

*Highland Elementary*  
*"The Learning Place"*

2019-2020  
Handbook

*Stow-Munroe Falls City Schools*  
*Vision Statement:*

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

## **INTRODUCTION**

This handbook has been written to provide parents and students with important information regarding the operation of Highland Elementary School. Please read each section carefully so you will be familiar with school procedures. Topics have been arranged alphabetically. Our school office is open each day from 8:25 – 4:25. Our address, phone number, and website address are:

**Highland Elementary**  
**1843 Graham Road**  
**Stow, OH 44224**  
**Phone 330-689-5330 / Fax 330-689-5335**  
**<http://www.smfschools.org>**

I hope you will find this handbook useful and informative. Please contact the school whenever you have a question or concern. Welcome to another school year at Highland . . . "The Learning Place."

Sincerely,  
Mrs. Meghan Graziano, Principal

## **ATTENDANCE – ABSENCES/TARDIES**

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. Call the school office by 9:20 a.m. each day your child is absent. Report your child's name, teacher, and reason for absence.
2. On the day the child returns to school, send a note to the teacher listing the date(s) and reason for absence.
3. Students who arrive after 9:05 a.m. are marked tardy and must report directly to the office. A parent or guardian must accompany student/s to the office. In the morning, students who arrive after 10:35 a.m. are marked absent one-half day.
4. 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. Please be as specific as possible as to what appointment the child is going to. 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.
5. 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 does 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.

6. There are new procedures for notifying you of cumulative hours that your child has been absent. We are mandated to send a written notification when a student hits certain hourly counts. If absences are a persistent problem parents must attend an attendance intervention team meeting.

## **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 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 bring their driver's license. They will be issued a visitor badge after we run the ID through a security database.

## **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 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 (330-689-5234). 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. There is a fee for this which may be reduced if your child qualifies for free/reduced lunch.

During the school day there are two 25 minute lunch periods. Each lunch period provides students with time to select and purchase food items and eat. They will also participate in supervised recess. Lunches may be purchased with cash, check or online. Full lunches and a la carte items, including milk, are available daily. School menus are posted online each month.

Since no "lunch charges" are permitted, it is suggested that extra lunch money be placed in the cafeteria account for use in case of emergencies. You may wish to purchase lunches online at [www.smfschools.org](http://www.smfschools.org) by clicking on the school's "Web Store" quick link on the home page. You will need to know your child's i.d.

number for online purchases. You may request this from the office or ask your child.

Stow-Munroe Falls City Schools, in accordance with Federal guidelines, participate in the Free and Reduced Price Lunch Program. Applications are on the district website. 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.

### **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 a.m. School Opens – Students may enter the building and must report directly to their classrooms and/or cafeteria for breakfast
- 9:05 a.m. Bell rings and instruction begins
- 11:45 am Grade 2 - 4 Lunch
- 12:25pm Grade K - 1 Lunch
- 3:35pm Dismissal begins

### **ENROLLMENT**

All children who are age 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.

### **ESCORTING YOUR CHILDREN TO THE CLASSROOM/SCHOOL**

1. If you escort your child to his/her room the first few days of school, please drop them off at the doorway of the room. We ask that you do not stay and visit with the teacher, as s/he must supervise the entire class.
2. After the first week of school we ask that you do not escort your child to his/her room. Instead, they can be dropped off at our west door and they will walk themselves to class. We have staff available to help them find their room.

### **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.

### **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 Annual Forms & Consent Portal system.

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 reading 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 in the lost and found bench located in the library. Watches, jewelry, money, wallets, etc, are kept in the school office. Students and parents 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. 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. 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.

### **REPORT CARDS**

Quarterly report cards are completed for each student. Grades represent a summary of the student's achievement, behavior, and work-study skills during a nine-week grading period. Report cards are viewable through your Progress Book sign in and are posted on the dates signified on the district calendar. This year all grades at Highland will have a standards based report card. More information will go out to parents as the year begins. Encore grades will be given 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.

## **SAFETY FIRST**

Please review the following procedures with your children to assure safe arrival to and departure from school. A reminder: Our safety patrol members are Highland fourth graders. All students are asked to be polite and respectful to our patrols.

### **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.

\*\*P.M. walkers who cross Graham Road will be crossed at approximately 3:40 P.M.

### **WALKERS – NORTH OF HIGHLAND**

\*\*All walkers in this area are to use either Englewood Road, Northview Road, or the path from Rose Avenue to gain access to Highland.

### **WALKERS – WEST OF HIGHLAND**

\*\*Walkers should use the crosswalk on the west side of Lakeview Intermediate School.

### **ALL WALKERS**

\*\*You should arrive at school no earlier than 8:55 a.m. Walkers are dismissed at approximately 3:40 p.m. If you are coming to the school to walk your child home, follow the parent pick up routine.

### **PARENT AND VISITOR PARKING**

\*\*Please use the parking spaces in front of Lakeview Intermediate School. **Parents and visitors may not park in the front circular drive.** The circular drive is for bus traffic only 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 4:00pm}. Handicap spaces are available behind the school on the East side of the library.

### **PICKING YOUR CHILD UP FOR AN APPOINTMENT DURING THE SCHOOL DAY**

**(9:05 a.m. – 3:35 p.m.)**

\*\*Park in the parking lot and enter the school through the front doors to pick up your child for appointments that occur during the school day. We will call your child down to meet you.

### **DROPPING OFF YOUR CHILD FOR SCHOOL**

You will enter the campus from Graham Road. You will turn **RIGHT** and drive along the football field. At the rear of the parking lot, you will continue around the Lakeview building and enter the front parking lot from that direction. If you are coming into the building, you will park in the front lot and cross your child at the main driveway. **No children are permitted to cross this main driveway by themselves.** You **MUST** walk them across. If you are dropping them off without entering the building, you will follow the traffic pattern around Lakeview Elementary and drop off at the Southeast corner of the Lakeview building. There is a crossing guard at that location. Students should exit your car on the left side and walk to the crosswalk to be crossed over to Highland.

**(See Below for Map)**

### **PICKING UP YOUR CHILD FROM SCHOOL AT DISMISSAL**

You must sign up for everyday pickup annually and that procedure is outlined for you once you sign up.

If you are not a regular everyday pick up parent, you will need to either call the office or email both the office and the teacher prior to 2:30 daily. Your child will then be added to the parent pick up list. You will wait for your child at the west door. Please make sure you have your ID available.

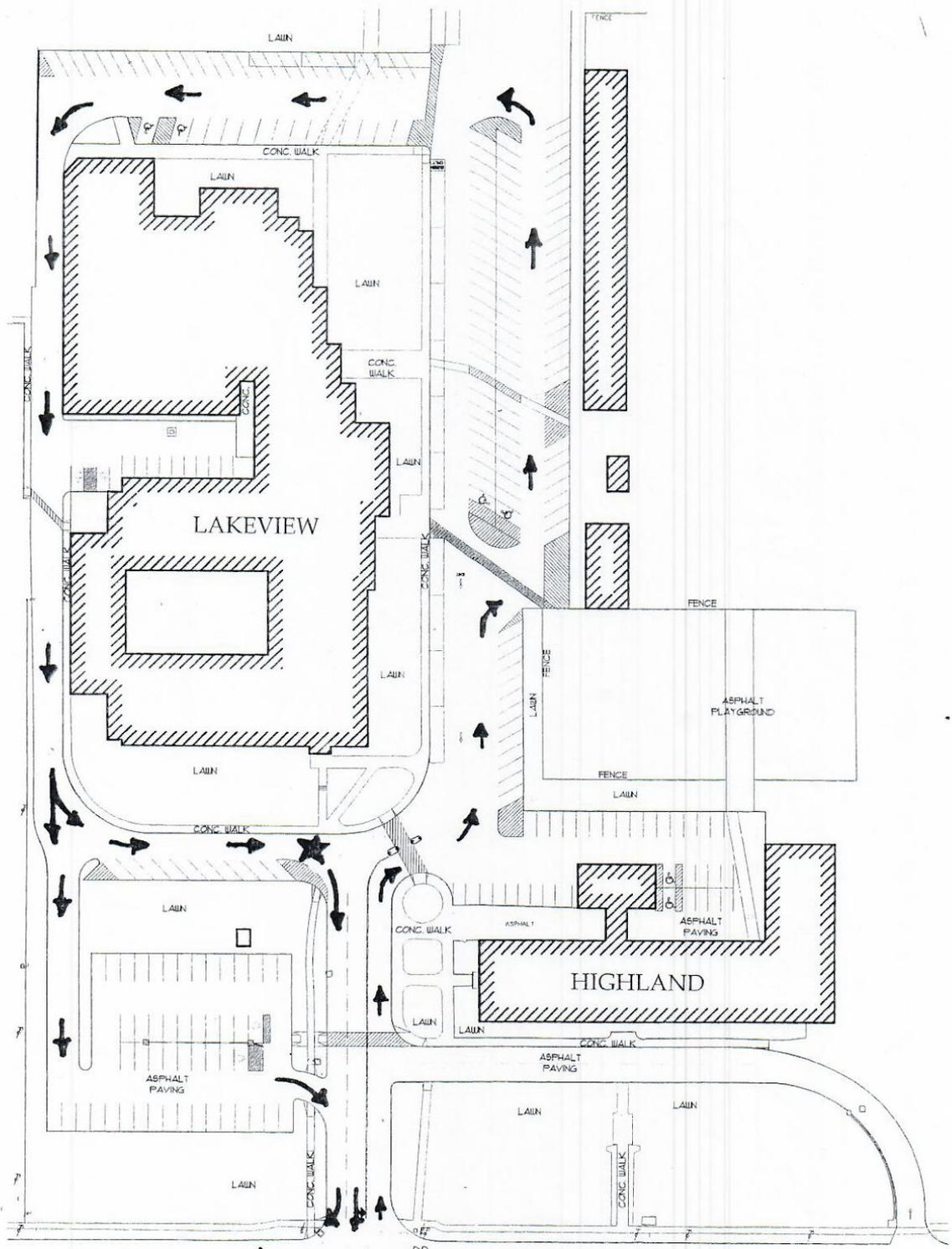
There are staff members at the west door to connect you and your child. Please make sure the staff member has checked you off the list prior to leaving the school grounds. **Students may not go into the parking lot without an adult.**

### **SCHOOL PARTIES**

Two school parties are held each year, one at Halloween and one for Valentine's Day. These parties are sponsored by the PTA and the room parents are responsible for planning the parties and contacting other parents for donations. We limit the number of volunteers that are present at each party. The PTA is encouraged to rotate volunteers so that all parents who wish to can participate.

### **STUDENT ACTIVITIES**

Students may participate in a variety of activities throughout the school year. Student council representatives are elected at the beginning of the school year for grades 3-4. The council is primarily a service organization and sponsors Spirit Days throughout the year. Students in grade 4 may also join the School Safety Patrol and/or Choir. Safety Patrol members assist during dismissal and put up and take down the flag each day. Lunchtime kids clubs may also be available during lunch recess dependent on volunteer club leaders.



★ = student drop off

## **STUDENT APPEARANCE**

Students are expected to dress in a manner appropriate for school. Cleanliness, neatness of hair, clothing, comfort, and safety are essential considerations. Clothing should be clean, properly fitted, and in a style appropriate for school. Students should not wear clothing that attracts undue attention. **Tube tops, halters, see-through tops, bare midriff and cut-off shirts are not permitted.** Shirts advertising alcoholic beverages or containing inappropriate or questionable printing are also not permitted. **Shorts may be worn during physical education classes and during the warm days/weeks of the school year. They should be of mid-thigh length.** Clothing must be worn as intended. Jackets and coats may not be worn in the classroom. Students should wear socks and conventional footwear. **Cleats, sandals, heels, and flip-flops are not considered safe or conventional. 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.**

## **TEXTBOOKS**

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. At the end of the school year, students are required to pay for books that have been lost and/or damaged.

## **VISITORS**

All visitors must report directly to the school through the main front doors. 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 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.

## **VOLUNTEERS**

**All volunteers must be fingerprinted annually at our Central Office prior to serving at Highland. Sign up for a fingerprint appointment by logging into the school website at [www.smfschools.org](http://www.smfschools.org). Click on the "Fingerprint" logo on the right side of the home page.**

Volunteers provide a valuable service to Highland School. 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 such as chaperoning field trips. The PTA assists with obtaining volunteers and organizes the Room Parents for their work throughout the school year. All volunteers must also report directly 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.