

Highland Park Elementary Family and Student Handbook



Scottie Pledge

I am a Highland Park Scottie. I am a partner in my education.
I pledge to make decisions that will help me become the best person I can be.

An Exemplary School of Excellence

Once a Scottie, Always a Scottie!

Katie Peña, Principal

Melissa Puga, Assistant Principal

Cari Land, Counselor

Nicole Lozo, Counselor

Welcome to Highland Park Elementary School!

We are excited about having you as a member of the Highland Park family. We look forward to building a positive and long-term relationship with you, as we work together to provide your child with the best educational experience available. You can be assured that we will take the professional education of your child very seriously.

Communication is an important ingredient to the success of your child while at Highland Park. It is important and encouraged that you keep in close communication with your child's teacher(s) throughout the year. You will be receiving communication from your child's teachers in the form of Parent Square, **AGENDAS** (grades 2-5), email, newsletters, information sheets, and your child's class papers for your review on a regular basis. Please make a place in your home to keep important papers from school. Always feel free to communicate with your child's teachers about any questions or concerns. Please let the front office and the classroom teacher know if there are any changes in phone numbers at home, work, cell phones, and if your home address changes.

Highland Park is an outstanding school which has maintained its exemplary status and has been recognized by the U.S. Dept. of Education as a NATIONAL BLUE RIBBON SCHOOL OF EXCELLENCE! Highland Park continues to demonstrate innovative programs through caregivers involvement, high standards of excellence, a dedicated staff and administrators who maintain contact with the students and community. Students are developing skills and knowledge in reading, writing, mathematics, science, social studies, social and emotional development, fine arts, and physical fitness based on an effective curriculum and instructional program. Today, Highland Park continues its leadership role in Austin ISD as a model for creative teaching techniques, social and emotional learning, the utilization of technology to enhance learning, and implementation of many novel based/interdisciplinary units of study. It will continue to be a priority for us.

Our special accomplishments are possible because of the dedicated and enthusiastic TEAMWORK of the Highland Park students, teachers, staff, administrators, caregivers, families, and Partners in Education. The future of Highland Park looks exciting and bright because our past demonstrates a tradition of excellence, and the present is filled with teamwork, a passion for kids, and life-long learning for all.

Mission Statement

The mission of Highland Park Elementary School is to provide a safe, welcoming, and inclusive environment with learning experiences and structured support that enable all students to succeed and grow.

Student Goals

Through the respectful partnership of students, staff, caregivers, and community, students will:

- Become resourceful and develop strategies for problem solving, creativity, and critical thinking.
- Seek experiences to grow as a responsible member of society.
- Recognize and fully participate in every opportunity to learn and grow.
- Develop life-long technology skills and use innovative strategies.
- Communicate clearly and collaborate effectively with peers and adults.
- Demonstrate consistent accountability for learning and behavior.
- Establish high standards and strive to meet them.
- Understand that goals are accomplished through hard work, perseverance, and self-reflection.

Scottie Standards

1. I will follow all directions the first time.
2. I will walk silently in line.
3. I will speak, look, and listen with respect.
4. I will leave my personal belongings at home and take care of all property at school.
5. I will be responsible for my own learning and my own behavior.

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*Please pay special attention to the items in **BOLD**, **RED**, and **Highlighted**.

ASSESSMENTS

Ongoing formal and informal assessments are vital for knowing our students' current academic levels and closely monitoring their progress. We use specific beginning of the year formal assessments and follow the district guidelines regarding yearly assessments.

Formal Assessments:

Beginning Of Year (BOY)

Kinder-5th Grades- DIBELS BOY baseline assessment of reading skills

Kinder- TX-KEA

Kinder- 5th Grades- MAP Growth Reading and Math

Middle Of Year (MOY)

Kinder- 1st- MAP Growth Reading, Math and Reading Fluency

2nd- 5th Grades- MAP Growth Reading and Math

End Of Year (EOY)

Kinder- 5th Grades- MAP Growth Reading and Math

9 Weeks

District 9-Week Assessments in Reading and Math for Grades 3-5

State Assessments:

STAAR

3rd- RLA and Math- April and May

4th- RLA and Math- April and May

5th- RLA, Math, and Science- April and May

FitnessGram (PE assessment of physical fitness)

3rd- 5th- October and April

ATTENDANCE

- Come to school everyday, on time, unless the child is sick or in observance of a religious or cultural holiday.
- Students must be in their classrooms by 7:40 when the tardy bell rings.
- Please try to schedule appointments outside of school hours.
- Complete this [AISD ATTENDANCE FORM](#) when your student is absent.
- Email CC Luna, cc.luna@austinisd.org, if you have any questions.
- Always inform your teacher if your child must miss school and collaborate with them on required make-up work.
- We all know that kids learn best when they are in school, so please help your child be here and on-time.
- NEW ONLINE FORM for absences- <https://www.austinisd.org/attendance/report-absence>
- Email highlandparkoffice@austinisd.org and homeroom teacher when students must be picked up early.

HIGHLAND PARK ELEMENTARY TARDY POLICY:

School begins **promptly** at 7:40 a.m. Students must be INSIDE THE CLASSROOM at 7:40 a.m. Students who arrive in the classroom after 7:40 are TARDY. A TARDY student that arrives **after** 8:00 a.m. **MUST** go to the office and get a TARDY SLIP BEFORE he/she goes to class. **ALL TARDIES ARE UNEXCUSED** until the office receives documentation stating the reason he/she was tardy (documentation must be submitted within 2 days). If documentation states an approved reason the student's record will reflect a tardy on their record but it will be an excused tardy.

TARDIES HAVE THE FOLLOWING EFFECT:

- ❖ The child misses out on instruction.
- ❖ The class is disturbed.
- ❖ The teacher is interrupted.

Excessive tardies will be reported to the court system.

Excused and Unexcused Absences and Tardies

Excused (with note or documentation):

- ★ medical/illness
- ★ religious holy days
- ★ court appearances
- ★ citizenship activities
- ★ military dependence

Unexcused:

- vacations
- car problems
- sleeping late
- bad weather
- travel

TEA attendance laws govern AISD attendance policies. Each campus is required to collect and maintain documentation for each student's daily attendance record. These records are subject to audit to prove compliance. Please refer to the AISD website for more information regarding attendance policies.

Make-Up Work

The work can be made up, but the learning experiences are lost when absent.

Contact your teacher directly to get make-up work and plan in advance for planned absences and make-up work.

TEXAS ATTENDANCE LAW

Texas law requires that students be in attendance a minimum of 90 percent of student days. Your child must attend school at least 160 days this year in order to be passed or placed in the next grade. Excused and unexcused absences count as non-attendance days. Parents will be notified by letter if there is a concern about their child's attendance. Parents may appeal to a local campus Grade Placement Committee in the event their child has been absent more than 10 percent of the student days. The Grade Placement Committee may consider extenuating circumstances, the child's performance, and many other factors when determining whether it is appropriate for the student to be passed or placed in the next grade. **Attendance is taken at the beginning of school each day. Students must be here prior to 10:30 a.m. in order to be counted present for the day.**

GRADE LEVEL PROGRAMS

Students will not be excused from class to attend siblings' programs. This interferes with instruction and learning in their classroom.

CAMPUS ADVISORY COMMITTEE (CAC)

- The purpose of the Campus Advisory Council is to assist the school and its leaders in evaluating and recommending direction in the area of school programs, student progress, budgeting and school services.
- Members also communicate the mission, success and direction of the school to other caregivers and the community.
- Membership in the CAC is determined by self-nomination and the appointment and/or election of individuals including caregivers, professional staff, classified staff, community members and the principal.
- Application forms will be advertised on ParentSquare in August or may be picked up in the school office.
- Any resident of AISD or staff member may speak to the CAC during Public Comments by signing up at the beginning of the meeting. These comments are limited to three minutes.
- Agenda items must be submitted 14 calendar days in advance.

CAFETERIA FOOD INFORMATION

Breakfast is served daily from 7:15 - 7:35 a.m. Students are welcome to eat in the Highland Park cafeteria.

Breakfast and lunch are NO LONGER FREE, please see the prices below. Families can apply for free and reduced meal prices at [SchoolCafé - AUSTIN ISD \(schoolcafe.com\)](https://www.schoolcafe.com)

Breakfast and lunch are available daily at the following prices:

- Student Breakfast \$1.75
- Student Lunch \$3.25
- Adult/Guest Breakfast \$3.50
- Adult/Guest Lunch \$5.00

The official district menus are online at: [SchoolCafé - AUSTIN ISD \(schoolcafe.com\)](http://SchoolCafé - AUSTIN ISD (schoolcafe.com))

CAFETERIA PROCEDURES AND EXPECTATIONS

Caregivers are welcome to join their students during their scheduled lunch times. All visitors must check in with the front office. The outdoor lunch courtyards are available for lunch visitors.

Our cafeteria is very full during lunch, so we must ask visitors to eat at outdoor tables (weather permitting) with only their child. We also ask that lunch visitors wait until after the first 3 weeks of school to allow for students to transition to school and build relationships at the lunch table with peers.

SUPER SCOTTIE CAFETERIA EXPECTATIONS:

- Stay in your seat.
- Use an inside voice.
- Stay safe and in your own space.
- Clean your area.
- Be kind and respectful.

CLASS PLACEMENT

1. Requests for placement in a certain teacher's class can only be honored under strict guidelines. Students with special needs (i.e., serious discipline, emotional, or learning problems) will receive special consideration. **If your child has special needs as defined above, please explain those needs in writing to the school administration by May 1. Current teachers and administration** will place children with teachers they determine to be appropriate. We do not accept specific teacher requests.
2. Notify the principal if there is a specific teacher with whom you feel would **not** be the best match for your child. This request should be based upon you or your child's personal experience with the teacher rather than by comments from other students and caregivers. **This request must be in writing and to the principal no later than May 1.**

Teachers prefer not to be asked to recommend a teacher for your child. Teachers are also unable to honor a request to see that your child is placed in a certain teacher's classroom.

CLASSROOMS

You are welcome to visit your child's classroom at Highland Park Elementary. Please follow these guidelines:

1. Contact your child's teacher to determine an appropriate time for your visit.
2. Report to the school office and sign in before going to the classroom. (If it is your first time visiting please have your Driver's License or picture ID available.)
3. Visits are limited to **one hour or less unless prearranged with the teacher**. Please observe quietly in the area designated by the teacher.
4. Please do not bring other children.
5. If you wish to discuss your visit, please set up another time when you and the teacher may talk.

BIRTHDAYS

A child's birthday is a very special time, and our teachers will recognize a child's birthday in an appropriate way. Birthday parties are NOT held during the school day. **However, you may make arrangements with the teacher to bring a nonfood treat for the students to enjoy at 2:50 p.m.**

We have many food allergies at Highland Park and want to be inclusive of all our students, so we strongly recommend that caregivers bring non-food items for their child's class birthday treat (stickers, books, special pencils, etc.).

If you wish to distribute birthday invitations at school, all children in your child's homeroom must receive an invitation.

Each grade level team will follow a similar policy in birthday celebrations (food recs/other treat recs/start times for celebrations); therefore, each team will explain their more specific protocols at Back to School Night or through other communications.

BOOKS

Textbooks, library books and school materials are very expensive. When any of these are lost or damaged it is the responsibility of the student and his/her caregivers/guardian to pay for the loss or damage. Payment for lost or damaged library books is appreciated but not required to continue borrowing from the library.

COMMUNICATION

Look for posts on ParentSquare, emails, and in student agendas!

- In our efforts to go **GREEN**, Highland Park will send home much pertinent information regarding upcoming school events via Parent Square and on the HP and PTA websites. Other information for specific teams will be located on Parent Square. The office will also send communication through Parent Square. **In order to ensure active participation in ParentSquare, you must provide a current email address to the Highland Park Office via personal communication or on your child's official registration form. Stay in the loop by being active on Parent Square!**
- As a service to Highland Park families, the PTA and office may distribute information regarding student clubs, classes, sports and recreational events. The information may be posted on ParentSquare and occasionally flyers will be distributed to students at the beginning of each semester and to incoming students at the Kindergarten Round-Up. The HPPTA is also limiting paper. Again, most information and communication will be disseminated on ParentSquare or displayed on the PTA and school websites: www.hppta.org and <https://highlandpark.austinschools.org/>
- **If you are connected to nothing else, be connected to the ParentSquare!**

DAILY CHECKLIST

Please ask yourself these questions before you drop your child off at school each morning or put him/her on the bus to go to school:

1. Does my child have all the items required for the day for his/her grade level? (Have I signed my child's agenda?)
2. Have I provided for my child's lunch and snack?
3. Have my child and I discussed and agreed on his/her after school plans?
4. Is my child healthy (fever and symptom free before returning to school)?

Once the school day has begun, classrooms may be interrupted for emergencies only. Non-emergency messages will be placed in the teacher's mailbox or may be emailed. Helping your child remember lunch, snack, homework, textbooks, library books, transportation arrangements, etc. minimizes classroom interruptions.

If your child has forgotten something, please deliver the item to the office, and your child's teacher will be notified. **We ask that caregivers do not interrupt classes to make deliveries of lunches, backpacks, folders, homework, etc.**

WHAT SHOULD NOT BE BROUGHT TO SCHOOL:

- Skateboards, roller blades, scooters, heely shoes
- Electronic items (cell phones must be kept in backpacks)
- Laser pens/pointers
- Card collections, stuffed toys, toy cars, toy guns, nail clippers, electronic games
- Water guns or water pistols
- Poppers, fireworks, matches and lighters
- Pets
- Items that are treasured and would cause distress if they are lost
- Items which disrupt the learning process
- **Weapons of any kind**
- **Tobacco, alcohol, and drug products**

School personnel cannot be responsible for any item brought to school by a child. During the school year, exceptions may be made under special circumstances that have been previously approved by the classroom teacher or school administration.

DRESS CODE

In order to maintain a safe and respectful learning environment at school, our students will attend school dressed in clothing that is appropriate to the school setting and weather conditions, and is also suitable for participation in physical education and outdoor activities.

Inappropriate dress shall include, but not be limited to the following:

- Clothing that states inappropriate messages or graphics
- The use of makeup and artificial nails

At the discretion of the campus administrator, students will be asked to change any clothing that is in violation of the dress code and could be subject to disciplinary action. Elementary principals may prohibit any clothing or grooming that could be disruptive or inappropriate to the learning environment.

GRADE/REPORTING PROCEDURES

- Teachers will offer one conference in the fall and one in the spring for the caregivers(s) of every child in their homeroom. Please make plans to attend one or both.
- Parents receive feedback on their child's performance through the papers that come home and access to current grades on the AISD Parent Cloud..
- Interim reports will go home at the midpoint of the nine weeks for students who are failing or at risk of failing.
- Parents will receive an approved AISD report card each nine weeks.

A teacher or a caregiver may request a conference at any time to discuss student work habits, behavior, the grading system, the curriculum, or how to help the student at home with school assignments.

HEALTH OFFICE

Our school enforces the state laws for requiring records of mandated immunizations or proper exemptions. Any information, guidelines and forms are available from the school nurse.

MEDICATION POLICY

Only those medications that are necessary for a student's medical care and need to be given during school hours will be administered at school. Most medicines that are needed, even up to three times a day, can be given at home. Since our school nurse and health assistant are only on campus part time, this will help relieve the office staff of this additional responsibility. When your child must receive medication at school, please send a note to your child's teacher stating the time the student should be sent to the office to take the medication.

When a student's medicine must be stored or administered at school, Texas Education Agency Code requires that:

- 1) Medication must be in its original container, labeled with the student's name, name of medication, directions for administration, and current date. Prescription medicine must have the doctor's name on the label and the doctor must be licensed in Texas. Non-prescription medicine must have the student's name handwritten on the container.
- 2) The "Parent Authorization of Medication at School" form must be completed, one form for each medication. Directions for administration may not conflict with instructions on the medication label. This form is available in the Health Room and also on the AISD website (Parents>Health Services>Forms>Parent Medication Authorization).

Medication that is needed for known emergencies, such as asthma, diabetes, or serious allergic reactions, may be stored and administered at school, but the doctor and caregivers must complete specific forms. Please ask the school nurse for the necessary forms. Students that have asthma may carry their own asthma inhaler if approved by the school nurse and if forms are completed by doctor and caregivers.

Over the counter non-prescription medication that is taken daily for more than two weeks must be accompanied by a doctor's order. The caregiver's authorization form must include the appropriate dose for the age of the student; otherwise a doctor's order is required.

If there is a change in dosage or frequency, a new "Parent Authorization of Medication at School" form must be completed and a doctor's written order must be given to the school nurse. This order may be emailed to the school nurse.

Medications that cannot be identified in the "Physician's Desk Reference" cannot be given at school. This includes medicine from other countries, herbs, loose medicine in envelopes or baggies and different kinds of pills in a single container.

The school **will not** provide any medications, including acetaminophen. Parents must provide all medication.

For prescription medicine to be stored at school, ask the pharmacist to prepare two labeled containers, marking one for school use, so a container may be at home and at school.

NOTE: Changes in medication dosage or frequency are to be documented by the physician's written authorization.

ILLNESS

Please do not send your child to school sick. The best treatment for minor illnesses is at home. You may contact your child's teacher to request school work if you feel it is needed.

You must notify the school of any infections that may put other students at risk.

Please keep your child home from school if your child is experiencing any of the following:

- **Fever (100 degrees or higher) in the night or morning before the start of the school day.** Students must be fever-free for 24 hours without using any fever-reducing medication (ibuprofen-Advil/Motrin or acetaminophen-Tylenol).
- Vomiting during the night or morning before school
- Diarrhea at the start of the school day
- Eye infection with discharge
- Frequent coughing
- Covid symptoms

EMERGENCY CONTACT

Caregivers must provide telephone numbers where they or designated persons may be reached in the event of illness or injury.

The school is not equipped to care for ill children who require medical attention. In the event a child requires immediate medical care and we are unable to reach primary caregivers or other contacts, EMS will be called. Parents/guardians are responsible for paying the EMS charges or any other medical expenses incurred under these circumstances.

- Please include cell numbers on your child's emergency care card and **keep numbers updated.**

HOMEWORK POLICY

The goal and purpose of homework is to:

- Establish good work habits
- Understand that learning occurs everywhere
- Reinforce skills and concepts learned in class
- Prepare students for upcoming class topics
- Teach independence and responsibility
- Develop self-discipline and self-esteem
- Enrich and broaden a child's knowledge
- Provide an opportunity for caregivers to observe the concepts and skills their children are learning

Homework MAY Include:

All work assigned to be done at home — reading, reports, worksheets, special projects, review for tests, etc.

The **recommended** amount of homework assigned to students at each grade level include:

K - 0- 10 min./day	1 st - 20 min./day	2 nd - 20- 40 min./day
3 rd - 20- 60 min./day	4 th - 20- 60 min./day	5 th - 20- 60 min./day

Parents/caregivers and/or students will mark the actual time-on-task needed to complete the assignment. A caregivers signature is required on assignments to indicate an incomplete assignment due to exceeding time limits. (This should not include break or snack time.)

Parents/caregivers will contact their child's teacher if a consistent discrepancy occurs between estimates and actual homework time needed.

Students will work diligently for the allotted time and may stop work at the maximum amount indicated. In order to determine if guidelines are met, ask the following questions:

1. Has my child been focused?
2. Is my child motivated to continue?
3. Has my child reached a frustration point?
4. Have I reached a frustration point?
5. Would continuing be counter-productive?

HOMEWORK TIPS

Develop a strategy for dealing with homework. Find a plan that works for your family and stick with it.

1. Establish a regular time and place to do homework that offers ample lighting, minimal noise, and plenty of workspace.
2. Teach your child how to be organized. Ask to see his/her homework assignment sheet or notebook.
3. Be a role model -- take the opportunity to read a book or newspaper while your child studies. Reading together helps create a learning atmosphere.
4. Provide "quality control" for homework and major projects. Do not set unrealistic expectations for your child or do the work for them. Student products should reflect student understanding of concepts and best efforts.
5. Contact teacher(s) if your child has unusual difficulty understanding a concept or if you would like suggestions for additional activities.
6. Include review and practice in your family's everyday activities. For instance, fractions and measurements can be learned as the child prepares a favorite food.
7. Praise your child for successfully completing homework. Nothing builds self-esteem like praise from caregivers.

LEARNING OBJECTIVES

You can monitor your child's learning progression throughout the school year using the [Lead4Ward Student Learning Reports](#). The full website provides a wealth of information and resources to better understand the TEKS your child will learn this year.

ORGANIZATIONAL SKILLS CONTINUUM

This continuum promotes good organization and study skills in Highland Park students. We overlap and add skills each year. Our goal is to teach our students responsibility, self-discipline, and independence. This continuum provides caregivers an opportunity to monitor the skills and curriculum being covered in the classroom. Students who acquire these skills will have the tools to function successfully in a middle school setting.

KINDERGARTEN

1. The student will use a pocket folder DAILY to take work, papers, or notes to and from school. The student will bring notes and signed papers from the caregivers back to school in the pocket folder.
2. The student will empty the folder daily and put the contents in designated locations in the classroom.

3. The student will keep the pocket folder and any other materials that need to be brought to and from school in a backpack or tote bag. This includes winter coats so be sure the tote bag/backpack is large enough.
4. The student will return his/her library book to school on the designated library day each week.

FIRST GRADE

1. The student will use a pocket folder DAILY to take work, papers or notes to and from school. The student will bring notes and signed papers from the caregivers back to school in the pocket folder.
2. The student will empty the folder daily and put the contents in designated locations in the classroom.
3. The student will keep the pocket folder and any other materials that need to be brought to and from school in a backpack.
4. The student will bring completed work home throughout the week.
5. The student will return his/her library book to school on the designated library day each week.
6. The student will be introduced to using a spiral notebook.
7. The student will be prepared with all needed materials, such as: pencils, crayons, and glue sticks.

The primary form of communication for grades 2-5 will be through the *daily agenda book*. Each team will explain this process in more detail during Back to School Night.

SECOND GRADE

1. Students will keep an agenda and other items that need to be brought to and from school in a backpack or tote bag.
2. Student agendas are the direct communication method between home and school. **Please check and sign your child's agenda every day.** Teachers and students will record assignments and other information in agendas.
3. Students will bring teacher graded papers home **weekly**.
4. Students will be prepared with all needed materials, such as pencils, books, and paper.
5. Parents are asked to check periodically to see if student supplies need to be replenished.

THIRD AND FOURTH GRADES

1. Students will keep an agenda and other items that need to be brought to and from school in a backpack or tote bag.
2. **Please check and sign your child's agenda every day.** Teachers and students will record assignments and other information in agendas.
3. Students will bring teacher graded papers home **weekly**.
4. Students will be prepared with all needed materials, such as pencils, books, and paper.
5. Parents are asked to check periodically to see if student supplies need to be replenished.

*Third and fourth graders use an organizational program designed to help them manage the increased workload and responsibilities of the higher grades. Specific notebooks, folders, and a **daily agenda** are used to help students acquire organizational skills. Third and fourth grade teachers will share details of the program with students and caregivers at the beginning of the year.*

FIFTH GRADE

1. The student will use an expandable folder to take work, papers, or notes to and from school. The student will bring notes and signed papers from the caregivers back to school in the folder.
2. The student will keep the folder and any other materials that need to be brought to and from school in a backpack or tote bag.
3. The student will bring completed and graded work home weekly.
4. The student will use a **daily agenda** for recording assignments, including homework, in preparation for middle school. **Parents are expected to sign the agenda on Wednesday evenings for the teachers to check on Thursday mornings.**
5. The student will be prepared with all needed materials, such as: books, paper, and pencils.

RELIGIOUS MATTERS POLICY AND GUIDELINES

Policy:

- All students and staff members are expected to be accepting, inclusive and aware of each other's religious views. Therefore, no particular religious belief or non-belief will be promoted or endorsed by the school or its employees, and none should be disparaged. Students and staff may request to be excused from participating in

practices which are contrary to their religious beliefs in accordance with the Austin Independent School District (AISD) policy.

- As religion is one aspect of any cultural heritage, and as Highland Park Elementary School has committed to providing a fully-inclusive education, it recognizes that one of its educational goals is to advance the students' knowledge and appreciation of the role that religious heritage has played in the social, cultural, and historical development of civilization, in an age-appropriate manner.

Guidelines:

1. Teaching about religion and religious observances within the context of the curriculum is appropriate. It is further recommended that the focus be on themes such as sharing and giving, the diversity of family celebrations, community action, principles of religious freedom, and religion and its relationship to the law, rather than holidays being a course of study in and of themselves.
2. The time spent on holiday activities should not detract from the main focus of school instruction any more than any other aspect of studying history and culture.
3. Religious symbols which represent a religion, rather than a holiday, (i.e., cross, Star of David, crescent, etc.) may be used as curriculum aids provided their use is intrinsic to the learning experience, and they are presented objectively. These religious symbols may not be used as decoration for holidays, nor as the basis for teacher-initiated student art projects. The use of religious symbols which are not solely representative of religion itself, but which represent a particular holiday (i.e. Christmas trees, jack-o-lanterns, dreidels, etc.) may be utilized as part of a balanced curriculum.
4. Music, art, literature, and drama having religious themes or basis may be permitted as AISD curriculum dictates.
5. The school calendar should be prepared so as to minimize conflicts with religious holidays and observances for all faiths.
6. Highland Park School will adhere to the AISD policy concerning religious materials, which states that, "Religious texts or materials shall not be distributed to students, but may be indexed, shelved, and circulated as library material."
7. Religious holidays will not be celebrated at school parties. School parties will continue with their focus of being a happy coming together for our students.

SCHOOL DAY

Grades K – 5: 7:40 a.m. – 3:10 p.m.

Starting Time:

Instruction begins promptly at **7:40 a.m.** Students may arrive as early as 7:20 a.m. They will be supervised by a teacher in their grade level's designated area. Students may enter their classrooms at 7:30 a.m. in order to give them adequate time to prepare for the school day (unload backpacks, sharpen pencils, etc.)

Lunch Schedule:

Highland Park nutrition services prepares and offers lunch daily according to the guidelines of the National School Lunch Program (NSLP). Alternatively, students may bring a sack lunch from home. Please be mindful that students have 30 minutes for lunch, including the time it takes to receive or open lunch items. With this in mind, if you send a lunch for your student, please ensure that all containers are easy to open, and that your student knows how to open them, so that they have plenty of time to eat. Each grade level eats lunch within the same time block on a staggered schedule to ensure all students have plenty of time to be served and to eat their lunch. Please consult your homeroom teacher for specific lunch times for your child.

Lunch times by grade level:

- Kinder: 10:45-11:30
- 1st: 11:10-11:50
- 2nd: 11:40- 12:20
- 3rd: 12:30-1:15
- 4th: 11:55- 12:35
- 5th: 11:30- 12:00

Pick Up Time:

All children in grades K-5 should be picked up promptly at 3:10 p.m. School personnel are not always available to supervise students when they are not picked up promptly. When a child has not been picked up by 3:20pm the teacher will bring the student to the office and call caregivers.

Please do not wait in the hallways to pick up students. See transportation section for details on traffic/pick-up plan (also posted on our website). Students will not be allowed to return to the classrooms after school is dismissed at 3:10 p.m. except in emergencies and/or with staff member permission.

Please do not ask/allow your child to wait for you on the playground until you pick him/her up. Again, there is no supervision and it can be very dangerous to leave children on the playground unattended after school.

Early Pick Up:

If you need to pick your child up before the school day ends, please call the office about 10 minutes before you arrive at school, and then we will sign him/her out.

Front office: 512-414-2090

Leaving school early is also considered a TARDY. A slip will be created for you to take to the child's teacher before their release. Children will not be released to anyone except a person designated by the legal guardian. Children are released only to persons listed on their registration information. Should any circumstances require a change, please notify the office. When checking your child out for a medical appointment, please provide a doctor's note when returning to school.

Our main concern is that all students be safe and supervised at all times. Following these guidelines assists us in assuring each child's safety.

Dogs are not allowed in the school building. Please limit dogs on the school grounds between 7:30 a.m.- 3:10 p.m.

SOCIAL and EMOTIONAL LEARNING AND STUDENT DISCIPLINE

Social and Emotional Learning

Social and Emotional Learning (SEL) is a process for helping children and adults develop fundamental skills for life effectiveness. SEL teaches the skills we all need to handle ourselves, our relationships, and our work effectively and ethically. These skills include recognizing and managing our emotions, developing caring and concern for others, establishing positive relationships, making responsible decisions, and handling challenging situations constructively and ethically. HP is an SEL Seed Campus; it is truly part of our culture and incorporated both formally and informally throughout HP. Specific lessons are taught on a consistent basis by our classroom teachers and reinforced by monthly counselor lessons.

Student Code of Conduct

A positive atmosphere is essential to high levels of student achievement. One key component of this atmosphere is the absence of disruptions. Highland Park wants students to experience a threat free environment at all times. The following discipline plan will be used to maintain a positive environment where students take personal responsibility for their actions.

Scottie Standards

As a students at Highland Park:

1. I will follow all directions the first time.
2. I will walk silently in line.
3. I will speak, look, and listen with respect.
4. I will leave my personal belongings at home and take care of all property at school.
5. I will be responsible for my own learning and my own behavior.

Good Choices Result In Positive Consequences

Verbal Praise	Smiles	Hugs	Special Jobs	Stickers
Small Rewards	Notes	Awards	Call to caregivers	Recognition
Certificates	Activities/choices	Positive Office Referrals (SUPER SCOTTIES)		

Student Behaviors Elevated to Admin:

Physical aggression with intent to harm other students, staff, or property

Extreme and purposeful disrespect to people

Leaving campus without permission

The use of abusive or profane words or gestures connected to sexual harassment, bullying, or threats

Ongoing and pervasive disruption of the educational process

Bringing dangerous items to school

The use of prohibited substances

School-wide Consequences

Level 1: Teacher/Team Intervention Examples

- Verbal warning
- Teacher redirection
- Reset Space (classroom, quiet time, another classroom)
- Student Reflection Sheet
- Behavior contracts
- Teacher or student communication to caregivers
- Natural consequence to repair the harm
- Natural consequence connected to the behavior
- Apology or repair to the harmed
- Referral to counselor
- Teacher conference with staff, caregivers, and students.

Level 2: Administrative Intervention Examples

When referring to the office a referral form may be used.

- Note/Call to caregivers
- Conference with teacher, caregivers, student
- Meeting with administrator
- Restorative circle with collaboration to plan to repair the situation, rebuild relationships, and build capacity for problem solving skills
- Suspension
- Short term alternative placement
- Hearing for extended alternative learning placement – Alternative School

Level 3: Superintendent Intervention

- Expulsion

**Serious fighting, physical aggression with intent to harm, leaving school grounds without permission, confirmed bullying, or possession of dangerous items is automatically a Level 2 consequence. In addition to disciplinary consequences, students will be responsible for replacing or paying for damaged or stolen property.*

Students' Rights

Every student at Highland Park has the right to learn in a positive environment. Students who interfere with the educational rights of other students will not be allowed to remain in the regular classroom. Those students who consistently interfere with the classroom instruction will be subject to consequences commensurate with their actions.

Student Searches and Seizures (purses, backpacks and desks)

Student purses and backpacks brought to school are subject to reasonable search by a school official (teacher, principal, assistant principal) when he or she has established reasonable cause to believe the student is violating or has violated a student code of conduct rule, school rule or law. (*New Jersey v. T.L.O. (1985)*; *Coffman v. State (1985)*)

Parents should remind students not to bring items to school that are in violation of the student code of conduct (guns, knives, weapons, drugs, etc).

School desks are school property and may be searched in accordance with school policies for missing books, stolen items, and spoiled food. As these are school property, the student and caregivers are on notice that there is a diminished expectation of privacy in the use of school lockers and desks. Highly valuable items and those with sentimental value should remain at home as the school is not responsible for the loss or theft of such items.

Sexual Harassment/Bullying

Highland Park Elementary School is committed to creating a safe, healthy learning environment for all students and encourages respect, dignity and equality among students. Thus, sexual harassment and bullying of students, teachers and

staff will not be tolerated at school or school-sponsored/school-related activities. All students are expected to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

Please reach out to teachers and administrators about all bullying and harassment concerns.

Consequences

Any report of sexual harassment or bullying found to be true will result in appropriate disciplinary action, according to the nature of the offense and the Austin I.S.D. Student Code of Conduct. In some circumstances, the student or employee may be reported to the police.

Reporting

Students who believe they have been the target of sexual harassment or bullying by a student, employee of the school district or any third party on the campus should IMMEDIATELY contact a counselor, teacher or school administrator.

We appreciate your support as we work together to teach our students to become constructive and productive individuals.

TRANSPORTATION

General Guidelines:

1. Drivers must not park and exit their vehicles on the school side of Fairview during pick-up or drop-off times. Drivers cannot leave your vehicle on the school side of Fairview to walk your child inside. **The Austin Police Department will ticket empty parked vehicles.**
2. Cross the street only with crossing guards. **DO NOT LET YOUR CHILD CROSS THE STREET ANY PLACE OTHER THAN A MARKED CROSSWALK.** This includes crossing between stopped cars to get to your car in the street.
3. Please observe posted No Parking, no U-Turn and other traffic signs during designated times.
4. Please DO NOT block residential driveways or move trash cans.
5. **Please DO NOT PARK AT ANY TIME, or drop off or pick up students in the teacher parking lots.**
6. Parents must provide written notification each time there is a change in transportation arrangements. Otherwise, your child will be sent home in the regular arrangement (bus, carpool, etc.)
7. Written notice must be sent if you wish your child to walk, bike, or scoot home from school.

Pick-up Procedures:

1. Teachers will group students in designated areas near the curb. Students are to stay with their assigned teacher.
2. Kindergarten- Please park in one of the areas allowed and walk to the room for pick up.
3. 1st and 2nd Grades- Students will be waiting at the circle drive for pick up. It is okay to pull into the circle **after the buses have left.**
4. 3rd, 4th, and 5th Grades- Students will be waiting at designated areas in front of school between the north faculty parking lot and the flagpole.
5. Siblings in different grades- older students will go to the youngest student's pick-up area. Example: If one sibling is a kindergartner, then all will wait at the kinder room.
6. Students and teachers must use the exit assigned for their grade.
7. Bus students will leave at 3:12 so the buses can leave the circle drive clear for caregivers to pick up at 3:12 p.m.
8. **DO NOT ALLOW CHILDREN TO ENTER THE STREET TO GET TO YOUR CAR. LOADING IS CURBSIDE ONLY!**
9. If your child is not at the pick-up spot when you arrive, either park or circle the block so that others may pull up which allows traffic to keep flowing.
10. LAW prohibits the use of handheld communication devices in SCHOOL ZONES. Drivers **cannot** use a cell phone while in the pick-up line.

BUS RULES AND PROCEDURES

Children must be at the bus stop waiting for the bus when it arrives each morning. The route would be delayed if the bus driver waited.

Students are expected to comply with the following bus rules:

1. Stay in your seat.

2. Keep head, hands and feet inside the bus.
3. Don't throw objects inside the bus or outside the windows.
4. Do not eat or drink on the bus.
5. Keep the bus clean.
6. Do not be destructive.
7. Be courteous. The use of abusive or profane words or gestures, including harassment or threats, is prohibited.
8. The use of alcohol, tobacco or other substances is prohibited.
9. Cooperate with the driver.
10. Bus drivers are authorized to assign seats.

A student who does not follow these rules will be sent to the office by the adult supervisor. The principal or designee will talk to the child, send home a warning, and try to contact the caregivers to discuss the situation. If a student breaks the rule a second time, he/she may be suspended from riding the bus for one to three days. *When the student is suspended from riding the bus, the caregivers must furnish transportation to and from school.*

School personnel supervise the unloading and loading of buses in the morning and afternoon. Buses leave the school at approximately 3:12 p.m. Children must go to the bus as dismissed by grade levels.

Special bus permits are required and available in the school office for the following:

- Students who are riding a different bus; and/or
- Students who have a friend riding home with them

If you would like for your child to ride the bus home with a friend, a note must be signed by the caregivers and approved by the office. A permit must be presented to the bus driver before the student may board the bus. Please remind your child to pick up a bus permit from the office first thing in the morning. Many times waiting until the end of the day results in missed buses.

STUDY TRIPS

Highland Park classes go on several study trips each year. Some trips are by car with caregivers and drivers; others are by school bus. All out-of-town trips will be by bus. **If providing transportation for a study trip via personal vehicle, individuals must come to the Highland Park office to receive the district written guidelines, fill out district forms, as well as provide a copy of their driver's license and valid insurance. Teachers must obtain guardian permission for students to ride in personal vehicles on official school study trips.**

WELLNESS

Highland Park values the wellness of each of our students. As such, we use the following programs and practices to promote and encourage whole-self wellness:

Mindfulness- purposeful quiet time to reflect, think, breath, and/or center your mind and body

Brain Breaks- teacher led stretching and breathing to provide a needed break between academic tasks

WOW- Working Out for Wellness- structured physical activity, such as running the track, movement games, or Go Noodle

Track- running laps to support healthy habits

Recess- 30-45 minutes of unstructured free play a day