



Highland Elementary

Home of the Hawks

Reed Hodson, Principal

Principal's Message

We are delighted to welcome you and your children to Highland Elementary School. Our goal is to make this a great year for everyone -- students, parents, and teachers. If you have questions, concerns, or comments, we encourage you to come in or give us a call at 756-8537. We recognize that you are the most important person in your child's life, and that the most successful students come from homes where the parents and school work together.

Mission Statement

Through the unified commitment of students, staff, parents and community, the mission of Highland Elementary School is to empower students to value life-long learning and participate as competent, contributing, responsible citizens in a changing world.

Extended Day

The Highland Elementary Extended Day Model divides the school student population into two groups called Track 1 (a.m.) and Track 2 (p.m.). One-half of the student population (track 1) comes at 8:00 a.m. and leaves at 2:15 p.m. The other half (track 2) arrives at 9:15 a.m. and leaves at 3:30 p.m. Students receive 3.5 hours of core instruction and two hours of specialty instruction each day.

Core Subjects: reading, writing, spelling, language arts, and math

Specialty Subjects: computers, science, art, music, physical education, health and social studies

2009-10 Calendar

First Day of School – Thur., Aug. 20

Labor Day - Mon., Sept. 7

Professional Development - Mon., Oct. 5

Fall Break - Thurs. & Fri., Oct. 15 & 16

Teacher Comp. Day - Wed., Nov. 25

Thanksgiving - Thurs. & Fri., Nov. 26-27

Christmas Break - Wed., Dec. 23 - Fri., Jan. 1

Martin Luther King Day - Mon., January 18

Professional Development - Fri., Feb. 5

Presidents' Day - Mon., Feb. 15

No School - Fri., Mar. 5

Snow Make-up Day - Mon., Apr. 5

Teacher Comp. Day - Tue., Apr. 6

Spring Vacation - Wed., Apr. 7 - Fri., Apr. 9

Last Day of School - Fri., May 28

Dates of Interest

Open House – Tue., Aug. 18, 4:00 to 6:00

First Day of School (1st-6th) Thur., Aug. 20

Kindergarten Begins – Thur., Aug. 27

School Pictures – Tue., Sept. 22

School Picture Retakes – Tue., Oct. 27

Parent/Teacher Conf. - Wed., & Thurs., Oct. 7-8

Parent/Teacher Conf. - Wed. & Thurs., Feb. 10-11

First Day of School

School begins Thursday, August 20. Kindergarten students will complete individual testing the first week of school. **All kindergarten students begin school Thursday, August 27.** The teacher will contact you to set up an individual testing appointment for your child.

Early Out Monday

On April 27, 2006, the Board of Education approved an alteration in schedule for the school year. The change creates an early out time where students will be excused one hour early each Monday, enabling teacher teams to function in collaborative work.

Kindergarten Times - Monday

8:00 - 10:23 - Wolfe
9:15 - 11:38 - Beck
10:53 - 1:15 - Wolfe
12:08 - 2:30 - Beck

1st-6th Grades Times - Monday

7:55 a.m. Track 1 Warning Bell
8:00 a.m. Track 1 School Begins - Ends 1:15
9:10 a.m. Track 2 Warning Bell
9:15 a.m. Track 2 School Begins - Ends 2:30

Kindergarten Times - Tuesday - Friday

8:00 - 10:53 - Wolfe
9:15 - 12:08 - Beck
11:23 - 2:15 - Wolfe
12:38 - 3:30 - Beck

1st-6th Grades Times - Tuesday - Friday

7:55 a.m. Track 1 Warning Bell
8:00 a.m. Track 1 School Begins - Ends 2:15
9:10 a.m. Track 2 Warning Bell
9:15 a.m. Track 2 School Begins - Ends 3:30

Lunch Schedule

Session 1: **1st & 2nd grade students**
Go to lunch from 11:45 - 11:51
Come in at 1st bell - 12:28
Session 2: **3rd & 4th grade track 1 students**
3rd grade track 2 students
Go to lunch from 11:57 - 12:03
Come in at 2nd bell - 12:40

Session 3: **5th & 6th grade track 1 students**
4th grade track 2 students
Go to lunch from 12:09 - 12:15
Come in at 3rd bell - 12:52
Session 4: **5th grade track 2 students**
6th grade track 2 students
Go to lunch from 12:21 - 12:24
Come in at 4th bell - 1:01

Accidents & Illness

If a serious accident or illness occurs, the school will contact the parents or call for assistance at the emergency number listed on the health information sheet. **IT IS EXTREMELY IMPORTANT THAT PARENTS RETURN THE HEALTH INFORMATION SHEET TO THE SCHOOL. PLEASE KEEP THE OFFICE INFORMED OF ANY ADDRESS OR TELEPHONE NUMBER CHANGES.** In extreme emergencies, if the parents or the emergency number cannot be reached, it may become necessary for the school to contact the paramedics. Sick children will not be sent home until parents come to school and sign them out.

Alpine Foundation

The Alpine Foundation (756-8403) was formed to provide a way to make a tax-deductible contribution to your child's school. You may donate any time during the year. You should specify "Highland" on the donation slip and you may also say where you would like the donation to go, or leave it "undesignated" to be used where needed.

Arriving at School

Please do not send students to school earlier than 15 minutes before school begins. In case of inclement weather, students may wait inside the building before school starts.

Attendance

It is extremely important for your child to be at school every day, except in cases of illness. Please call the office by 9:30 AM when your child is absent from school. Teachers will call home after three consecutive student absences.

Bicycles & Scooters

Children may ride bicycles/scooters to school but are not encouraged to do so because of safety and security. If ridden, they must be placed in the bike racks, locked securely, and left there until time for students to go home. Bikes/scooters are NOT to be ridden on school grounds before, during, or after school. Please walk them while on school property.

Classroom Visits

Parents are welcome to visit their child's classroom. Please notify the teacher before the day and time you wish to visit. These visits should be limited to 30 minutes. While in the classroom, please do not interrupt the teacher or children in the learning process. Occasionally, out-of-town cousins or friends come to visit during the school year. **THESE GUESTS ARE NOT TO ACCOMPANY STUDENTS TO SCHOOL DUE TO LIABILITY ISSUES.**

Communication Folder

All school and teacher notes will come home each Thursday in a communication folder. Please return the folder to school with your child each Friday. Teachers may send homework any day of the week.

Discipline

Children are responsible for their own actions. Respect for self and others is very important. Rules of acceptable behavior are posted in the classrooms and hallways of the school. As these rules are kept, self-discipline becomes a part of the school day, not only in the classroom, but also throughout our school.

Dress Standards

We appreciate those parents who dress their children appropriately for school. Alpine School District's guidelines are included for your information.

Hair: Should be clean and well groomed. Hairstyles distracting in appearance or needing constant attention are not acceptable.

Footwear: All students are required to wear appropriate footwear to school. Footwear must not mark or damage floors.

Clothing: Clothing which is ragged, tattered, or deliberately distracting in appearance must be avoided. Short shorts, very short skirts, halters, bare midriffs, cutoffs, and jeans of a "grubby" type are not acceptable. Vulgar words, profane or obscene slogans and pictures or advertisements for alcohol, tobacco, and drugs on clothing will not be tolerated.

Headgear: Headgear should not be worn in the building.

Exceptions to these policies are for special activities as approved by the Principal.

Family Representatives

In order to conserve paper, the newsletter and some additional announcements will be sent home with the youngest child in your family attending Highland. If you are not receiving items, please discuss with your child the importance of bringing home all communications from the school. Additional copies are usually available in the office.

Grades

Grades are not calculated into GPA's or counted into college entries at an elementary level. Grades are **indicators** of progress, but not more so than on-going authentic assessment and observations of daily work.

Homework

Homework reinforces skills students have been taught in school. It is also an effective way to help parents become aware of their child's academic progress. Any homework assigned will be purposeful and reasonable in amount. The teacher will carefully explain such homework so the student has an understanding of expectations. If you have concerns about the amount of homework, please contact the teacher.

Immunizations

Children will **not** be allowed to come to school unless **all immunizations** are up to date and on file with our school nurse. Students will not be placed in classes until proof of immunizations is received in the office.

Library Books

Library books are expensive to replace. Therefore, students will be limited on how many books they may check out at one time. Please pay the school for lost books.

Lost & Found

To simplify the return of lost items, please label clothing and personal items. The lost and found bin is located in the main hall. Valuable or tiny articles are turned in to the office. Lost items not claimed will be donated to the needy.

Lunch/Breakfast Prices

Lunch: Daily \$1.50 - Monthly \$30.00

Breakfast: Daily \$.85 - Monthly \$17.00

You may purchase lunches and breakfasts from the cafeteria. Unused lunches/breakfasts on tickets at the end of the year will be carried over to the next year. Transferring students may receive a refund upon request. The lunch menu can be found online at:

http://www.alpine.k12.ut.us/privateComponents/foodServices/images/menus/172_lunch.pdf

Lunch Recess

Children should arrive at school appropriately dressed for the weather of the day. All healthy children are expected to go outside after lunch unless weather conditions are extreme. If you feel your child should not be outside during lunch recess due to illness, please send a note with the child's name and the date you would like to have him/her kept indoors.

Medication

School personnel CANNOT give children medication (other than Tylenol) without a written MEDICATION ADMINISTRATION RELEASE FORM completed by the physician. This form is available in the school office. Tylenol will only be given if a parent gives permission.

National PTA Membership Drive

When you join PTA, you become a member of a national group of parents and teachers united to promote the well being of children. This money supports the National, State, and local PTA units. Please join Highland Elementary School's Parent Teacher Association.

Newsletter

Every month a newsletter is printed and sent home to each family. The purpose of this newsletter is to keep everyone informed of what is happening at the school. Extra copies are available in the office.

Nuisance Items

Items such as personal electronic devices, cameras, video games, water games, roller blades, skateboards etc. are not to be brought to school unless they are required for a special class project. Sometimes, other children damage these items and the school cannot accept responsibility for the safety of these possessions.

Power School

Parents will have access to grade and attendance information on their student(s) over the Internet. To access this information type the following address in your Internet web browser <http://central.alpinedistrict.org/public> Each student is assigned a password and ID number. Further information will be sent home.

Property Damage

The school will pursue reasonable methods to recover the cost of vandalism and loss of school property by a student.

Recycling

Highland recycles paper. Place paper in the green recycling bin in the north parking lot. Newspaper, paper, junk mail, magazines, and phone books can all be recycled. Please do not put plastic or cardboard in the recycling bin. Money earned from recycling goes directly toward improving our school.

Reflections Contest

Reflections is a PTA-sponsored contest. The program is a wonderful opportunity for your child to discover and develop his talents and express his creativity in the arts. Artworks may be in any of four areas: music, literature, photography, and visual arts. All entries will be displayed at the school and five winners from each category will go on to further competition. Entry forms and rules will be sent home.

Room Parents & Volunteers

Parent volunteers are a vital part of our school. Room parents are organized to help teachers with holiday parties. We also need volunteers to help teachers with classroom needs. We are grateful to the many parents who give their time for our children.

Skates

Heelys, skateboards and roller blades are not allowed at school.

Student Checkout

Parents must come to the school office to pick up their children if they need them during school hours. Students will be turned over to their parents or guardians after parents have signed the checkout log. We will not release a child unless an adult comes to the office to sign the child out of school. **Parents please do not call and ask your children to meet you outside, or to walk home.** We do this for the safety of your children, and hope that you will excuse the inconvenience this may cause you. Students going home for lunch on a regular basis should bring a single note from parents to the teacher specifying the days involved. The student should then check out and back in with the teacher. A note from parents is required each time for those students occasionally going home for lunch.

Student Insurance

Alpine School District makes low-cost student insurance available to all students each year. Parents purchase this insurance from a private company selected by the District after careful comparison with other companies for cost and benefits. Parents are encouraged to purchase the insurance to help defray costs if they do not have other health and accident insurance. Generally, student insurance should be purchased at the beginning of the year to cover the balance of the year. **Alpine School District does not carry an accident insurance policy on students. A student's parents or guardians are responsible for costs incurred as a result of an accident.**

Student Reports - Grades K-6

Student reports for grades K-6 will come home approximately one week after each date listed except for the one in May.

October 23, 2009

January 8, 2010

March 19, 2010

May 28, 2010

Telephone Calls

School telephones are for school business. Students will be allowed to use the telephone **only** for illness or other emergencies. Please talk with your child about lunch money, books, homework, appointments, and permission to play at a friend's house, etc. before the student leaves for school. We avoid interrupting class instruction as much as possible. Our secretary will leave a message for teachers if you would like them to contact you before or after school.

Transfer of Students

Should it become necessary to transfer your children to another school during the year, alert the office at least one week ahead of time so all necessary forms can be completed. On the child's last day of school, come to the office and pick up a withdrawal slip for your child's new school. All library books and school texts must be returned or accounted for.

Traffic Safety

Courteous, careful and slow driving cannot be emphasized enough when loading and unloading students. Do not drive faster than 5 miles per hour through the parking lot. On bad weather days, traffic jams occur. Anticipate this problem by allowing enough time to remain safe when picking up students. Since children are not always careful, adults must drive safely. **Please do not use the bus lane driveway in front of the school. Use the north entrance to drop off or pick up children.**

Administration

Hodson, Reed - Principal

Secretaries

Stowe, Candice - Financial

Wade, Donna - Student Records

Custodians

Carter, Brian - Head Custodian

Nielson, Shane - Head Sweeper

Food Services

Fugal, Karen - Manager

Kindergarten

Beck, Gay - 29

Wolfe, Donalee - 28

First Grade

Barker, Ann - 209

Francis, Maren - 214

Horning, Kathy - 212

Sturgeon, Adrienne - 213

Second Grade

Crandall, Bryan - 210

Milne, Mark - 208

Nuttall, Katie - 207

Read, Nallene - 206

Third Grade

Doman, Anne Marie - 201

Johnson, Lygia - 204

Olsen, Collen - 202

Fourth Grade

Jensen, Jennifer - 5

Moore, Marilyn - 4

Ockey, Randy - 6

Fifth Grade

Franson, Gwyn - 3

Louw, Teresa - 11

Rasmussen, Shauna - 2

Sixth Grade

Bond, Donna - 17

Hillier, Richard - 205

Yingling, Joyce - 1

Specialty Teachers - 1 & 2

Rios, Adrienne (1st) - 47

Birrell Kristine (2nd) - 46

Jones, Sarah (2nd) - 46

Specialty Teachers - A.L.L.

O'Very, Michelle (Art/Music/PE) - 14

Specialty Teachers - 3-4

Christiansen, Jean (Health/Science) - 9

Roberts, Denise (Art/Music) - 10

Springer, Norman (SS/PE) 12

Specialty Teachers - 5-6

Faulk, LaVaun (Art/SS) - 16

Marrott, Phil (Science/Health) - 15

Upstill, Richard (Comp/PE) - 13

Small Group Classroom

Bonham, Angela - 8

Resource (TLC)

Botkin, Laura - 26

Pinnock, Rochelle - 26

Other Staff Members

Lott, Carla (Nurse) - 19

Spencer, Julie (CDS Speech) - 22

Robinson, Mary (Librarian)

Nielsen, Rex (Psychologist) - 19

Highland Elementary School Community Council (SCC)

We, the School Community Council, are a group of people comprised of the Principal, two other faculty/staff members, and elected parents who are concerned about the school and want to take an active role in making it even better.

The purpose of the SCC is:

1. To build consistent and effective communication among parents, employees and administrators,
2. To allow parents an opportunity to be actively involved with the school in the education of their children, and
3. To make good schools great.

As a Council, we have several responsibilities, and we are guided by the Utah State Laws governing School Community Councils.

Our responsibilities are:

1. To review school U-PASS data and other assessments,
2. To develop a School Improvement Plan,
3. To develop a School LAND Trust Plan. This plan makes use of LAND Trust monies given to Highland Elementary each year by the State of Utah. This year our School will receive around \$36,000.00.
4. To develop a Child Access Routing Plan,
5. To advise the school administration on local school issues,
6. To provide an opportunity for issues of concern in the community to be presented to the school administration, and
7. To develop a reading achievement plan.

We feel honored to be a part of this organization and we pledge to do our very best to execute these responsibilities, to be fiscally sound, and to use wisdom in our decisions.

School:

Reed Hodson, Principal
Teresa Louw, Faculty
Lygia Johnson, Faculty

Parents:

Marilee Bassett
Amber Gardiner
Chris Ferguson
Kimberly Jensen

Sara McGill, Chair
Rachel Hoffman, PTA President
Kim Guymon
Michelle Johnston