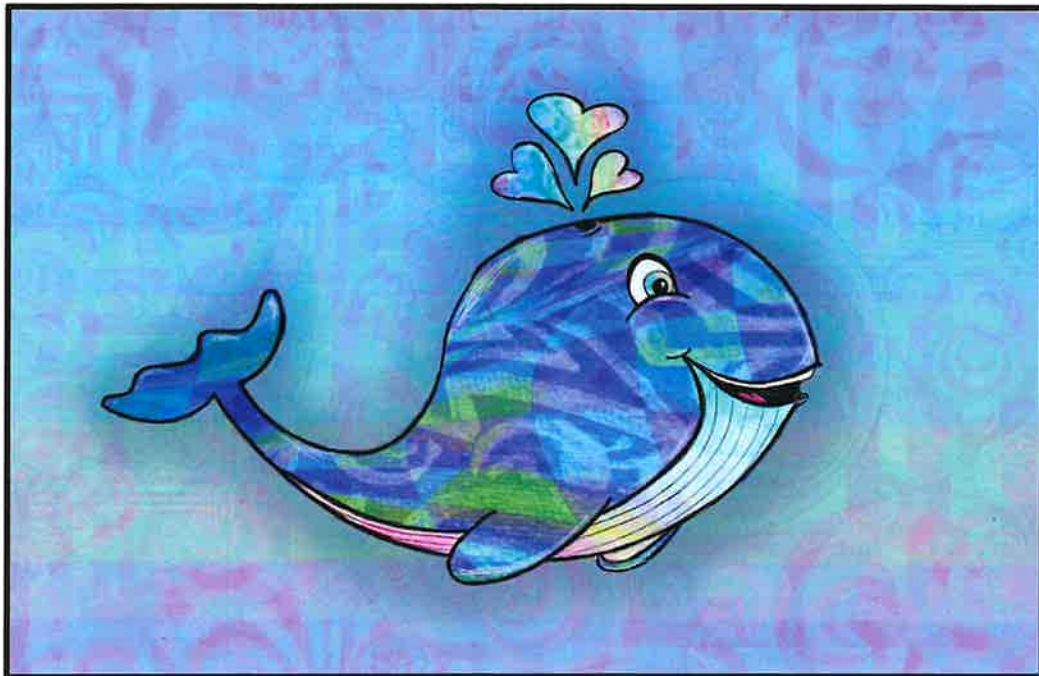


Highlands School



#HeroesChooseKind

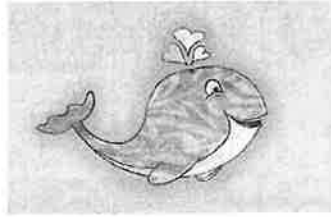
Parent/Student Handbook 2026-2027

Office: 630-420-6335

Health Office: 630-420-6534

www.naperville203.org/highlands

HIGHLANDS ELEMENTARY SCHOOL



#HeroesChooseKind

525 S. Brainard St.
Naperville, IL 60540

School Phone: (630)420-6335
School FAX: (630)420-6957

Health Office: (630)420-6534
www.naperville203.org/highlands

August 2026

Dear Parents and Guardians,

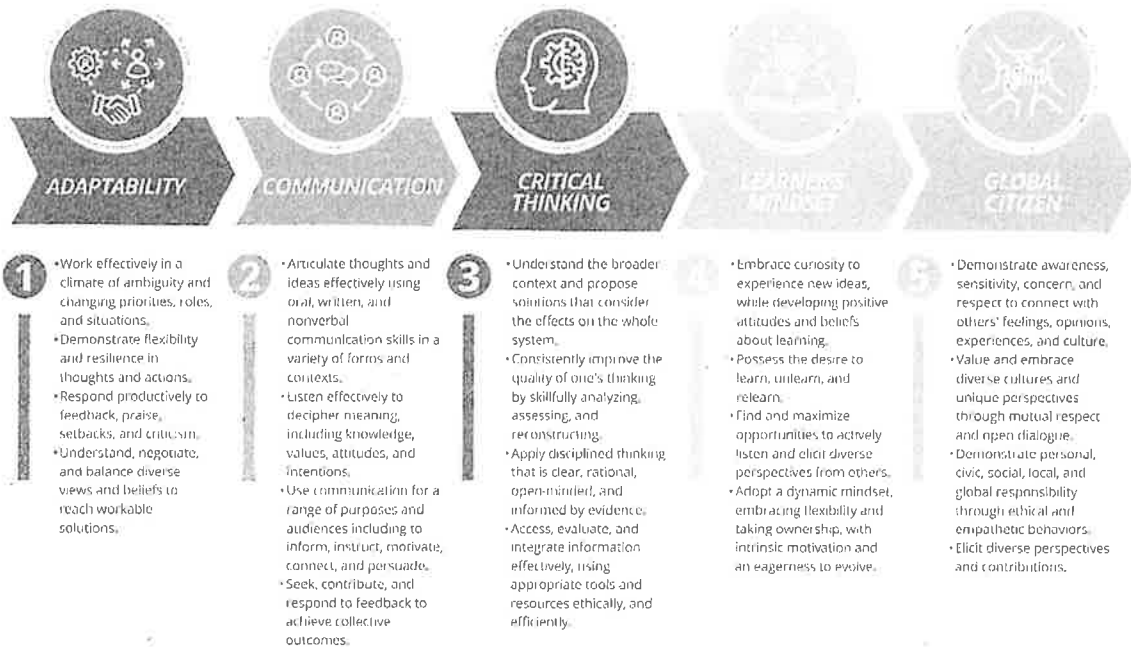
Welcome to a wonderful new school year! This handbook contains important information regarding Highlands School and Naperville School District 203. It is our hope that this resource answers many of your questions, as it outlines both school-specific guidelines and general district-wide policies.

Please take some time to review the handbook with your family. It includes details on reporting student absences, the district medication policy, guidelines for visiting the building, and safety procedures for arriving and departing school. You will also find helpful information regarding Home and School, SFCP, and various special programs. If you have any questions after reading through these materials, please do not hesitate to contact the main office. To help students transition smoothly, I will also be visiting all classrooms during the first two weeks of school to review some of this important information directly with them.

Additionally, the 2026 to 2027 District Calendar is available online. You can access it by visiting www.naperville203.org and clicking on the calendar icon located in the lower left corner of the homepage. We look forward to a rewarding year of partnering with you to educate your children at Highlands School, and we thank you for your continued support.

Sincerely,
Mark Leipart
Mark Leipart
Principal

PROFILE OF A LEARNER



HIGHLANDS MISSION

Our mission at Highlands School is to become a place where Highlands Heroes:
Engage in discovery through kindness and collaboration. We strive to be our true, authentic self as we dive deep into lifelong learning.

THE HISTORY OF THE HIGHLANDS WHALE

Highlands School's slogan, "A Whale of a School", began in the 1982-83 school year.

Three events led to this. The first, a fourth grader, Chad Melzer, died of cancer. In his memory, students and staff contributed to a memorial fund in honor of Chad. The second event resulted from this fund. A fourth grade teacher, John Beehler, knew of a sculptor of whales, John Perry, from California. The memorial money purchased several of Mr. Perry's whales, which are now displayed in the LC. This collection is part of the Art Awareness presentations. The third event was a contest for a slogan to be chosen by our school. Many entries suggested great ideas. The winner was fifth grader, Kim Daffinee, with her picture of a whale captioned, "Highlands Is a Whale of a School."

We've been wearing our whales and living up to our slogan ever since.

SCHOOL SONG '92

Let's cheer for Highlands School – Hurray!
We'll be the best, pass the test, the awesomest.
Let's cheer for Highlands School – Hurray!
Take pride in what we do, here at Highlands School.
This is a place for learning and for fun,
We like to be the best we are #1.
To our school colors Blue and White be true,
You are a Whale of a School – WE LOVE YOU!
Let's cheer for Highlands School – Hurray!
We'll be the best, pass the test the awesomest.
Let's cheer for Highlands School – Hurray!
Take pride in what we do, here at Highlands School.
2 - 3 - 4 here at Highlands School – Hurray!

RULES AND EXPECTATIONS FOR STUDENTS

BUILDING EXPECTATIONS

1. Children are to walk in the hallways.
2. Children are to keep their hands and feet to themselves.
3. Children are to talk in a soft voice when moving in the halls.
4. No gum is allowed in the building.
5. Students are to follow our Highlands Hero expectations of being Respectful, Responsible, Safe and Kind.
6. No personal electronics may be brought to school including but not limited to game systems, music and headsets, etc. The school is not responsible for any lost items.

PETS

For the safety, comfort and consideration of others, please do **NOT** walk your dog on school property. If you wish to take your dog for a walk, please make arrangements to meet your child at the edge of the school property. Some children are terrified of pets; others are highly allergic. Some dogs, which are normally good with children, get excited and confused with so many strangers and may nip at the many hands petting them. We do not want anyone harmed.

LUNCH/RECESS PROCEDURES

1. The lunch break/recess time is established by District 203 policy: 40 minutes at the elementary school level. Students eat their lunches in the gym at cafeteria-type tables and benches. Appropriate accommodations are made for students with severe food allergies. In the cases of inclement weather or wind chill factor, students have indoor recess in their respective classroom areas.
2. Lunch is divided into two 20-minute sessions, lunch and recess, at all elementary schools.
 - **RECESS** (whether inside or outside) is a time for the children to talk and play with friends from their class or other classes. It is supervised unstructured playtime, following the general behavioral expectations of the school.
 - **LUNCH** is eating time in the cafeteria and/or stage. In order for the children to have enough time to eat their lunch, we encourage a “calm, relaxing” atmosphere. Children have sufficient time to eat their lunch if they use the majority of their time for eating.

3. Children, not ordering lunch from Organic Life, must bring their own lunch to school. Children are **NOT allowed to share food with other children** because many children have allergies and/or reactions to common foods such as:
 - * peanuts and anything containing peanut butter or peanut oil
 - * tree nuts
 - * corn or anything made from /with corn oil
 - * milk products and anything containing milk
4. Organic Life information can be found by going to www.naperville203.org. Click on 'Department Services' and then 'Nutrition Services' in the dropdown menu.

ARRIVAL AND DISMISSAL PROCEDURES

Drop off/Pick up Procedures

During arrival and dismissal, our South parking lot can become very congested. We'd like to remind our Highlands community of procedures established to alleviate confusion and frustration. Below you will find a few reminders for our arrival and dismissal process:

- While traveling eastbound and westbound on Hillside, please follow city signage that states NO stopping, standing or parking.
- In order to comply with city signage, you will need to park on side streets and walk to pick-up/drop-off your children when the south parking lot is full and at a standstill.
- If the South parking lot is full you can circle through Thornwood, then left at the end of the street (Sunset) and continue across Loomis where it turns into Sleight. Then left on to Hillside from Sleight until our parking lot empties and can allow for more cars to enter.
- We only have one crosswalk for student use and that is at the corner of Hillside and Brainard.
- When using the south lot to drop children off in the morning, we ask that you follow our parking lot signage that asks you to pull down to the Habitat. This will allow us to get several more cars into the parking lot. When students exit your car (8:00 am or after), they are to stay on the yellow striped area as their path on to the sidewalk and into the building.
- At arrival time, please do not pull into parking spots in either the North or South lots since staff is still arriving.

A.M. Drop off

Students enter the building through Door #1, Door #2 and Door #10 only. Door #1 is the main entrance on Brainard St., Door #2 is on Brainard St. in the North parking lot and Door #10 is on Hillside Rd. in the main parking lot near the whale sculpture. Students will no longer line up behind the school in the morning. As our current practice, doors will be open at 8:00 a.m. A map recapping the procedure is included in the handbook. Students should not arrive on school grounds or inside the building before 8:00 a.m., when staff is present outside for duty. All doors are locked at 8:15 a.m.

WHO USES DOOR #1?

- All students in Grades 3-5 who take school bus or day care bus
- All Students in Grades 3-5 who walk from the North

WHO USES DOOR #2?

- Students in Grades K-2 who take school bus or day care bus
- Students in Grades K-2 who walk

WHO USES DOOR #10?

- All car drop offs
- Students in Grades 3-5 who walk from the South

P.M. Pick up

- When the pickup lane is heavy; please form **TWO** lanes of cars in the parking lot. **Lane 1** is nearest the sidewalk. **Lane 2** is in the same open space as the first but nearer to the parked cars. Please leave enough space between the first two rows so vehicles can exit down the center.
- Cell phone use is not permitted while in the parking lot.
- Please pull as far forward as possible.
- **Do not leave your car unattended.** Please remember that staff and visitors also need to exit the parking lot at this time.
- All students must cross into the parking lot via the center crosswalk.
- When exiting the parking lot, please consider turning right to reduce congestion on Hillside.

We appreciate your help in following the guidelines mentioned above. If everyone can follow the same procedures, we can ensure a safe, timely drop-off and pick-up for everyone.

After school, students are expected to go home and not play on the playground unless they are accompanied by an adult.

EXITING THE BUILDING

Students are to use the following doors to exit the building:

Grade K & 1:	Door 3
Grade 2:	Door 4
Grade 3:	Door 7
Grade 4:	Door 10
Grade 5:	Door 8

Older children picking up a brother or sister should arrange to meet them at their outside door, not the classroom.

BICYCLE PRIVILEGES

Third graders and up have the privilege of riding bicycles as long as they follow bicycle safety rules. Please remind children regularly to dismount and walk bicycles once they arrive on school property. Students may not bring scooters or skateboards to school.

COLD WEATHER

All children should come dressed appropriately for cold weather and expect to go outdoors. If there is snow on the ground, students **MUST** wear boots and snow pants or remain on the blacktop. No boots are to be worn in school. Shoes are to be put on after entering the school. On inclement days children may spend a portion of their recess outdoors or be kept indoors throughout the recess period.

"Inclement days" are determined by taking wind chill, precipitation, ice and snow cover and temperature into account. **During the winter we will go outside for recess if the wind chill index is at zero or above.** The wind chill report will come from Weather.com

GRADING

Student report cards are available through the Student Information System, Infinite Campus. Please be sure you have accessed this parent portal to create a username and password. Those directions can be found on our Highlands website <https://www.naperville203.org/Page/4585>. You can also contact our Infinite Campus Help Desk at parentsupport@naperville203.org for assistance.

What is the overall purpose of the report card?

Naperville Community Unit School District 203 believes the purpose of the report card is to communicate students' progress towards specific standards so that teachers, students, and parents/guardians can work together to advance student learning.

What is a standards-based report card?

A standards-based report card provides detailed information of how well students are progressing towards the identified standards in a specific content area. These standards directly align with the content that is being taught and assessed in the classroom. Students are continually assessed on their progress towards mastery of the expectations set forth at each trimester.

Teachers report student progress on two types of standards: content standards and process standards. Content reporting standards articulate what students know and are able to do academically while process standards refer to how a student is learning.

CLASSROOM MANAGEMENT PROCEDURES

Classroom management is primarily the responsibility of the supervising teacher. Grade level teams develop grade level expectations and procedures, communicate these clearly, post the expectations in the classroom, and require the students to follow the expectations accordingly.

PHONE/SMARTWATCH/PERSONAL DEVICE USE BY STUDENT

Student use of telephone will be kept to a minimum and be made by written request of the teacher. Student cell phones must be left in the backpack, turned off or on silent/mute mode and used only as necessary after school, to contact parents. Students should not call, text, or utilize other features, from personal phones, personal electronic devices and/or watches during the school day, including bus transportation to/from school. No social calls are permitted.

Parents should refrain from texting or calling their child(ren) on personal devices/watches during school hours. If "smartwatches/personal devices" are being used to contact/message during the school day then the teacher will ask the student to place the watch in their backpack. Personal electronic devices include any computers, tablets, cameras, smartwatches or other electronic devices that have the ability to take, store, display, or send images, videos, audio recordings or text messages with embedded images. Thank you for your partnership in supporting a focused and respectful learning environment.

LEARNING COMMONS

Students are responsible for the care and timely return of LC materials. Students with overdue book fees will not receive final report cards until fees have been paid.

NAPERVILLE 203 STUDENT DRESS CODE

The student dress code in Naperville 203 is derived from Board Policy 7:160 - Student Appearance: *Students' appearance, including dress and personal hygiene, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health and safety.*

Intended Purpose: To promote a positive learning environment in schools consistent with the values of Naperville 203 and to ensure a safe and inclusive learning and working environment for all students, staff

and the community, regardless of their race, age, ability, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, socio-economic circumstances, or body type/size.

Guidelines for the instructional day: An individual's dress, personal appearance, cleanliness, as well as behavior, demonstrate sensitivity to and respect for the learning community.

- Students must wear tops, bottoms, and shoes.
- Clothes must be worn in a way that genitals, buttocks, and nipples are fully covered with opaque (non-transparent) material.
- All undergarments must be covered by outer attire (visible straps are allowed).
- Caps, hats, or head coverings may be worn in the building during the school day provided they do not compromise the ability to identify a student, compromise academic integrity, or cause a disruption to the learning environment.
- Attire or accessories that directly, by innuendo, or look-alike promote alcohol, drugs, sex, pornography, profanity, violence, gangs, and weapons may not be worn at school.
- Students cannot wear anything that includes hate speech, images, or language that creates a hostile or intimidating environment for others, including any protected class or marginalized group. Hate speech includes any form of expression through which speakers vilify, humiliate, or incite hatred against a group or a class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability, immigrant status, or national origin (adapted from the American Library Association).

***These guidelines may be adapted by building/district administrators for special events or other school sponsored activities. Student athletic and activity apparel will be defined by safety and competitive performance standards. All dress code adaptations must follow Board Policy 7:160 - Student Appearance.**

I FORGOT TABLE

Items (i.e. lunches, homework, instruments, etc.) brought in for students are to be placed on the *I Forgot Table* in the office. **The child will be responsible to check the table if they are missing something.** Parents are not permitted to go to the classroom to drop off items.

LOST AND FOUND

Lost articles are placed in bins in the hall outside the LC and across from the gym. Children should be directed to look over the items in the bins in order for the items not to accumulate. At the end of each trimester, the remaining items are given to a charitable organization. Parents will receive periodic reminders about lost and found.

PICKING UP A CHILD – OFFICE OR HEALTH OFFICE

In picking up a child during the regular school hours, we require **each** parent/guardian to show ID. This applies to all our parents, even those we see often. Please know this is not meant to inconvenience you in any way. Our purpose is to maintain a safe and secure environment for our students. This will be in effect for each building in D203.

PARENT NOTES-WHAT TO DO WITH THEM

Change in dismissal procedure:

- Parents should send a note to school notifying the teacher if the child will need an early dismissal, providing specific details. The teacher may keep the note to remind them of the change in routine for that child and

will send a copy to the office. Parents need to sign the child out in the office and back in if the child returns to school. The Health Tech must have this time of dismissal/return for attendance records.

- When the parent arrives in the office, the secretary pages the room and the child then comes to the office for dismissal.

Change in bus:

- According to the Parent/Student handbook white pages, "Students who are assigned to ride the bus must do so unless a note is sent to the principal from the parent."
- If no note is given to the teacher, but the child "says" there is a change, the child will be put on the bus.
- Practical practice is that parents write a note to the teacher asking for a different bus stop (on the same route). In this case, the note is brought to the office by the child and the office signs and stamps the note. The child then places the note back in his/her backpack and is instructed to give it to the driver at 2:30 p.m. The bus driver will not drop off at another stop if "stamp of approval" is not given by the office.
- If parents request a **different** bus route for one day, this will not be granted. Students may not ride the bus home to a friend's house to play after school. Changing bus routes to facilitate play dates or babysitting is not allowed.
- The Transportation Department provides a form for those families where a student needs to be transported to/from a different bus stop everyday because of daycare arrangements or other long term reasons. Transportation must approve this request.

SECURITY

A buzzer system with camera surveillance is installed at the front entrance, door #1. As this is in place to enhance our security greatly, we request your patience as we use this system. The secretaries monitor the buzzer and camera system to identify each visitor. All visitors are required to stop in the office and sign-in upon entry to the school after they have been "buzzed in". A keyless entry system is available for faculty use only at other exterior doors.

The Naperville Police Department and school administration have completed a walk through inside and outside our building to help in refining our internal lockdown procedures. An action plan is in place and practiced twice each year. If you have any questions about this plan or our facility safety, please contact the office.

ENTERING OUR BUILDING

In order to maintain a safe school environment, we wanted to remind you of the following:

- Upon arrival at the front door, you will be asked to provide your name and reason for visit.
- After identifying yourself and stating your reason to visit, our Office Staff will buzz you into the lobby.
- Once buzzed in, proceed to the transaction window, sign in, and document the purpose of your visit.
- Please be prepared to provide a valid driver's license, passport or state ID card.
- Visitors will be issued a Visitors Badge to be worn while at Highlands.
- As you leave, please remember to sign out.

TALK 203

Talk203 is District 203's self-subscribing email information system, delivering timely District and Highlands specific news and information right to subscribers' email boxes. Once your student has been enrolled, District 203 automatically enrolls you in the system. Please make sure your Infinite Campus Accounts have your current email preferences listed.

FAMILY VACATION GUIDELINES

The professional staff at Highlands School is committed to your child's education. The dynamic interaction between teacher and child during directed lessons cannot be replaced by workbook pages or dittos. It is this interaction that is the essence of quality teaching, because it is here where teachers present new concepts, adjust to needs, check understanding, guide learning, and build rapport. For this reason, we are most interested in encouraging student attendance. Obviously illness and emergencies will occur. However, some events, such as vacations, should be arranged according to school schedules.

The district school calendar is usually available approximately six months prior to the opening of school.

If a trip is unavoidable, we would like to establish a few procedures to assist continuity in the educational program.

1. Advance notice of the trip should be given. Please notify the teacher at least one week in advance.
2. We would encourage the use of vacation time for learning experiences that are not always possible in the classroom. Some suggestions might include encouraging children to:
 - use maps
 - read about the places visited
 - write a journal of their trip to share with their class/teacher
 - write letters or postcards describing their trip
 - discuss the background and details of places visited
 - assist in planning and making a schedule
 - play educational games in the car, plane, etc.
 - keep a scrapbook to share with the class
 - draw memorable events and places

EXTRA-CURRICULAR BEHAVIOR EXPECTATIONS

In order to unify the behavior at Highlands School, all after school programs will adhere to our behavior expectations. The following consequences will result from an inappropriate behavior:

1. **First Warning** – Talk with students to determine the cause of their behavior.
2. **Second Warning** – Child fills out the Highlands Behavioral Referral form. (Child takes form home, has parent sign it, and returns it to the sponsor.)
3. **Third Warning** – Child will be asked to leave the after school program. (No refunds will be made).

PERMISSION DENIAL FORM

During the course of the school year your child(ren) will be involved in many school activities that may be captured on video or photographed for sharing and/or placement on the school or website or in District publications.

Videotaping and photographing of children in special education settings for non-educational purposes will be authorized only with parental consent. Outside of special education settings, students may be videotaped or photographed by parents, observers, school employees, students and news media personnel from time to time while participating in school activities.

If you desire that your student not be videotaped or photographed in these circumstances (outside of special education settings), please be sure to sign the Permissions Denial form that is included in the Annual Online Update. This form also provides for exclusion of family contact information (address and phone number) in the Home & School Directory.

SCHOOL IMPROVEMENT PROCESS

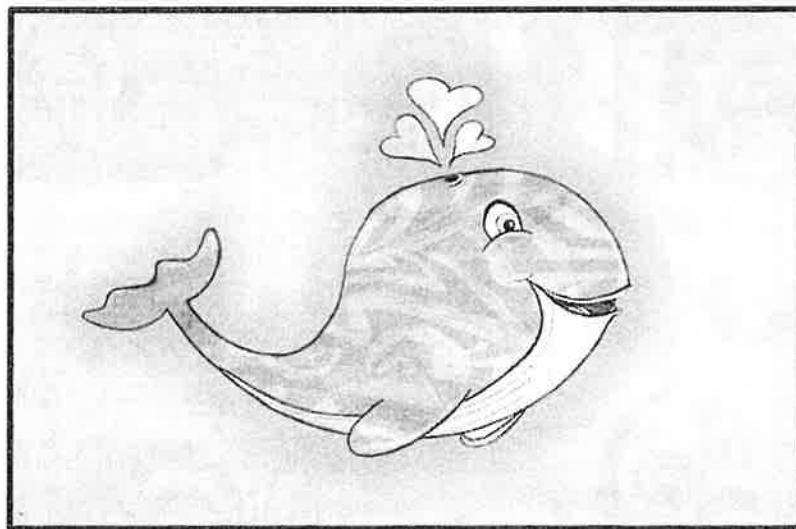
The School Improvement Process is a process that involves the entire teaching staff. Our Leadership team consists of 10 teacher representatives. Meetings are held every two weeks and throughout the summer for the purpose of guiding our school's examination of district and state requirements by setting goals and providing resources to our school community. School Improvement goals are updated annually.

HIGHLANDS SCHOOL EMERGENCY PLAN

If conditions exist that make it unsafe to remain in the building, the building secretary will notify the police, fire department and the Administrative Center as necessary.

The following procedures will then be put into action:

1. Students will evacuate the school and assemble outdoors as they would for a fire drill.
2. Attendance will be taken.
3. Students will walk, in order of grade level, to the field on the west side of the building.
4. Students will maintain their classroom lines with teacher supervision throughout the relocation period.
5. Depending on the situation, the building Principal and D203 Administrators will determine the evacuation site (bussed to Washington Junior High School or walk to North Central College Merner Field House).
6. The building secretary will notify North Central College/Merner Field House or WJHS if relocation is deemed necessary.
7. If a bomb threat is the cause of the evacuation, the building search team will assist the fire and police department.
8. The Principal and Assistant Principal will remain on site and will designate which classroom groups are to begin evacuation.
9. Students will remain with their assigned classes for the duration of the transportation procedure and the assembly at WJHS or Merner Field House.
10. A Talk 203 e-mail message will be sent to all Highlands families.
11. The Principal and Assistant Principal will dismiss students to parents after it is deemed that conditions are safe.
12. When dismissal is begun, students will be dismissed to their parent.
13. Parents who pick up children must sign out with classroom teacher or triage team (D203 employees).
14. If parents are not available, students will be retained until regular dismissal time.
15. If, at regular dismissal time, parents have not picked up students, buses will be used to transport them home.
16. A communication base will be established during the event at the Administrative Center (630-420-6300) for parent questions and information.



#HeroesChooseKind

Please add the Health Office/Absence Line as a phone contact: 630-420-6534

HEALTH OFFICE:

Absences:

Parents must visit the school website OR call the Health Office (630-420-6534) to report all student absences. Please enter the absence prior to 7:45 a.m. absences must be submitted by 9:00 a.m.

To enter an absence on the website, visit the Highlands Elementary website. On the home page, hover your mouse over "Our School" in the top navigation menu and select "Contact Us." Then, on the left-side navigation menu, select "Reporting an Absence." Complete all necessary fields.

If you call the attendance line, an answering machine will be used to record the following information:

1. Date
2. Student's Name
3. Teacher's Name
4. Reason for Absence

If you anticipate the absence to be more than one day, please call the same number again between the hours of 10:00 a.m. and 2:00 p.m. and discuss the absence with the Health Technician.

If a child is absent and we have not received a call, we will attempt to reach you. The responsibility for reporting absences remains with the parents. If we are unable to reach you at either designated number, we will send you a reminder call.

Cold and Flu Season

We'd like to provide a friendly reminder of the district guidelines for illness. As the cold and flu season reaches its height, it's important we ALL are reminded of guidelines created to help prevent the spread of infection throughout our community. Please consider the following guidelines in keeping us all healthy:

1. Please remind your child to wash their hands throughout the day, using plenty of soap and water so all surfaces of the hands are clean. We also have hand sanitizer available inside each classroom and outside of the lunchroom entrances. Please encourage your child to use these.
2. If your child's oral temperature exceeds 100 degrees F, your child should remain home for 24 hours after the temperature returns to normal, without the use of any fever reducing medication.
3. If your child shows signs of upper respiratory infection (cold symptoms) serious enough to interfere with your child's ability to learn, consider keeping your child home.
4. If your child is able to attend school with respiratory symptoms please remind them to wash their hands frequently. If a cough is present, we teach children to cough away from others, coughing into the inside of their arm (inside elbow area).
5. If your child attends school with a cough, you may send cough drops for their use. You need to send the cough drops with a note from you, giving permission for your child to use them. Your child will need to bring the note with the cough drops to the health office for safe keeping.
6. If your child is vomiting, please have them remain home for at least 24 hours after vomiting ceases.

Vision and Hearing Screening

Students are routinely screened for vision and hearing in Kindergarten and 2nd grade. They are screened for hearing in 1st and 3rd grade and vision in 8th grade. If they are in a special education program, or if a teacher or parent requests a screening, both vision and hearing are checked. The vision screening is not a substitute for a complete eye and vision examination by an eye doctor. Your child is not required to participate in the vision screening if you have submitted a report signed by an optometrist or ophthalmologist indicating that your child has had an eye exam within the previous 12 months.

ARRIVAL PROCEDURES

Students enter the building through Door #1, Door #2 and Door #10 only.

Door #1 is the main entrance on Brainard St., Door #2 is in the North Parking lot at Prairie Ave and Brainard St. and Door #10 is on Hillside Rd. in the main parking lot near the whale sculpture.

Students no longer line up behind the school in the morning. As our current practice, doors will be open at 8:00am.

STAFF PARKING LOT



(by whale in parking lot)



Playgrounds

DOOR
#10

HIGHLANDS SCHOOL

DOOR #1

DOOR #2

(at Main Entrance)

(in North parking lot)

WHO USES DOOR #10?

- All car drop offs
- Students in Grades 3-5 who walk from the South

WHO USES DOOR #1?

- Students in Grades 3-5 who take school bus or day care bus
- Students in Grades 3-5 who walk from the North
- No cars. Use Door #10 for car drop offs

WHO USES DOOR #2?

- Students in Grades K-2 who take school bus or day care bus
- Students in Grades K-2 who walk

HILLSIDE RD.

Use the crosswalk at Brainard St. with the Crossing Guard.



BRAINARD ST. (Please stay off Brainard during arrival & dismissal)

Brainard St. is closed from 7:45-8:15AM and 2:15-2:45PM to accommodate buses. Do not drive around the barriers.



Highlands Heroes are...



Core Values	Hallways	Bathroom	Recess	Lunch Room	Arrival/ Dismissal
Respectful	-Soft Voice/Silent -Quiet feet -Hands, feet and body to self -Respect others' belongings -Follow ALL adult directions	-Silent -Respect privacy of others -Hands, feet and body to self	-Take turns with equipment -Follow ALL adult directions -Work together to solve problems	-Soft voice at designated times -Hands, feet and body to self -Follow ALL adult directions -Be polite and use good manners	-Soft voice -Hands, feet and body to self
Responsible	-Walk with purpose -Stay with your class -Pick up after yourself	-Go, flush, wash and return to class -Keep bathroom clean -Tell an adult if there is a problem	-Line up quietly at bell or whistle -If unable to solve problem, seek recess supervisor	-Talk calmly to people near you -Clean up your space of all garbage -Raise hand for help	-Zip backpacks -Put everything on hook or shelf
Safe	-Single file line -Walk -Face forward -Stay on the right -One stair at a time	-Keep feet on floor -Use bathroom properly -Wash your hands	-Use equipment appropriately -Stay within designated areas -Hands, feet and body to self	-Keep feet on floor -Eat own food -Walk in gym and hallways	-Walk at all times -Line up upon arrival -Enter/exit through assigned door in a single file line
Kind	-Be polite -Be patient -Use kind words -Be helpful	-Be polite -Be patient	-Include others -Encourage others -Be a good sport -Use kind words	-Be Polite -Use kind words -Be helpful	-Be polite -Be patient -Use kind words



HIGHLANDS HOME & SCHOOL ASSOCIATION (H&S)

H&S is a **volunteer** group made up of Highlands' parents and guardians who work in cooperation with Highlands' teachers and administration to make our school an **extraordinary** place for our children. H&S runs several school programs and fundraisers throughout the school year. The money raised, supports the H&S annual budget and funds every enrichment program that we provide to Highlands students and parents throughout the year.

Who, What, When and Where?

As a parent or guardian of a child at Highlands, you are automatically a member of H&S. We encourage you to come to our monthly meetings and volunteer for any of our committees. Meetings are held monthly in the teachers' lounge and are announced via "Whale Watch" emails. They are run by the H&S School Executive Board which is made up of the 2 Co-Presidents, Treasurer, Secretary, and the Highlands Principal. The current executive H&S Board can answer any questions regarding volunteering at Highlands.

Hillary Mohindra, Co-President, highlandshands2@gmail.com

Amy Blake, Co-President, highlandshands@gmail.com

Traci Weilemann, Treasurer, highlandstreas@gmail.com

Eddie Worbis, Secretary, highlandssec@gmail.com

How?

Our **Online Volunteer Sign-up Form** (distributed online via Sign-Up Genius at the beginning of the school year) has many of the opportunities available for involvement for the school year. However, please talk to any of the committee chairs at any time during the year and volunteer. Many volunteer opportunities have very flexible time commitments.

Stay Connected

- ☐ Weekly "**Whale Watch**" email detailing all the school events and opportunities for the week.
- ☐ **Highlands School website** <http://www.naperville203.org/Domain/11>
- ☐ Closed **Facebook** group <https://www.facebook.com/groups/highlandsHSA?ap=1>

*We look forward to meeting you and working with you next year.
Thank you for your support!*

Home & School Committees and Volunteer Opportunities

- **SFCP (School, Family, Community, Partnership)** – Events planned and executed here include: Grandfriend's Day, Parent Principal Night, One Book, One School, Egg Drop, Cultural Kaleidoscope, Highlands outdoor habitat and garden, and featured evening enrichment events.
- **Adult Social**- help with the planning and set-up of the adult social, one of our big fundraisers for Home and School. The dinner dance is hosted every other year, with 27-28 occurring next.
- **Announcement Artist** – This is a new role! Make it yours! We are looking for someone to liaise with our committee chairs, exec board, and front office to keep the bulletin board fresh and coordinate with activities, as well as the marquee.
- **Art Awareness** – Go into your child's classroom to introduce a pre-determined artist. Sessions are scheduled at your and the teacher's convenience and are simple and fun.
- **Book Cart**– Every Wednesday from 9:00-10:30am, the book cart is set up in the lobby to sell books at cost to students. Volunteers rotate weekly to staff this all year.
- **Book Fair**– Held during the Fall and Spring parent teacher conferences in our LC and/or virtually. Various chances to help.
- **Directory** – Partner with the committee chair to ensure Directory Spot is updated.
- **End of Year Picnic**- Help plan and organize an end of the year all-school celebration for Highlands families.
- **Faculty/Staff appreciation** – We honor our teachers and staff throughout the year on birthdays, and with breakfasts and lunches to show how much we care.
- **Family Connections** – Be part of a database that lends a hand to other Highlands families who may be going through difficult times. Coordinated through the school social worker.
- **Fifth Grade projects**- Coordinate events deemed unique to fifth graders such as fifth grade yard signs and year-end celebration.
- **Golf Outing** – An annual fundraiser held in the Fall, which includes golf at a nearby course followed by a reception for golfers and non-golfers. Various volunteer opportunities available.
- **Hospitality** – Help with the Ice Cream Social and meal delivery to school faculty throughout the year.
- **Indoor Recess** – Volunteer to ensure classroom resources for Indoor Recess time are organized and complete.
- **Nominations Committee Chair** – Work with the H&S Executive Board to fill open committee chair spots.
- **Rewards program/family night out** - select and organize Family Night Out restaurant fundraisers throughout the year.
- **Room Parents** – help plan classroom parties, organize teacher appreciation week and help in your child's classroom as the teacher needs.
- **School supply packs** – work with the teachers to prepare school supply lists and coordinate with vendor.
- **Spirit wear** – design and help with the sale of Highlands attire.
- **Teacher Appreciation Gift Card Program** - Coordinate the ordering and distribution of gift cards for teachers and staff during Teacher Appreciation Week.
- **Treat Tuesdays**- There is a signup the first Tuesday of every month to bring in treats for staff.
- **Vision & Hearing Screening Helper** – on screening day, escort students to/from screening.
- **Yearbook** - opportunities for home volunteering as well as in and around the building, including taking pictures and the cover contest.
 - **Winter Giving Program** – Each December, the Highlands community supports and purchases gifts for families in need within our community. Various volunteer opportunities available.

Communication Tools Cheat Sheet



Our district website with links to individual schools, Board of Education documents, curricular information, calendars and events with options to access the text in a variety of languages. <http://www.naperville203.org>



Our school website with links to Home and School information, classroom happenings, calendars, events, newsletters, hot lunch and procedural information. <http://www.naperville203.org/Domain/11>



This site is used as our districts' student information system (SIS). Here you can access student grades, schedules, attendance information and class placement.

<https://infinitecampus.naperville203.org/campus/naperville.jsp>

Talk203

Talk203 is District 203's self-subscribing email information system, delivering timely District and school news and information right to subscribers' email boxes. Parents, students and community members are invited to sign up by clicking the Talk203 graphic on the District website at www.naperville203.org



PTC Wizard is the parent teacher conference sign-up application being used by District 203. This application is integrated with Infinite Campus.

<https://naperville203.ptcwizard.com>.



Canvas A learning management platform in which teachers have classroom site or courses which provide classroom communication related to events, assignments, discussion boards, portfolios, classroom newsletters and curricular resources. <https://naperville.instructure.com/>

District and Building Social Media

Twitter



[@Naperville203](https://twitter.com/Naperville203) - General information from District 203



[@Highlands203](https://twitter.com/Highlands203) - Tweets from Highlands

Facebook



[Naperville School District 203](https://www.facebook.com/NapervilleSchoolDistrict203/) - General information from District 203



<https://www.facebook.com/groups/highlandsHSA/> - General information from Home & School