

Highland Elementary

"The Learning Place"



2025-2026 Handbook

Stow-Munroe Falls City Schools
Vision Statement:

*"Providing Inspiration to Make a Difference
in the World"*

This handbook has been written to provide you with information regarding the operation of Highland Elementary School. Please read each section carefully so you will be familiar with school procedures. Topics are arranged alphabetically. Our school office is open each day from 8:25am – 4:20pm.

Our address, phone number, and website address are:

Highland Elementary
1843 Graham Road
Stow, OH 44224
Phone 330-689-5330
Fax 330-689-5335
www.smfschools.org

I hope you find this handbook useful and informative. Please note that changes may occur based on concerns that arise during the school year. Any updates will be communicated to you via email or Parent Square. If you have any questions or concerns, please don't hesitate to contact the school.

Welcome to another school year at Highland Elementary, "The Learning Place."

Sincerely,
Mr. Nick Kish
Principal

ANTI-HARASSMENT POLICY (Updated 1-5-24)**

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District:

Mike Love, Director of Human Resources
Angie Farneth, Lakeview Intermediate School Assistant Principal
Steve Deitrick, Kimpton Middle School Assistant Principal

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal

process.

ARRIVAL/DISMISSAL

Have a safety plan for what your child will do if you are not home for some reason when they arrive home after school whether walking or riding a bus.

WALKERS – GRAHAM ROAD AREA

- All walking students who cross Graham Road must cross at the light on the corner of Graham Road and Lakeview Road. A city crossing guard will be there to assist you.
- All walkers must travel on the sidewalks provided, away from the road. Children should not run or fool around near the traffic.
- A.M. walkers will enter through the west doors that open at 8:55. Please do not send them early as there is no supervision outside while they wait.
- P.M. walkers who cross Graham Road will be crossed at approximately 3:35 P.M.
- Parents who are meeting walkers should wait on the south side of Graham Road to meet their child.
- Parents are not permitted to wait at the west end of the building.

WALKERS – NORTH OF HIGHLAND

- All walkers in this area are to use either Englewood Road, Northview Dr. or the path from Rose Avenue to gain access to Highland.
- Parents may meet their children at the Englewood crosswalk, or on the path to Rose.
- Parents are not permitted to wait at the west end of the building.

WALKERS – WEST OF HIGHLAND

- Walkers should use the crosswalk on the west side of Lakeview Intermediate School.
- Parents may meet children on Englewood Road.

ALL WALKERS

- You should arrive at school **no earlier than 8:55 a.m.** There is no supervision outside in the morning. Walkers will wait outside at our west door to be welcomed into the building.
- Walkers are dismissed at **approximately 3:35 p.m.**
- Please practice your walking routes with your child prior to the start of the year.

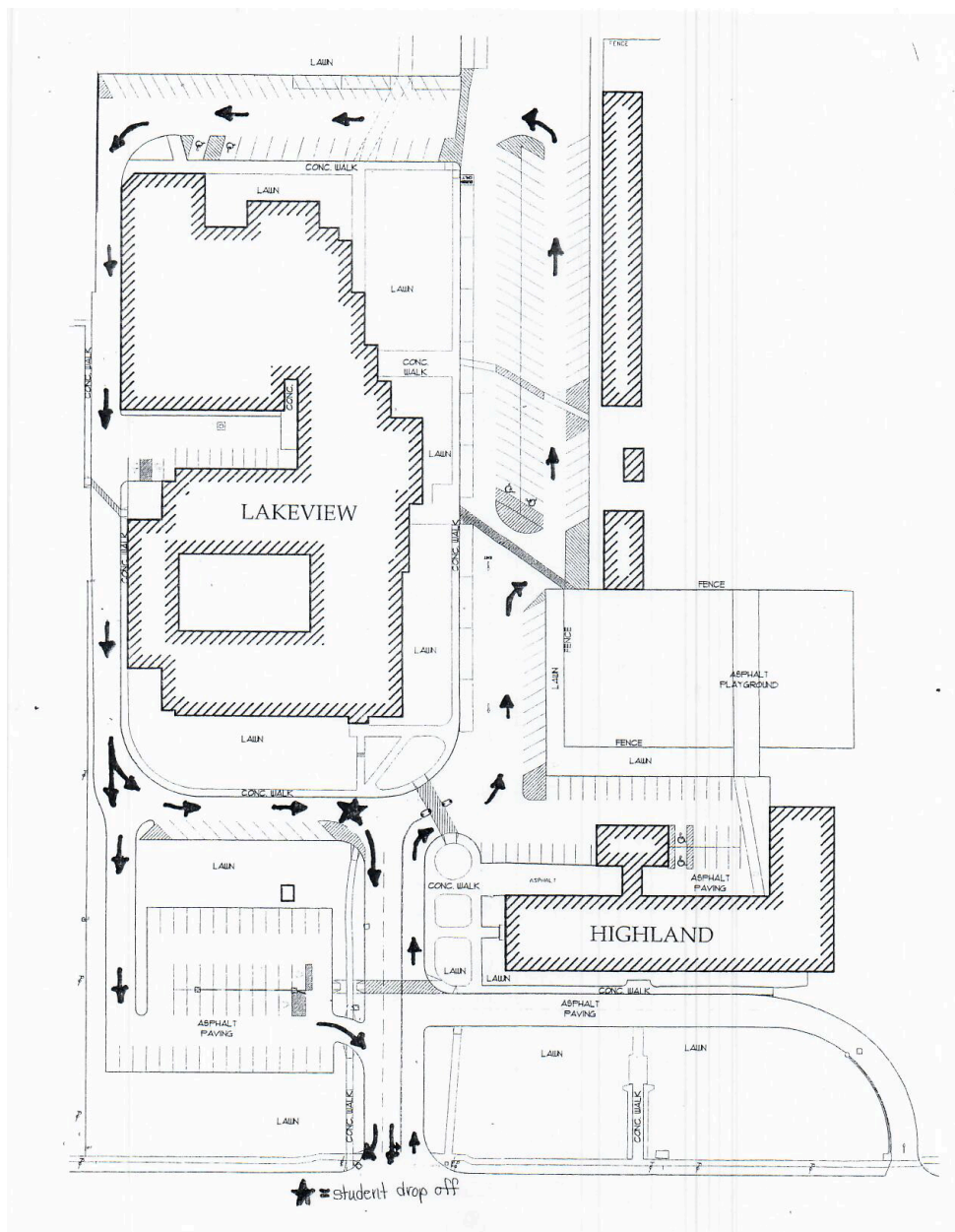
PARENT AND VISITOR PARKING

- Please use the parking lot in front of Lakeview Intermediate School. Parents and visitors should not park in the front circular drive. The circular drive is for bus traffic and is also designated as a fire zone.
- Parking on the upper playground is allowed during school festivals, Open House, etc. {parking on the blacktop is not available **prior to 4:00 pm**}
- Handicap spaces are available behind the school on the East side of the library.

DROPPING OFF YOUR CHILD FOR SCHOOL

You will enter the campus from Graham Road. Once you pass our building you will bear **RIGHT** and drive along the football field. At the rear of the parking lot, you will continue around the Lakeview building. Drop-off occurs at the Southeast corner of the Lakeview building. There is a crossing guard at this location. Students should exit their car on the left side and walk to the crosswalk to be crossed over to Highland by our crossing guard.

(Refer to the following map)



PICKING UP YOUR CHILD FROM SCHOOL AT DISMISSAL

- We will provide two copies of a car tag to all families. These tags will be distributed during Open House. We highly encourage you to keep these tags even if you do not plan to use them regularly, as unexpected situations may arise when you need them.
- When you arrive at the pick-up area, please display the tag in your driver's side window to help staff members quickly identify your name. This will help expedite the dismissal process.
- If there are any changes to your child's daily dismissal procedure, please contact the office by 3:00 PM.
- In case of an emergency, if someone without a car tag is picking up your child, please notify the office with the name of the driver, and ensure that

they have their ID available.

PICKING YOUR CHILD UP DURING THE SCHOOL DAY (9:05 a.m. – 3:35 p.m.)

- Enter the school through the front doors. We will call your child down to meet you. Make sure you always have your ID.
- This will be recorded in their attendance record. Please state whether the early pick-up is for a doctor's appointment or an early dismissal. Early dismissals are recorded as unexcused absences.

ATTENDANCE – ABSENCES/TARDIES

Please see Board of Education Policy 5200 for specifics on attendance. Good attendance is an important factor in school success. Since it is impossible to recreate the instructional day through make-up assignments, regular attendance is crucial. If it is necessary for a student to be absent, the following procedure must be followed:

1. **By 9:20 am**, please call the school office at (330) 689-5330. Please state the child's name, room number, and reason for absence. Messages may also be left on the school voicemail if you wish to call during non-office hours. (The voicemail is available 24/7.)
2. Planned absences (vacations, family obligations) should be reported to the school at least three days prior to the absence. Please email or call the office for a planned absence form and we will send one home with your child. Planned absences will be marked as unexcused days if a form has not been properly submitted.

OTHER ATTENDANCE INSTANCES/INFORMATION:

1. Students who arrive after 9:05 a.m. are marked tardy and must report directly to the office. A parent or guardian should accompany the student/s to the front door. Tardies are marked as unexcused.
2. On rare occasions, it may be necessary for a student to be released during the school day, such as for a medical appointment. A written note must be sent to the teacher/principal including the child's name, the dismissal time, the reason, and the person with whom the child will be leaving. All students leaving school early are called from their classroom to the lobby and signed out to the person responsible. If the student should return to school during the school day, s/he must again report to the lobby and be signed in by the parent before returning to the classroom.
3. **It is important that you supply a doctor's excuse for any medical appointments. These hours will not be counted toward your absence threshold.**
4. Vacations and other voluntary absences during the school year should be avoided. While make-up work can be assigned, actual instruction and participation in related classroom learning experiences do not occur. If an extended absence is unavoidable, the following guidelines are in effect:
 - A. Parents should discuss the anticipated absence with the teacher as far in advance as possible.

- B. A *Planned Absence Request Form* must be completed. Simply request a form from our office and we will send it home with your child.
5. We notify you of cumulative hours that your child has been absent. We are mandated by law to send a written notification when a student hits certain hourly thresholds. If absences are a persistent problem, parents must attend an attendance intervention team meeting.

BEHAVIORAL EXPECTATIONS

Students follow the PAWS Positive Behavior program. PAWS stands for: Put Safety First, Act Responsibly, Work Hard, and Show Respect. Students can earn PAWS reward tickets by displaying PAWS behavior. Students who make inappropriate choices will receive consequences that follow a progressive discipline model.

All students at Highland Elementary School are subject to the Stow-Munroe Falls Schools Student Code of Conduct. The Code of Conduct can be found online at: [Code of Conduct](#)

BIRTHDAY TREATS

You may send pre-packaged treats.

BUILDING SECURITY

- All doors are locked and remain locked throughout the day. Our building is equipped with a buzzer security system.
- Visitors to Highland must enter the building through the front doors.
- Handicap access is provided on the east side of the connecting hallway between the building and the library. There is an additional buzzer located there. People using the handicapped parking space, or who have limited mobility, are the only ones that are to use the east side entrance.
- Visitors must show their driver's license.

BUS REGULATIONS

Students who are transported to and from school by bus may only ride their assigned bus. Students are not permitted to ride a different bus to another student's home after school. If emergency child-care arrangements require a student to be transported by a different bus, a written request must be given to the school principal and a verbal request must be made to the transportation supervisor. The request must include the child's name, the day the bus change is needed, the reason, and the name of the family with whom the child will be staying. Approval is granted strictly on an individual basis.

Parents are responsible for the supervision and safety of students going to and from the bus stop, and for having students ready to meet the bus at the scheduled time. Riding the school bus is a privilege. Improper conduct on the bus may result in parent notification, bus suspension for a specific period of time, or denial of bus riding privileges.

CAFETERIA

- Each morning breakfast is served from 8:55 a.m. - 9:05 a.m.
- Your child will eat lunch during one of our 25-minute lunch periods. They also participate in supervised recess at that time.
- The cost of breakfast is \$2.00 and lunch is \$3.00.
- A la carte items are available for purchase but are not included in the free meals.
- You can load funds or pay their balance on your student's account at www.payschoolscentral.com or send cash or checks to the school to purchase items or add funds to their account at the cash register.

Stow-Munroe Falls City Schools, following Federal guidelines, participates in the Free and Reduced Price Lunch Program. Applications are on the district website. [Application](#) Applications are confidential, with approval based on family size and monthly income. These applications help our school obtain Title I money from the Federal government. These counts greatly impact our ability to qualify for a Title One reading support program.

- Students should independently be able to open any food item sent in as part of a lunch. Juice pouches, "Go-Gurt", and fruit cups are items that children commonly struggle to open. Please have your child practice opening these items prior to the start of school. Staff will be available to help any child who needs it.
- We do not allow visitors to eat in our cafeteria.

CHANGE OF ADDRESS/TELEPHONE/EMAIL

It is extremely important that student information is kept up to date. **Parents MUST use the online process located on [Final Forms](#) to update information throughout the year.** You will need to finalize a change in address by providing an updated proof of residency to the Board of Education Offices. If you require additional assistance, please contact the Board Office at 330-689-5445.

CELL PHONES/PERSONAL ELECTRONIC DEVICES

Devices that can record, send/receive messages or calls, or function as any type of messaging/communication system are not permitted to be used at school unless they are part of the educational process. Cell phones, smart watches, fitness trackers with communication capability, or any other communication devices must remain turned off and in a student's bookbag during school hours. We are not responsible for any loss or theft of a device. It is best if these items are left at home.

DISTRICT ISSUED DEVICES

Every student in grades 1-4 will be issued a district-owned Chromebook for use during the school year. The device must come to school every day, charged sufficiently to be used during the school day. Each student in grade K will be issued a Chromebook that will reside in a cart in the classroom.

Damage to the device will result in a fee. Loss of the device will also result in the assessment of a fee to cover the cost of the device.

Students/parents can request technical assistance with school-owned devices by emailing st_studenthelp@smfcsd.org or by reporting the issue to the classroom teacher or the office.

DRESS CODE (BOE Policy 5500):

K-4

A student shall not dress in an obscene manner or in any fashion that, in the judgment of the administration, disrupts the educational process. See-through or mesh garments, midriff blouses or shirts, exposure of any type, spiked jewelry, chains, clothing that exposes undergarments, hats, and clothing with obscene or suggestive statements or symbols are prohibited as any apparel that advertises or promotes sex, drugs or alcohol. Shoes must be worn at all times. Coats and hats should be placed in lockers and not worn/carried during the school day.

***Please keep in mind that our playground is covered with mulch and splinters can happen if proper shoes are not worn. Many students must also navigate the steps safely during the day.*

FEES

Encore Class fees are \$10.00 per student per year. For students on reduced lunches, Encore Class fees will be \$5.00 per student per year. Encore Class fees will be waived for students receiving free lunch. Fees can be paid via PaySchools.

FIELD TRIPS

Field trips are an approved portion of the elementary curriculum. Field trips directly correlate with units of study. The purpose of these trips is to extend the learning environment beyond the school setting and provide experiences that cannot be replicated in the regular classroom. At the beginning of each school year, permission for your child to participate is given via our Annual Forms & Consent Portal system. Teachers provide students with information regarding each trip in advance. If you are chosen to be a chaperone, you must be cleared through our fingerprinting process prior to the field trip.

HEALTH CLINIC

The Highland clinic is staffed daily from 9:05 a.m. until 3:30 p.m. each day. If you have a concern about your child's health, please call the clinic at (330) 689-5336.

If a child becomes ill or injured during the school day, a parent or other emergency contact will be notified. Clinic personnel will determine whether a child is permitted to remain in school.

HEALTH: When Should I Stay Home?

For the health and safety of all students and staff, please keep your child at home if they have a temperature of 99 degrees Fahrenheit or higher. If their temperature reaches 100 degrees Fahrenheit, they must stay home for at least 24 hours **AND** can only return after their temperature has decreased to a normal level.

DAILY SCHEDULE

Students should not arrive at school before 8:55 a.m. since the building is not yet open and there are no provisions for supervision.

8:55 - 9:05	Arrival/Breakfast
9:05	Tardy Bell, Morning Announcements - Instruction Begins
11:45- 12:30	Kindergarten Lunch and Recess
12:10 - 12:55	Grades 1 & 2 Lunch and Recess
12:35 - 1:20	Grades 3 & 4 Lunch and Recess
3:33	Afternoon Announcements
3:35	Walkers, YMCA, Buses load in the order they arrive
3:45	Car riders

ENROLLMENT

All children aged five on or before August 1 of the current school year may attend Kindergarten. All incoming students, including those who have attended school previously, are required to provide a copy of an official birth certificate, court documents pertaining to custody matters, a record of immunizations, and proof of residency at the time of registration. All enrollments take place at the Board of Education Office located at 4350 Allen Road, Stow, OH. All enrollment information can be found on the district website www.smfschools.org.

FIRST AID

Student injuries which occur during the school day are reported to the clinic where first aid supplies are available. Minor injuries such as cuts and scrapes will be handled in the clinic and you will not be contacted directly. If the injury is of a serious nature (i.e., head injury, suspicion of bone fracture), the student's parent is notified directly from the clinic. If the parent is unable to be contacted and further treatment appears necessary, the information included on the student's Emergency Medical Authorization Form will be used to procure treatment. This is part of the process found on the *Final Forms*.

If a student becomes ill during the school day, the parent or another adult designated by the parent will be contacted. The student will only be released from school if the authorized adult can provide transportation and supervision.

HOMEWORK

At the elementary level, homework should require no more than 30 minutes per evening for students in grades K-3, and 45 minutes per evening in grade 4. A home study period, including a specific time and place for students to complete assignments, should be established. While homework usually consists of specific assignments, which are to be completed by the next day, the absence of such an assignment should not eliminate the home-study period. Depending upon the grade level of the student, this time period can be spent orally or silently reading, reviewing vocabulary words, studying spelling words, working on math facts, or studying for a test. Participating in a family game or hobby, watching an educational television program, discussing newspaper articles, or taking a trip to the library, for example, are all good uses of the study period. The purpose of homework is not only to review and reinforce skills and concepts but also to devote a specific period of time, in some way, to learning in the home environment.

LOST AND FOUND

Most items that are found are placed on the rack located inside the clinic door. Watches, jewelry, money, wallets, etc., are kept in the school office. Students should check these locations regularly. Many times the loss of items can be avoided by marking clothing, lunch boxes, and other school supplies with the student's name. Toys and games are not permitted at school unless specified by the classroom teacher. Please leave trading cards and electronics at home unless specific communication comes home giving permission to bring such an item. All unclaimed items are donated to a charitable organization at the end of each semester.

MEDICATION

Some students are required to take medication during the course of the school day. The following policy applies to both long and short-term administration of prescription medication and over-the-counter medicine and must be followed in order to dispense this medication:

1. A medication form must be obtained from the school clinic or online under

- the Parents Forms & Application tab, completed, and returned to school. This form includes the type of medication to be taken, the prescribed dosage, and the signature of the physician.
2. The medication must be brought to school in the original container by an adult. The container must have the prescription label attached (or in the original over-the-counter bottle).
 3. The medication is stored in a locked cabinet in the clinic and from there dispensed to the student.
 4. If the type of medication or dosage is changed, a revised form must be completed and re-submitted.

PARENT-TEACHER CONFERENCES

- Individual conferences with parents of all students are scheduled in the fall.
- Conferences are also held throughout the school year by teacher and/or parent request. To schedule a conference, write a note to the child's teacher, send an email or call the teacher and leave a message. A date and time will then be established which is mutually convenient.

PRINCIPAL'S DISCIPLINE POLICY

As a principal, I believe that it is important to "catch" students being good. Your child may be sent to the office to show me outstanding work, talk about improved behavior, etc. I also invite students to come read to me in the office.

Sometimes students are sent to me for disciplinary reasons. If it is determined that your child was involved in a misunderstanding or minor problem, I will not contact you. If your child was fighting or breaking our Highland rules, I may ask the child to spend time with me. At that time, the child may write a letter to you about his/her behavior and how s/he will change the behavior or complete a think sheet. We will discuss it and the note will be sent home with your child to be signed by you and returned the next day.

I try to impress upon the child that it is his/her responsibility to take the note home and have an open, honest talk with mom/dad/guardian about the problem. If the problem continues, I will ask the child to come to the office and call you to discuss the behavior. Calling you has a positive impact on the child because s/he can see that home and school are united and supportive of a positive change in behavior.

RECESS

Students will have recess daily, weather permitting. Please note we go outside unless the windchill dips below 15 degrees. Students should dress appropriately. If you need assistance with seasonal clothing please contact the office.

REPORT CARDS

- Quarterly report cards are completed for each student.

- Report cards are viewable through your Progress Book and are posted on the dates signified on the district calendar.
- All grades at Highland will have a standards-based report card.
- Encore grades (PE, Art, Music) are posted twice per year.

SAFETY DRILLS

School drills for fire, tornado, and school safety will be conducted with our staff and students on a regular basis. At a minimum, we will have 1 fire drill per month, tornado drills April - June, and lockdown drills occur sporadically during the year.

TEXTBOOKS/LIBRARY BOOKS

Books are provided to all students for their use throughout the school year. Students are responsible for the books that have been assigned to them. Students are required to pay for books that have been lost and/or damaged.

VISITORS

All visitors must enter through the main front door by ringing the doorbell and announcing why they are here. There is handicap accessibility at the rear door on the east side of the library. There is also a ramp at the west end that can be used only during special events as the door is locked during the school day. Books, assignments, lunches, money, etc. should be left in the lobby area where they will be delivered to the student. At no time during the school day should these items be taken directly to a classroom.

Below is additional information regarding visitors to our building:

VISITS TO THE SCHOOL

- A. Persons wishing to visit the school are to make arrangements in advance through the school office. Any person who comes onto school property without registering at the office is trespassing and may be reported to the authorities.
- B. No visitor may see a student in school unless it is with the specific approval of the principal. If an emergency situation requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference. A student will not be permitted to leave the school with anyone who is not clearly identified as his/her parent or an appropriately-authorized person.
- C. Students may not bring guests to school unless permission to do so has been granted by the principal.
- D. No staff member is allowed to transact business with a visitor who has not duly registered at the school office and received authorization to be present for the purpose of conducting business.

CLASSROOM VISITATIONS

Because classroom visitations can be distractive to the students, it has been necessary to establish the following guidelines:

- A. Parents, other than those who have been asked by a teacher to be in the classroom, who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the principal and the teacher and state the purpose of the visitation.
- B. Visitations will not be allowed during examinations and independent study periods.
- C. Visitation should be no longer than 30 minutes or one class period whichever is longer.
- D. The number of visitors at any one (1) time should not exceed two parents.
- E. The frequency of visits for any student's parents should be no more than one visit per month.
- F. Parents are to be silent observers and are not to create any type of disturbance or disruption to the learning process.
- G. Copies of instructional materials being used by the students or teacher may be requested of the teacher but not always be immediately available during the visitation.
- H. Any comments made by individual students are to be maintained in confidence by the visitor to the activity.
- I. Use of audio or visual equipment to record classroom activities must be approved by the principal and the teacher. No visitor shall be allowed to videotape students in the classroom as it violates the privacy rights of students unrelated to the visitor.
- J. If a visitor wishes to tape record a conversation or meeting with a teacher or the principal, s/he should request permission from the teacher or principal.
- K. Any comments or concerns are to be discussed with the teacher before or after the school day when students are not present.
- L. Visitors are encouraged to meet with the principal and teacher during non-instructional hours to discuss the observation and to obtain answers to their questions. If a parent has a concern about what may be transpiring in his/her child's classroom, s/he should discuss the concern first with the teacher and, if the concern is not satisfied, make arrangements to discuss the matter with the principal.

VOLUNTEERS

All volunteers must be fingerprinted *annually* at our Central Office before serving at Highland. Sign up for a fingerprint appointment by logging into the school website at www.smfschools.org. Click on the "Fingerprint" log-in on the home page.

Volunteers provide a valuable service to Highland Elementary. Volunteers work in the library, classrooms, and throughout the school. They also assist with other school activities whether it is during the day or in the evenings. The PTA assists with obtaining

volunteers and organizes the Room Parents for their work throughout the school year. This can also be done directly with the teacher. All volunteers must also report to the school office upon arrival and departure.

WORK COMPLETION FOLLOWING ILLNESS

Generally, students will be given one day per day of school missed to complete make-up assignments. For example, if a child misses school on Wednesday and returns on Thursday, then the work is due Friday. If a test that the child had to study for in the area of Social Studies or Science is to be given on the day a child returns from an illness, the teacher will use his/her discretion in administering the test based upon the child's preparedness for the test. If a student is absent for one day only, s/he will be given his/her work upon return to school. Missed work will be prepared for parent pick-up for absences of two or more days. Please request work when you call the school office to report your child's absence.