the acts enumerated unless that act is related to a school activity or school attendance, occurring within a school under the jurisdiction of the superintendent or principal, or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in these sections and related to school activity or attendance which occur at any time, including but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period, whether on or off the campus.
- (4) During, or while going to or coming from, a school sponsored activity.

It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities. (Amend. Stats. 1989, Ch. 1306)

Education Code 48910: Suspension by Teacher

(a) A teacher may suspend any pupil from the teacher's class, for any of the acts enumerated in Section 48900, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal or the principal's designee for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the governing board of the school district. **As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension.** Whenever practicable, a school counselor or a school psychologist shall attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests. The pupil shall not be returned to the class from which he or she was suspended, during the period of suspension, without the concurrence of the teacher of the class and the principal.

(b) A pupil suspended from a class shall not be placed in another regular class during the period of suspension. However, if the pupil is assigned to more than one class per day, this subdivision shall apply only to other regular classes scheduled at the same time as the class from which the pupil was suspended.

(c) A teacher may also refer a pupil, for any of the acts enumerated in Section 48900, to the principal or the principal's designee for consideration of a suspension from the school. (Renumbered and Amended Stats. 1983, Ch. 498.)

Education Code 48913: Completion of Assignments

The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension. (Added Stats. 1983, Ch. 498.)

Education Code 48900.3 Hate Violence

In addition to the reasons specified in Sections 48900 and 48900.2, a pupil in any of grades 4 through 12, inclusive may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined by subdivision (e) of Section 33032.5.

Bullying

The Redlands USD Governing Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

Any complaint of bullying shall be investigated and, if determined to be discriminating, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

Any person that has been a victim of or witnessed bullying or harassment on school grounds, during school activities, or going to and coming from school is highly encouraged to report the incident immediately to a counselor, administrator, or other adult personnel on campus. Students have an option of reporting the incident anonymously through Spriego online [Spriego - Report School Safety Threats and Bullying](#) on the school and district's websites.

Definition of Bullying

The district and school are compliant with Assembly Bill AB86 and Education Code 48900 (r) which states that bullying is "one or more acts by a pupil or group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act." School officials have the authority to suspend a pupil or recommend a pupil for expulsion for bullying, including but not limited to bullying by an electronic act.

Harassment or bullying of students or staff is an extremely serious violation. The District will not tolerate unlawful bullying and harassment on school grounds, or when traveling to and from school or a school sponsored activity, and during lunch period, whether on or off campus, or sending insulting or threatening messages by phone, e-mail, websites, or any other electronic or written communication. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated pursuant to this policy.

"Bullying" is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils directed toward one or more pupils that has or can be reasonably predicted to have the effect of causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health, academic performance, or ability to participate in school activities.

"Cyberbullying," includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation. When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee shall file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

Reporting Bully:

Parents/Guardians are encouraged to report bullying. Below are links to the form and the district website.

<https://www.redlandsusd.net/families/bullying-reporting>
[Bullying Form](#)

SOCIAL EMOTIONAL SUPPORTS FOR STUDENTS

Redlands Unified School District's Elementary Counseling Program is designed to provide students with additional social-emotional support through a variety of student support programs, ranging from short-term individual counseling, group counseling, and classroom lessons.

RUSD Elementary Counseling Mission Statement:

The mission of Redlands Unified School District Elementary School Counselors is to provide an equitable, developmentally appropriate, and data-driven, comprehensive school counseling program that is accessible to all students. School Counselors aim to close the achievement gap by utilizing a multi-tiered system of support to meet the needs of the whole child, empowering them through social-emotional learning, academic development, and career exploration. School Counselors build a partnership with teachers, parents, students, administrators, and members of the community to advocate for a positive school climate, equipping students with the skills necessary to confront the challenges of our changing world.

RUSD Elementary Counseling Vision Statement:

Students who experience the RUSD Elementary Comprehensive Counseling Program successfully manage their lives as healthy, responsible, and productive 21st century leaders who respect themselves and others. They fulfill their dreams through problem-solving, critical thinking, innovation, and are contributing members of society. Our students are college and career ready, as 21st century lifelong learners, adapting to life's challenges in a positive and healthy manner.

RUSD Elementary Counseling Belief Statements:

- Every student has their own strengths and talents
- Every student has the right to learn how to use healthy coping skills in their daily life to deal with the stresses they face now and in the future.
- Advocate for a positive school climate for every student, in which they feel safe and cared for at school.
- Each student should have access to a full-time, state-certified, master's-degree-level school counselor to deliver the comprehensive school counseling program.
- Every student has the right to feel happy and safe, both physically and emotionally.
- Every student deserves to be a part of a culturally compassionate and inclusive school environment.

- Every student deserves equal access to education and equitable access to developmental resources.
- There is no such thing as bad kids, just kids who make poor choices.
- Counselors help close the gap by ensuring students have equitable access to academic, socioemotional, and career learning.
- All students ethnic, cultural, racial, sexual differences and special needs are honored and considered when planning and implementing the school counseling program
- Each student can achieve academic, career and social/emotional success when given appropriate and timely support and interventions as well as rigorous and relevant instruction.

Highland Grove Elementary, along with all other elementary schools in Redlands Unified School District, utilizes Second Step curriculum for classroom lessons. The Second Step program is a social-emotional learning curriculum that is designed to promote skills for learning, empathy, emotional regulation, bullying prevention, and problem-solving.

Redlands Unified School District's virtual Wellness Center can be found at <https://sites.google.com/redlandsschools.net/redlandswellnesscenter/home>. At this site, students and families have access to music, videos, and activities to support social and emotional wellness. For behavioral support at home, reach our Redlands Unified School District Behavior Hotline in English and Spanish at (909)748-6765.

The school counselor provides a safe environment in which to practice their skills, explore their ideas, feelings, attitudes, and hopes. Supporting the social and emotional development of students has a positive influence on academic development and success. School counseling does not replace outside counseling/therapy services. The school counselor offers support and education during the school day, not long-term therapy. If you believe that your child would benefit from long-term therapy, the school counselor will help connect you with locating outside agencies and therapists. Education Code, school districts are required to notify students and parents or guardians of students on how to access available mental health services on campus or in the community. A list of mental health crisis response services are listed below. For a referral to outside, long-term counseling services, please contact your school counselor.

Crisis Walk-In Clinic,

211 San Bernardino County, 2-1-1

National Suicide Prevention Lifeline dial 9-8-8

The Crisis Text Line, which can be accessed by texting HOME to 741741

California Youth Crisis Hotline, 1-800-843-5200

OTHER HIGHLAND GROVE POLICIES AND PROCEDURES

GRIZZLY GREAT Awards

Be “GRIZZLY GREAT” school expectations: These expectations are for students to follow in the classroom, at recess, in the cafeteria, and on campus.

G	Growth Minded
R	Respectful
E	Engaged
A	Act Responsibly
T	Treat Everyone with Kindness

Each month, there will be a Grizzly GREAT awards ceremony to honor students who are meeting one or more of the Grizzly G.R.E.A.T. expectations. There will be approximately six ceremonies per school year. Students can be awarded for meeting one of the expectations or for meeting all 5. Students who meet all 5 will be honored as Grizzly GREAT!. The students who have all 5 characteristics will receive a Grizzly Great T-Shirt. At each ceremony, a number of Grizzly Slips will be drawn and special prizes will be given, such as folders, teddy bears, or other Highland Grove themed items.

HEALTH OFFICE AND FIRST AID

In case of an accident or illness at school, the health care technician will administer first aid. Parents and/or other person(s) listed on the emergency form will be contacted if the accident or illness warrants a phone call. Medical treatment is the responsibility of the parent and physician. When it is necessary for a student to go home because of illness or injury, it is the responsibility of the parent or other person(s) listed on the emergency form to pick the child up from school.

Students with cuts, splinters, injuries, and illnesses received at home, **MUST BE TREATED AT HOME**. We do not have a registered nurse on duty to check and/or treat health problems. It is the parent's responsibility to obtain treatment and to keep the child home, if necessary. Please do not send your sick child to school.

If a student requires medication at school, the following procedures must be followed:

- Medication must be delivered to the health office by a parent/guardian. Students shall not carry medication in a backpack, lunchbox, or on their person.
- The physician and parent/guardian must complete and sign a form available from the health office. This form authorizes school personnel designated to administer medication specified on the medication release form.
- Prescription medication **MUST** be in the original bottle with the prescription label attached, which has the name of the child, physician, drug contained therein, and

expiration date. It must also include the amount of medication or dosage to be taken and the time schedule. The information on the prescription bottle must match the doctor's orders.

- All medication must be locked in the health office at all times. Your child will be responsible for reporting to the health office to take his/her medication.

PARENT VISITATIONS/VOLUNTEERING

Highland Grove is proud of the educational programs being offered on a daily basis. It is a pleasure to have parents/guardians visit their child's classroom.

In order to ensure student safety and to prevent disruption in the daily instructional program, visitation requests must be made as follows:

- If you wish to volunteer at Highland Grove, a volunteer application must be completed. A negative TB skin test is required in order to volunteer. Volunteer applications are available online through the Raptor system: <https://apps.raptortech.com/Apply/NzAyOmVuLVVT>. Volunteers are required to fill out a volunteer application each year and be board-approved.
- Notify the teacher at least twenty-four (24) hours before coming to visit/volunteer. This will enable the teacher to inform you of any previously scheduled testing, field trips, assemblies, or other student programs. Volunteers need to follow the schedule provided by the teacher.
- All visitors and volunteers must sign in through the Raptor system with a photo ID. When you leave the school, make sure you check out in the office through the Raptor system. It is an important safety precaution to allow us to identify and locate anyone on our school campus during the school day.
- Small children are not allowed when visiting classrooms as they often distract students from their classroom work. Unfortunately, we are unable to provide babysitting services.

SCHOOL SITE COUNCIL (SSC)

The School Site Council is composed of five (5) parent volunteers, three (3) teachers, one (1) classified staff member, and the principal. This team meets at least five (5) times per year and oversees the Single Plan for Student Achievement (SPSA). The School Site Council meets on a regular basis to review the school goals and budget.

BIRTHDAY CELEBRATIONS

Birthday Celebrations Policy

At Highland Grove Elementary, we love to celebrate our students and make them feel special on their birthdays! To support student health and align with the **Redlands Unified School District Wellness Policy**, we have adopted the following guidelines for birthday celebrations:

No Food or Edible Treats

To ensure the safety and well-being of all students, **no food items (including cupcakes, candy, or snacks)** may be brought to school for birthday celebrations. This helps us:

- Support healthy habits
- Prevent allergic reactions
- Maintain equity among students

Approved Celebration Options

Families are welcome to celebrate their child's birthday in non-food ways. Some approved options include:

- **Non-edible goodie bags** (e.g., pencils, stickers, erasers)
- **Birthday book donation** to the classroom or school library
- **Birthday crown or badge** provided by the teacher
- **Classroom shout-out or birthday song**
- **Special classroom privilege** (e.g., line leader, classroom helper)

Please coordinate with your child's teacher in advance if you'd like to send in a non-food item or participate in a classroom-approved celebration.

Our Goal

We aim to create a joyful, inclusive, and healthy environment where every child feels celebrated and valued—without relying on sugary treats.

Thank you for your support in making our school a safe and healthy place for all students!

LOST AND FOUND

Please label all your child's possessions. These items may include lunch boxes, backpacks, coats, sweaters, and jackets. Please tell your student to check the classroom and the "Lost and Found" immediately after a personal item has been lost. All unclaimed articles are sent to the "Lost and Found" carts located in the MPR. The carts are then placed in the front of the school for students and parents to locate lost items. Unclaimed items will be donated to charity during school breaks.

BICYCLES

Students may ride bicycles directly to and from school, providing they exercise safe and responsible behavior and follow the expectations set forth in the Motor Vehicle Code governing the use of bicycles:

- By law, **all bike riders must wear helmets**. Students who arrive at school without a helmet will not be allowed to ride their bikes home.
- No passengers are allowed on bicycles.
- Obey all traffic laws.
- Bikes are not to be ridden on school grounds at any time.
- Bikes must be locked securely to the bike rack and remain there during school hours. Students must bring their own lock.
- The school is not responsible for stolen or damaged bikes.
- Skateboards, Heelys and roller blades are not allowed.

SCHOOL BUSES

Students must have their bus pass daily to ride the bus. For the safety of all passengers, students are expected to follow the expectations set forth by the Redlands Unified Transportation Department. Transportation to and from school is a privilege and not a right and, therefore, can be taken away. Students may receive bus citations for poor behavior while riding the bus. The policy for consequences for bus tickets is as follows:

- First Citation: Written warning
- Second Citation: Transportation denied for five (5) school days.
- Third Citation: Transportation denied for a minimum of fifteen (15) school days.
- **IMPORTANT NOTE:** Consequences may be more severe, including suspension from school or the bus for a longer period, for any ticket depending on the incident.

HOMework POLICY

Per Board policy, homework is assigned by classroom teachers to reinforce or practice applications of a skill, which has been learned or is in the process of being learned. Outlined below are suggestions to help students complete homework regularly.

Parent Responsibilities

- Designate a place for your child to do his/her homework.
- Turn off the TV during homework time.
- Teach your child to set priorities and budget time.
- Ensure that your child completes homework on a regular basis. Ask him/her to **see** it. Don't just ask if s/he finished it.
- Talk to your child's teacher if you have questions.

Student Responsibilities

- Ask for assignments missed due to absence.
- Practice setting priorities and budgeting time.
- Complete homework to the best of your ability.

REPORT CARDS

Report cards are issued three times per school year to students in grades 1 through 5. Students in TK and kindergarten are issued two report cards per school year. Highland Grove requires all teachers to meet with every parent for a parent/teacher conference after the completion of the first trimester to review your child's progress. Additional conferences may be scheduled as needed. Report cards can be accessed in the Aeries Parent Square.

SAFETY DRILLS AND EMERGENCIES

Monthly safety drills are conducted according to the Highland Grove and Redlands Unified School District's safety plans. It is important that all students and staff understand what to do in an emergency. Teachers will instruct students regarding specific procedures and necessary safety precautions. In the event of an emergency, every attempt will be made to contact parents if a student requires immediate medical attention. **Each student must have updated information on file so that the school has the necessary information to make the proper contacts.** Only the person(s) listed on the emergency card will be allowed to take students from campus. Please login to Aeries Parent Square to complete and update emergency cards. If Aeries Parent Square doesn't allow you to make changes, please contact the school office.

The drills that will be run throughout the school year are: fire, earthquake and lockdown drills.

CHANGE OF ADDRESS, TELEPHONE NUMBER, AND CONTACTS

Parents/guardians who change telephone numbers should login to Aeries Parent Square to update their contact information. If Aeries Parent Square doesn't allow you to make changes, please inform the School Clerk as soon as possible. Students who move must update their new address through the school office. For emergency reasons, it is important to keep this information up to date and accurate. Please list at least two usable phone numbers (home and work, or a relative/neighbor). List only those adults who have a legal right and your permission to pick up your child. **Students will not be released to an individual that is not on the emergency contact list without parental permission.**

FIELD TRIPS

Properly supervised and planned field trips are an important part of the instructional program. Permission from a parent or guardian is required for all trips off campus. **All parent volunteers, including field trip chaperones, must be approved by the school board prior to volunteering and fingerprinted.** This procedure takes time and board approval must be completed prior to a field trip.

LIBRARY

Classes visit the library regularly. Library books must be returned or renewed by the following week. Students are responsible for the book(s) they borrow from the school. **Parents/guardians will be charged for damaged or lost books.**

PERSONAL PROPERTY

Students assume the responsibility for loss or damage to their personal clothing, equipment, books, and instruments. The school will attempt to protect all personal properties but is not responsible for them. Large sums of money and articles of real or sentimental value should never be brought to school. **Toys are not allowed at school.**

CELL PHONES

Students are allowed to bring cell phones to school. Cell phones need to be placed in backpacks and silenced during school hours. Once school is dismissed, students may turn on their phones after exiting the campus. Cell phones are not allowed in the quad, on the playground, or in restrooms, only on the outside of campus.

- First offense: Cell phone will be confiscated and kept in the office until the end of the day
- Second offense: Cell phone will be confiscated, and parents/guardians will be contacted to pick up the phone
- Third offense: Asked to leave the cell phone at home or check in phone with the office

DRESS CODE

The following guidelines shall apply to all school activities:

- Shoes need to be safe for students to run and play on the playground. **No flip-flops or slides.**
- Conceal undergarments and cover your tummy.
- Hats shall not be worn indoors. Hats may be worn outside. (logo needs to be school-appropriate)
- Clothing should cover the bottoms
- Clothing, jewelry, and personal items with words or pictures showing the use of drugs, alcohol, or any other illegal or inappropriate activity are not allowed.

USE OF SECURITY CAMERAS

The Board of Education and Redlands Unified School District authorizes the use of video camera surveillance on District property and on vehicles used for District-provided transportation to promote the safety of students, employees, and visitors and to safeguard the District facilities and equipment from vandalism and theft. Designated District staff has identified appropriate locations for the placement of surveillance cameras. The system is actively monitored by school personnel and administrators. videos may be used as evidence that may subject the student to appropriate disciplinary action and may be referred to local law enforcement as appropriate. Video of other students will not be shared with parents due to confidentiality.

SEXUAL HARASSMENT

Redlands Unified School District is committed to a work and educational environment in which all individuals are treated with respect and dignity. Each individual has the right to work and learn in a professional atmosphere that promotes equal employment and educational opportunity and is free from discriminatory practices. Sexual harassment is a violation of Title IX of the Education Amendment Act of 1972, Title VII of the Civil Rights Act of 1964, and the California Education Code. Therefore, the District strongly condemns, opposes, and prohibits sexual harassment of individuals, whether verbal, physical, or environment by anyone. Any employee who violates this policy will be subject to discipline, up to and including termination, and any student who violates this policy will be subject to discipline up to and including expulsion. As used in this policy and regulation, "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions: (a) Submissions to the conduct is explicitly or implicitly made a term of a condition of an individual's employment, academic status or progress. (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual. (c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance or of creating an intimidating, hostile or offensive work or educational environment. (d) Submission to, or rejection of, the conduct by the individual regarding benefits and services, honor, programs, or activities at or through the educational institution. (E.C.200-240, 212.5, 231.5 & 230, 48980(g) B.P. 5145.754)

ELOP

ELOP stands for “Expanded Learning Opportunity Program.”



This is a free program where our students stay after school and attend classes with credentialed teachers for continued learning. They experience various activities and learn through exploration as we focus on STEAM (Science, Technology, Engineering, Art, and Math) lessons with some P.E. and homework time each day. ELOP occurs every day after school, including minimum and shortened days until 5:00 pm.

ELOP CALENDAR AND ATTENDANCE

ELOP occurs every day after school, including minimum and shortened days until 5:00 pm. There are 3 days this school year when ELOP will not be offered. These days have been set aside for staff professional development. Please plan accordingly on the following days::

- **Friday November 10, 2025,**
- **Friday February 13, 2026**
- **Friday March 20, 2026**

Daily attendance is important in school and in ELOP. In order to gain the most benefit from our Expanding Learning program, **we highly encourage students to attend every day, Monday through Friday.**

- **A minimum of 3 days per week is required.**
- Students who are unable to meet attendance requirements will be unenrolled so that space can be offered to students on our waitlist.

ELOP DAILY SCHEDULE

When the school dismissal bell rings, students are to report to the MPR (cafeteria) for check-in. All students are required to check-in immediately after leaving their classrooms.

1:55-2:15	Snack and Recess
2:15-3:30	Lessons and activities
3:30 -3:45	Recess
3:45-4:00	Early Release
4:00-4:45	Lesson, activities and homework help time
4:45- 5:00	Dismissal

ELOP DISMISSAL

Our Regular Dismissal will begin at 4:45 pm each day in the front of the school. Please wait for teachers to walk their classes out. Teachers will dismiss students one at a time as parents/ guardians sign out their child each day.

- Each class has a designated pick up area, we ask that parents line up and wait to sign out their child/children each day.
- **You will need to pick up your child between 4:45-5:00 pm.** All students **must** be picked up no later than **5:00pm. NO EXCEPTIONS.**
- Beginning at 5:01pm, students who have not been picked up will be escorted into the office to continue to wait. Families will need to come into the office, show ID and sign them out. This will also warrant a late pick up notice.
- **Three late pick ups may result in students being disenrolled in the program.**
- All students must be signed out to a parent/guardian or approved Aeries emergency contact in order to be dismissed from the program.
- For safety reasons, students will not be permitted to ride bicycles or scooter home after ELOP without a parent or guardian to escort them.

Our Early Release time is 3:45pm to 4:00pm each day.

- Students will be dismissed from the MPR.
- An early release sign out sheet will be used each day, please sign the form and wait outside the MPR until our staff starts the dismissal process.
- We will try to release students in order from the sign out list, however not all students arrive to the MPR at the same time. Please be patience.
- Adults will need to **SHOW ID**, be registered as a parent or contact in Aeries, and be at least 18 years old in order to **sign a student out early.**
- If your child is unaware that they are being picked up early, they will not report to the MPR. This will require us to call for them and this tends to add some extra time for the pick up. So plan accordingly.
- To gain the most benefit from our Expanding Learning program, we highly encourage students to attend the **full length** of the program and be picked up at 4:45 pm each day. Please note that “Homework Help Time” occurs at the end of each ELOP day. Students who go home early may need additional parent support.
- Please be patient during dismissal as **student safety is our top priority!**

Emergency Pick Up are for those students picked up from the office between **1:55 pm to 3:45pm and 4:00pm to 4:45 pm.** An Emergency Pick Up notice will be issued and noted.

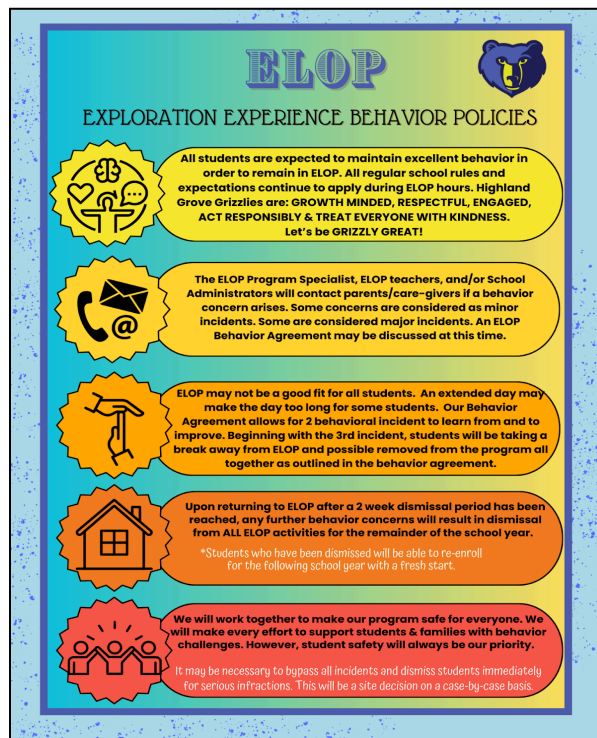
- Family emergency pick ups are limited to 3 per school year.
- After the third emergency pick up, students may be removed from the program. This includes doctor appointments, extracurricular activities and/or family time.

To gain the most benefit from our Expanding Learning program, we highly encourage students to attend the **full length** of the program and be picked up at 4:45 pm each day. Please note that “Homework Help Time” occurs at the end of each ELOP day. Students who go home early may need additional parent support.

ELOP BEHAVIOR EXPECTATIONS

ELOP students are expected to abide by the same rules and expectations that exist on campus during the regular school day. **Be Grizzly GREAT!**

- Our focus is on student safety at all times.
- We will use the same PBIS (Positive Behavioral Interventions and Supports) system that is used during the school day.
- If necessary, an ELOP Behavior Agreement may be issued by the ELOP Program Specialist to help track and address behavioral concerns. Repeated incidents or warnings may result in the student being removed from the ELOP program for a specified period of time.
- ELOP Students are NOT allowed to use cell phones during ELOP. Cell phone usage during ELOP will result in a behavior incident. All communication should come through the school office.



ELOP COMMUNICATION

We will post ELOP information via our Aeries Parent Square App and on our Highland Grove ELOP website. Our ELOP website is a great way to stay connected and informed.

THANK YOU
for reviewing these important practices and procedures.

At Highland Grove, we take pride in operating a safe, secure learning environment. We're looking forward to a positive, productive year!