

Highland Elementary School Grades K-6



2025-2026

Student Handbook

Revised July 2025

Table of Contents

Principal Letter	4
School Calendar Image	5
School Calendar Important Dates	6
Bell Schedule.....	7
Staff Directory: 2025-2026	8
Board of Trustees	9
School Song:	9
Preface	9
Discrimination Statement.....	9
Code of Conduct	9
Acknowledgement of Receipt.....	9
Policy Locator	10
Mission Statement	10
Goals	10
Part I – Enrollment and Attendance	10
Open Enrollment	10
Immunization Requirements	11
Enrollment.....	11
Attendance Records	11
Compulsory Attendance.....	11
Attendance.....	11
Tardies.....	12
Truancy	12
Students Legal Age	12
Home Schools	13
Make-Up Work	13
Special Programs	13
Education of Homeless (McKinney-Vento Law)	13
Part II - Student Rights and Responsibilities	14
Safe and Secure Learning Environment.....	14
Students Rights and Responsibilities Statement	14
Concerns/Complaints	14
Student Dress	14
Electronic Communication Devices/Personal Entertainment Devices	15
Hazing/Harassment/Intimidation/Bullying/Cyber Bullying/Menacing	15
Sexual Harassment, Discrimination and Retaliation.....	15
Drug Free School Zone	15
Gun Free Schools	15
Academic Honesty	16
Part III - Student Protection	16
Evacuation Drills	16
Crisis Manual	16

Emergency School Closure-Severe Weather/Disaster	16
Visitor/Parent Check-In /Check-Out Policy.....	16
Administering Medication	16
Injury/Illness at School	17
Insurance	17
Video Surveillance.....	17
Acceptable use of Electronic Networks	17
Part IV: General Information	17
School Day.....	17
Progress Reports/Report Cards	17
Field Trips.....	18
Conferences.....	18
Telephone Use	18
Textbooks and Supplies	18
Lunches	18
Birthday Treats/Wellness Policy.....	18
Part V - General School Rules/Consequences	18
General Rules.....	18
Discipline	19
School-wide Discipline	19
Minor Discipline Violations/Consequences	19
Major Discipline Violations/Consequences	19
Suspension	20
Expulsion	20
Classroom Discipline	20
Additional Behavioral Expectations	20
Discipline of Students with Disabilities.....	20
School Bus Expectations.....	21
Drop off and Pick Up Procedures	21
Part VI - Schedules and Guidelines.....	21
Class work Guidelines	21
Guidelines for Teachers	21
Guidelines for Students.....	22
Guidelines for Parents/Guardians	22
Healthy Snack Ideas	22
Academic Honesty Policy	23

Principal Letter

Dear Families,

Welcome to the 2025-2026 school year! I hope you have had a fabulous summer and are ready for a great year!! I am honored to be serving as the Principal of Highland Schools for the fourth year. This year we have a few new faces, we welcome Jess Uhling as our new 4th grade teacher. Rich Crawford as Secondary Social Studies and Tyler Gillie in Secondary English. This new school year brings the promise of a renewed dedication, focus, and energy to the mission of teaching and learning.

The goals of the district this year include:

- High quality instructional practices for each student
- An increase of rigor and expectations for staff and students
- Providing academic, social, emotional, and behavior supports for students
- Continued work on building our culture of community for all stakeholders

This year we will be implementing recess before lunch for all grades K-8. Research has shown that recess before lunch can be a successful school wellness strategy that positively impacts student health and academic performance.

A reminder that safety and protection for students and staff is a priority; therefore, ALL visitors MUST stop in the office, sign in, and receive a visitor's pass. Please do not pass the office without first checking in. If you are just picking up your child for an appointment, you must still check into the office. If you would like your child to be waiting in the office, call ahead at least 30 minutes and school personnel will have them ready for check-out.

The district continues to offer free breakfast for all students. Breakfast is served between 7:35 a.m. and 8:00 a.m. The lunchroom will open at 7:35 a.m. Students should NOT arrive at school before 7:30. The first bell rings at 7:55 and tardy bell at 8:00. Please be at school on time every day! K-5 is dismissed at 3:38 and 6-12 is dismissed at 3:43.

I am so excited for all this new year has to bring! I cannot wait to see all our Highland students back at school and look forward to working with you to make this the best school year yet!

Thank you for allowing us to educate your children, it truly is a privilege.

Sincerely,

Becky Finnell - K-12 Principal

School Calendar Image

Highland Joint School District #305 School Calendar 2025-2026

July 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Total Regular Days						

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
Total Regular Days						4

September 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Total Regular Days						16

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Total Regular Days						18

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
Total Regular Days						14

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Total Regular Days						12

August 19-21	Teacher Work Days
August 20	Open House
August 25	School Starts
September 1	Labor Day-No School
September 25	Lewis County Fair
October 30	End of First Quarter
November 3-6	Parent/Teacher Conferences
November 26-27	Thanksgiving Vacation
Dec. 22 - Jan. 2	Christmas Vacation
January 19	Idaho Human Rights Day
January 15	End of Second Quarter
February 16	Presidents Day
February 23-26	Parent/Teacher Conferences
March 13	Senior Project Day
March 19	End of Third Quarter
Mar 23 - 26	No School - Spring Break
April 24	Senior Project Day
May 25	Memorial Day
May 27	Kindergarten Graduation, 2:00pm
May 28	Seniors Last Day
May 28	Elementary (K-6) Last Day
May 29	Graduation, 1:00pm
June 3	Grades 7-11 Last day of School Early release/End of 4th Qtr

School Starts
Vacation Days
Lewis County Fair
Teacher Work Days
= End of Quarter
Teacher Work Day /
Senior Project Day
Elementary/Seniors Last Day
Graduation, May 29
Secondary Last Day, June 4
Parent/Teacher Conferences

144 Days (7-11)
140 days (K-6)
142 days (12)

Days

38 Quarter 1
34 Quarter 2
34 Quarter 3
38 Quarter 4
144 Total

9 Teacher Work Days
153 Total teacher Days

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Total Regular Days						15

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
Total Regular Days						15

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Total Regular Days						14

April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
Total Regular Days						18

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
Total Regular Days						15

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Total Days						3

School Calendar Important Dates 2025-2026

4-Day School Week: Monday - Thursday

Start Time: 8:00 End Time: Elementary: 3:38, High School: 3:43

August 12	New Student and Secondary Registration	
August 19-21	Teacher Work Days	
August 25	First Day of School- grades K-12	
September 1	NO SCHOOL—Labor Day	
September 25	NO SCHOOL—Lewis County Fair	
October 30	End of 1st Quarter (38 days)	
November 3-6	Parent/Teacher Conferences	
November 26-27	NO SCHOOL—Thanksgiving Vacation	
Dec. 22-Jan. 2	NO SCHOOL—Winter Vacation (return on 1/6/2025)	
January 19	NO SCHOOL—Idaho Human Rights Day	
January 15	End of 2nd Quarter (34 days). End of 1 st Semester	
February 16	NO SCHOOL—Presidents' Day	
February 23-26	Parent Teacher Conferences	
March 13	Senior Project Presentations	
March 19	End of 3rd Quarter (34 days)	
Mar. 23 – 26	NO SCHOOL—Spring Break (return on 3/31/2025)	
May 25	NO SCHOOL- Memorial Day	
May 27	Kindergarten Last Day: Graduation @ 2:00 p.m.	
May 28	Grades 1-6 Last Day Seniors Last Day	
May 29	High School Graduation	
June 3	Grades 7-12 Last Day (Early Release at 1:20 p.m.)	
June 3	End of 4 th Quarter (38 days). End of 2 nd Semester	
1st quarter	38 days	
2 nd quarter	34 days	(Sem.#1)72-days
3 rd quarter	34 days	
4 th quarter	38 days	(Sem.#2)72-days

Bell Schedule
2025/2026 SCHOOL YEAR

Elementary Bells		Secondary Bells	
7:55 a.m.	Warning Bell	7:55 a.m.	Warning Bell
8:00 a.m.	School Begins	8:00 a.m. - 8:56 a.m.	First Period
9:30 a.m.- 9:45 a.m.	Recess K-2	8:59 a.m. - 9:55 a.m.	Second Period
9:45 a.m.- 10:00 a.m.	Recess 3-5	9:58 a.m. - 10:54 a.m.	Third Period
10:45 a.m. - 11:15 a.m.	K-2 Recess	10:57 a.m.- 11:53 a.m.	Fourth Period
11:15 p.m. - 11:45 p.m.	3-5 Recess	11:53 - 12:23	6-8 Lunch
11:15 a.m. - 11:40 p.m.	K-2 Lunch	11:56 - 12:16	9-12 Advisory
11:40 p.m. - 12:05 p.m.	3-5 Lunch	12:16 - 12:46	9-12 Lunch
2:00 p.m. - 2:20 p.m.	K-2 Recess	12:26 - 12:46	6-8 Advisory
2:20 p.m. - 2:40 p.m.	3-5 Recess	12:46	Warning Bell
3:38 p.m.	Dismissal	12:49p.m. -1:45 p.m.	Fifth Period
		1:48 p.m. - 2:44 p.m.	Sixth Period
		2:47 p.m. - 3:43 p.m.	Seventh Period

Staff Directory: 2025-2026

District Office			
Title	Name	Extension	Email
Superintendent, Federal Programs Director, Co-Special Education Director, Athletic Director, Title I Coordinator, Title IX Coordinator, McKinney Vento Liaison	Mrs. Tana Kellogg	2502	tkellogg@sd305.org
Elementary/Secondary Principal	Mrs. Becky Finnell	2501	bfinnell@sd305.org
Business Manager	Mr. Nathan Weeks	2503	nweeks@sd305.org
Office Manager	Mrs. Shannan Randall	2500	srandall@sd305.org
Technology Coordinator	Mrs. Megan Southern	2301	msouthern@sd305.org
Food Services	Mrs. Amanda Beck	2204	abeck@sd305.org
Custodian	Ms. Michelle Thomason	2202	mthomason@sd305.org
Maintenance	Mr. Heath Fuller	2202	hfuller@sd305.org
Elementary			
Mrs. Eileen Walker	Kindergarten	2305	ewalker@sd305.org
Ms. Julie Yochum	First Grade	2306	jyochum@sd305.org
Mrs. Teresa Randall	Second Grade	2309	trandall@sd305.org
Ms. Michele Anderson	Third Grade	2304	manderson@sd305.org
Ms. Jess Uhling	Fourth Grade	2307	juhling@sd305.org
Ms. Jessie Dahlin	Fifth Grade	2308	jdahlin@sd305.org
Mr. Garrett Lunders	Sixth Grade	2302	glunders@sd305.org
Mr. Chris Cowan	Music	2203	ccowan@sd305.org
Mrs. Margaret Robinson	Special Ed/ Title I	2303	mrobinson@sd305.org
Mrs. Holly Droegmiller	Library/ IDLA	2101	hdroegmiller@sd305.org
Paraprofessionals			
Mrs. Gail Lowe	Paraprofessional	2303	glowe@sd305.org
Mrs. Kenzie Bovey	Paraprofessional	2303	kbovey@sd305.org
Mr. Robert Nida	Paraprofessional	2303	rnida@sd305.org
Mrs. Jordyn Beck	Paraprofessional	2303	jbeck@sd305.org
Mrs. Tessica Lustig	Paraprofessional	2303	tlustig@sd305.org
Mrs. Samantha Evans	Paraprofessional	2303	sevans@sd305.org
Mrs. Daphne Hanson	Paraprofessional	2303	dhanson@sd305.org
Ms. Darah Brammer	Paraprofessional	2303	dbrammer@sd305.org
Mrs. DeeDee Osburn	Paraprofessional	2303	dosburn@sd305.org

School Directory: Staff members can be reached by calling the school at 924-5211 or by visiting the school site at www.sd305.org.

** Transportation Supervisor – Keith Parks – Harlow Bus Service (208) 924-6411

Board of Trustees

- Mrs. Monica Smith, Board Chairman
- Mr. Chad Knowlton, Board Vice-Chairman
- Mrs. Michelle Mendenhall, Board Member
- Mr. Brett Arnzen, Board Member
- Ms. Bette Stone, Board Member

School Song:

The purpose for including the school song in the Student Handbook is to help create a climate in our school that helps to support one another. This is your school and one way among many that each student can help to encourage and foster a positive attitude is to support other students.

Highland Elementary Spirit Song

Black and Gold, Black and Gold, Teach us some of the
new and the old. Black and Gold, Black and Gold,
So we'll grow up to be strong and bold
We're black, we're white
We're going in for the gold,
So let's hear it for the Highland Huskies

Preface

Discrimination Statement

The Highland School District #305 does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, or age in providing education or access to benefits of education services, activities, and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

The following Highland Staff members have been designated as officers to coordinate compliance with the legal requirements and may be contacted at the Highland Schools for additional information and/or for compliance issues. Any complaint(s) arising out of a belief that discrimination issues have occurred will be handled by the designated officers:

Mrs. Tana Kellogg, Superintendent/ Athletic Director
Mrs. Becky Finnell, K-12 PrincipaL

Code of Conduct

The code of conduct will be addressed under the four main bodies of the Handbook: 1) Enrollment and Attendance; 2) Students Rights and Responsibilities, 3) Student Protection, 4) General School Rules/ Consequences. There are explicitly expressed standards that inform the students of the provisions of each section and expectations of students.

Acknowledgement of Receipt

Signature Page of Student Handbook and Release Form for Personal Information

Parents/Guardians and students must acknowledge receipt of the Highland SD #305 High School Handbook and the Release of Personal Information. This form is included in the online enrollment Parent/Guardians who object to the release of directory information of their student(s) must notify the District Office within 15 days of receipt of the Student Handbook. Parents/Guardians must also give their dated and signed approval for the release of directory information.

Parents/Guardians must also give their dated and signed approval for the release of directory information.

Policy Locator

The District Policy Manual is located in the Highland SD #305's office. The district policy manual can also be found on the district website at <http://www.sd305.org>

Mission Statement

Cultivating an inclusive learning environment that empowers confident, critical thinkers to become respectful, responsible citizens committed to lifelong learning

Goals

One: Instruction

We believe that student learning is the chief priority of the school and that all students can learn. Our work as educators in a learning community will:

- a. Emphasize challenging expectations to increase student performance
- b. Ensure a variety of learning activities and instructional approaches
- c. Develop in our students the habits of thinking, cooperation, and self-discipline
- d. Guide students to make appropriate decisions
- e. Value the individual strengths and needs of every student

Two: Participation

We will actively seek the input and involvement of district stakeholders when making educational decisions to ensure every student's success.

The school will:

- Engage with teachers, administration, parents, and community to ensure student success
- Expect students to demonstrate their essential knowledge and skills as well as be actively involved in solving problems and producing quality work

Three: Communication

We will communicate our progress, successes, and plans for the implementation of our goals.

We will accomplish this in the following ways:

- Parents/Guardians contacting teachers as needed
- Student folders
- Monthly Board meetings
- Community input meetings (as needed for clarification)
- Teacher/Administrator correspondence
- Social, print, and video media

Part I – Enrollment and Attendance

Parents/Guardians and students are requested to complete enrollment forms upon registration at Highland High School. Students will be placed in a classroom based on age, past school history, and/or any assessment data that is available. The Highland Secondary staff may choose to administer the survey section of the ISAT to provide additional information when placement is in question. New students will also take the STAR test or other benchmark measures.

Open Enrollment

Out of district students who wish to attend Highland must apply to the district for enrollment by February 1 for the next year. Parents/Guardians must complete a Pre-Enrollment Form and the General Information Form, which can be

obtained in the Office. See Highland School District Policy 412.1

Immunization Requirements

Students enrolling in pre-school and kindergarten through 6th grade must show proof of receiving the following immunizations before attendance in the district.

Children born **after September 1, 2006**, must show proof of receiving the following immunizations:

Kindergarten – 6th Grade

1. Five (5) or more doses of Diphtheria, Tetanus, and Pertussis (DTaP) vaccine
2. Four (4) or more doses of Polio vaccine
3. Two (2) doses each of Measles/Mumps/Rubella (MMR) vaccine
4. Two (2) doses of Varicella (Chickenpox).
5. Two (2) doses of Hepatitis A.
6. Three (3) doses of Hepatitis B vaccine.

7th – 11th Grade

All of the above plus

1. Tetanus, Diphtheria, Pertussis (Tdap)
2. Meningococcal (MenACWY)

12th Grade

All of the above plus

1. Meningococcal (MenACWY)

Parents/Guardians may claim an exemption to any or all the required immunizations for medical, religious, or personal reasons. Policy 411.1

Enrollment

Parents/Guardians and students are asked to complete enrollment forms prior to the students' first day of classes. Transfer students are also asked to complete enrollment forms prior to beginning class. This allows the staff to make sure that desks, books, workbooks, etc. are ready for the students' first day.

Attendance Records

Student Attendance records will be submitted by the classroom teacher, forwarded, and stored by the school office. Attendance will be recorded in half-day or whole day absence, and tardiness will also be documented.

Compulsory Attendance

Every parent, guardian, or other person having custody of children between the ages of 7 and 16 shall cause the children to be instructed in subjects commonly and usually taught in the public schools of the state of Idaho. (**IC 33-202**) Every parent, guardian, or other person having custody of children who attend the public schools shall bear responsibility for the children's punctual attendance. The services of the public schools of Idaho are extended to any acceptable person of school age. "School age" is defined as including all persons' resident of the state, between the ages of five (5) and twenty-one (21).

Attendance

All students are expected to be in attendance every day. Students will be allowed to accumulate no more than seven (7) excused absences in a class period per semester. Any student who has more than the seven (7) excused absences will be subject to retention review due to excessive absences per the attendance review committee recommendation. The following are considered excused absences:

- Illness of student
- Doctor's appointment

- Death in the family
- Summons to a court of law
- Family emergency

In order for an absence to be excused, one of the following requirements must be met:

- Parent/guardian confirmation of the absence must be presented at the office ~~secretary~~ within two (2) school days of the absence. (A written note, email, text or phone call by parent/guardian will be considered confirmation).
- Upon return to school from a doctor's or court appointment, the student must present an excuse written excuse on the physician's or court letterhead or paperwork.

If the above requirements for an excused absence are not met, then the absence will be counted as unexcused and a zero will be recorded in any class missed. Any student who is more than 15 minutes late to class will be considered absent. Any student who has three (3) unexcused absences will be subject to retention review per the attendance review committee recommendation.

Students who are participating in off-campus school activities will be automatically excused, and such events will not count toward the seven (7) total absences.

Parents/Guardians of all students will be notified in writing when their child(ren) has over five (5) and (7) absences.

After seven absences in a given semester, secondary students will be subject to retention review.

Students who have habitual tardiness and/or absences will be reported to the superintendent. The Superintendent has the discretion to contact Child Protective Services (CPS), law enforcement or other agencies that are deemed appropriate to ensure that students have the opportunity to attend school. Policy 411.0

Tardies

A student that is late to class, less than 15 minutes, will be considered tardy. Three (3) tardies will equate to 1 absence. These absences will count towards the seven (7) permitted absences. Policy 411.0

The school day begins at 7:55 at Highland Elementary. Students, who are not in their classroom when the 8:00 bell rings, will be counted as tardy.

Truancy

Truancy is an unexcused absence that the parents/guardians and/or the school have no prior knowledge and no request has been received. Students will be expected to make up the time they missed at the discretion of school officials. Students truant during advisory will be required to make up one hour of time. The absence will be counted as unexcused and a zero will be recorded in any class missed. Students who are truant may lose the opportunity to participate in extra/co-curricular activities. Truancies, even when made up, count as absences in the seven (7) permitted as per Idaho Code § 33-206. It is at the discretion of the Board of Trustees to refer habitually truant students to the prosecuting attorney.

Students Legal Age

To be eligible to enter kindergarten, students must be five (5) years of age by the 1st day of September of the current year. To be eligible to enter the first grade, students must be six (6) years of age by the 1st day of September of the current year.

For resident exceptional children who are physically handicapped, developmentally delayed, intellectually disabled, emotionally disturbed, chronically ill or have visual or auditory handicaps, or speech impairments, school age shall begin at the attainment of age three (3) and shall may until age 21.

All students entering school are required to submit birth certificates and immunization records.

Home Schools

When parents/guardians request that students, who were formerly home schooled, be enrolled at Highland, the grade level of the student will be determined by standardized testing to ensure the student is in the appropriate grade. Other regulations will follow guidelines set by the State Board of Education. Policy 412.3

Make-Up Work

For excused absences, students will be allowed to do make-up work either before, during, or after the absence, and full credit shall be given if work is done within the time allotted by the teacher. It is the responsibility of students to make up missed work, with the support and assistance of the teacher and parents/guardians.

- In the case of pre-arranged absences, students shall get assignments before leaving. Assignments are due to the teacher upon the students' return to school.
- In the case of an unplanned absence, parents may call the office and request assignments be sent to the office. **Parents/Guardians may pick up the assignments after 3:00 p.m.**

Special Programs

Highland School District provides the following programs to support student learning:

- a. Special Education Pre-School - Highland partners with Lewis County Head Start to provide a pre-school program for children with special needs, ages 3-5. Classes are held at 213 West Main, Craigmont. Referrals can be made at the Head Start.
- b. Special Education - Special Education services are provided for students in grades K-6. Referrals for Special Education or 504 services may be obtained by visiting the office or the special education classroom. This program utilizes inclusion instruction along with a pull-out model when necessary.
- c. Speech-Language Therapy - The Speech-Language Pathologist offers speech and language therapy to students in pre-school through grade six who qualify. Referrals can be made through the special education teacher, MTSS team, or the administration. This program is provided on-line. (this was re-ordered, moved from (e))
- d. Occupational Therapy – The Occupational Therapist helps develop, recover or maintain the skills needed for daily living and independence – fine motor skills, sensory processing, self-care tasks, organization and attention skills, etc. Referrals can be made through the special education teacher, MTSS team, or the administration. This program is provided on-line.
- e. Physical Therapy – The Physical Therapist supports students who have difficulty with movement and physical function that affects their ability to fully access and participate in their educational environment – gross motor skills, balance, strength, coordination, and posture, mobility equipment, and adapting to physical activities. Referrals can be made through the special education teacher, MTSS team, or the administration.
- f. Title I – Highland is a school-wide Title I school. Our Title I program serves students in math, reading, and science. The Title I paraprofessionals work in the regular classroom to assist eligible students.
- g. Psychological/Counseling Services- There are psychological and counseling services available to students of Highland School on a check-in basis, when approved by parents/guardians. Referrals for these services can be made by parents/guardians, teachers, the Highland MTSS Team, or the administration.

Education of Homeless (McKinney-Vento Law)

The McKinney-Vento Homeless Education Assistance Act strengthens education support for students who lack a fixed, regular, and adequate nighttime residence. This includes families who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason, living in a shelter, motel, vehicle or RV park, transitional housing, or on their own as unaccompanied youth. Please contact the school district for more information. Policy 416.0

Part II - Student Rights and Responsibilities

Safe and Secure Learning Environment

The safety of every student, employee, and school visitor is one of Highland's highest priorities. A safe and secure learning environment for all is required to maximize educational opportunities. The Board requires that all crimes, threats, and serious incidents related to the school setting be reported to the Superintendent or designee. Policy 422.0

Students Rights and Responsibilities Statement

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measure.

In an effort to protect the safety of all students and staff, the District is adopting a new safety procedure, which includes keeping all outside exits locked throughout the day. All visitors are required to enter the building through the main entrance; access will be provided by office personnel.

Concerns/Complaints

The district will endeavor to respond to and resolve all complaints in a fair, equitable and prompt manner. Any individual with a complaint is encouraged to first discuss it with the classroom teacher, with the objective of resolving the matter promptly and informally.

When the complaint cannot be resolved at the informal level, it's the district's policy that the individual shall apply the following steps to resolve the complaint:

- 1) The parent/guardian will contact the principal to inform him/her of the nature of the complaint.
- 2) The Principal will arrange for a meeting between all parties concerned to discuss the complaint and to help resolve the issues of the complaint.
- 3) If the complaint is not resolved at this level, the Superintendent shall meet with all parties involved in the complaint to mediate a resolution.
- 4) If the complaint is not resolved at this level, the parent and/or student can choose to submit a written complaint to be filed at the Board of Trustee level. Policy 444.0

Complaints should first be addressed at the lowest possible level. Providing suggestions for resolution when communicating with school staff will help to better address the concerns.

Please note that "employees of every school district shall be free from abuse by parents or other adults, as provided in Section 18-916, Idaho Code (Section 33-1222, Idaho Code). All employees must be respected as they perform and direct their assigned roles.

Student Dress

It is the policy of Highland School District that students shall dress in a manner that is appropriate for an effective educational environment. While recognizing the importance of allowing students to express their individuality through their attire, the school is responsible for ensuring that student dress is conducive to a positive and respectful environment for all students. All students are, therefore, required to dress in a manner that promotes a safe, and healthy school environment, and is not disruptive of the educational climate and process

Prohibited clothing includes inappropriate messages, see-through clothing, gang related symbols, or revealing chests, abdomens, or buttocks. Students are prohibited from wearing head coverings in school buildings during class hours, except as may specifically be authorized by the principal or designee. Policy 428.0

Undershirts, belly shirts, and spaghetti straps are not appropriate school dress. Students need to wear appropriate shoes while at school and when using the gym. If inappropriate clothes are worn to school, parents will be notified, and alternative clothes will be provided to the student for the day. Parents/Guardians may be asked to bring a change of clothes from home.

Electronic Communication Devices/Personal Entertainment Devices

All electronic devices, including cell phones and smart watches, are a distraction to the educational process and are, therefore, restricted in the classrooms. Phones should be placed in lockers or a location identified by the teacher during the school day. Staff members can confiscate an electronic device when it is being used in the classroom or inappropriately during school hours. For the first offense, the teacher may confiscate the device and return it to the student at the end of the class period. Second offense, the device will be confiscated and turned in to the office; the student may retrieve the device at the end of the school day. On the third offense, the device will be turned in to the office and a parent/guardian will have to retrieve the device. On a third offense, a contract will be put into place.

Hazing/Harassment/Intimidation/Bullying/Cyber Bullying/Menacing

We are committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, bullying or cyber bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. Policy 424.1

If students should feel threatened, they should report their concern to their parents/guardians, teacher, and/or principal. Harassment/Bullying/Intimidation Complaint Forms are available in the school office and must be completed to bring about an internal investigation.

Sexual Harassment, Discrimination and Retaliation

Highland Joint School District #305 is committed to providing a workplace and educational environment as well as other benefits, programs, and activities that are free from sex and gender-based harassment, discrimination, and retaliation. Accordingly, the District prohibits harassment and discrimination on the basis of sex, gender, and pregnancy as well as retaliation against individuals who report allegations of sex and gender-based harassment and discrimination. Those reporting violations need to file a formal complaint, or participate in a grievance process. Policy 430.0

Students, employees, or other members of the District community who believe that they have been subjected to sex or gender-based harassment, discrimination, or retaliation should report the incident to the Title IX Coordinator, who will provide information about supportive measures and the applicable grievance process(es). Violations of this policy may result in discipline for both students and Highland Joint School District #305's employees. Policy 430P

Drug Free School Zone

Highland School is a drug free zone. Students attending school in this district will not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, controlled substances, or related paraphernalia on school premises or at school events at other locations, including transportation to and from events/activities. Policy 425.0

Gun Free Schools

A student who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered or looks like a firearm shall be expelled for a definite period of time of at least one (1) calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the appropriate law enforcement agency of any student who brings a firearm to school.

It is unlawful and is a misdemeanor for any person to possess a firearm or other deadly or dangerous weapon while on the property of a school or in those portions of any building, stadium or other structure on school grounds, which, at the time of the violation, were being used for an activity sponsored by or through a school in this state or while

riding school provided transportation. This also applies to students while attending or participating in any school sponsored activity, program or event regardless of location. Policy 443.1

Academic Honesty

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited.

Where appropriate, parents/guardians shall be contacted as soon as practicable to report any alleged academic dishonesty on the part of students. Teachers are granted authority, with the direction and advice of their Principal, to exercise their good judgment in applying a range of academic consequences for violations of this policy. Student and parent appeals of any consequences resulting from violations of this policy should be addressed to building administrator(s).

All teachers, beginning especially at the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in our schools. Policy 423.6

Part III - Student Protection

Evacuation Drills

Highland School conducts monthly fire drills. Specific directions for evacuation are posted in every classroom. Teachers will review these procedures with their classes. Students and staff will leave the building, once an announcement is made, while exiting the building in a calm, pre-determined manner. Students are to return to the building with supervising staff when all clear bell is sounded. Policy 447.0

Crisis Manual

Highland School District has a Crisis Manual that has protocol for students and staff in the case of an emergency. Policy 447.1

Emergency School Closure-Severe Weather/Disaster

In cases of severe weather (snow, ice, temperature, etc.), official notice of school closing may be heard over radio stations **KORT**, **KOZE**, and **TV stations** as the district makes contact. There will also be a message sent over Bright Arrow and the school's social media pages.

The District does have a disaster plan in place. Students may be moved to alternate locations that have been arranged by the district. The district asks that parents/guardians please work with the school to **not** release or obtain students from school supervision until contact has been made. It is important, if such an unfortunate event happens, that all community members work together to establish a proper enrollment count of students before release begins. Contact may be made through Bright Arrow. Policy 446.0

Visitor/Parent Check-In /Check-Out Policy

Safety and protection for the students is a priority, therefore, ALL visitors **MUST** stop in the office, sign in and receive a visitor pass, even if you are just picking up your child for an appointment. If you would like your child to be waiting in the office, call ahead and school personnel will have your student ready for check-out. Once you arrive to take your child, school personnel will record your child's check-out time. If you are visiting or participating in any school organizations, you still **MUST** use the check-in procedure and attain a visitor pass. Please refer to Attendance on pg. 12/13.

Administering Medication

Students may be required to take medication while at school, either on a short-term or daily basis. If requested by the parent/guardian, the school will provide an appropriate place for storing the medication and will supervise the

dispensing of the medication. Generally, medications should be dispensed to students before and/or after school hours under the supervision of the parent/guardian. Medications should be dispensed at school only when necessary to meet the health needs of the student. Policy 441.4

Designated personnel may assist students in taking prescribed medication if the school obtains specific written instructions from physicians and parent/guardian. These forms are available in the office and must be signed by the parent/guardian if medication is to be administered to students during the school day. If your children need medication at school, please notify the office for compliance protocol.

Injury/Illness at School

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through. Parents/Guardians need to be aware of this and be prepared for possible medical expenses that may arise should their children be injured at school.

Parents/Guardians or listed alternate contacts will be notified when children are ill or injured at school. Please keep your children's general information form up to date, so parents/guardians or the listed contact person can be reached during the school day

Insurance

The school district does not provide accidental medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of parent/guardians. Student medical insurance is available to families for their individual purchase through the office. Brochures are available.

Video Surveillance

Video surveillance shall be used to promote order, to maintain the security, health, welfare, and safety of all staff, students and visitors on District property and to safeguard District facilities and equipment. Policy 443.3 Video recording may be used to investigate incidences.

Acceptable use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. Access to the District's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** Policy 429.0

Part IV: General Information

School Day

Highland School will open at 7:30 a.m., and students who arrive for breakfast will be served in the cafeteria.

Parents/Guardians who want their children to receive extra help with their schoolwork may contact the classroom teacher or building administrator to arrange an earlier arrival time.

Because of safety/supervision issues, students will not be allowed on the playground or gymnasium before 7:45 a.m.

Students are asked to leave the school grounds upon dismissal unless special arrangements have been made with the teacher or building principal.

Progress Reports/Report Cards

Students will receive a progress report every four and one-half weeks and at parent/teacher conference. Reports cards will be mailed one week following the end of the semester. Parents/Guardians will be contacted whenever students are experiencing difficulty with benchmarks. Parents are encouraged to make appointments with teachers whenever there is a concern.

The Power School program is a tool for parents/guardians to access their child's grade records at any time. If you do not know your Power School login, please contact the office.

Field Trips

Students who have any D's or F's on the Monday prior to the field trip are considered ineligible to attend the field trip. Students who have excess absences/tardies or behavior issues may also be ineligible to attend field trips.

Conferences

Elementary Parent-Teacher Conferences take place twice a school year, in the late fall and early spring. Notices will be sent home in advance with suggested appointment times. Parents/Guardians are invited to attend conferences to discuss their child's progress.

Telephone Use

Telephones are for official use only. Students are only permitted to make phone calls with permission from their teacher. Cell phones are not to be used during the school day-

Textbooks and Supplies

All basic textbooks are loaned to students for their use during the school year. Students should write their names in the books as directed by the teacher. All books are to be kept clean and handled carefully. Students may be asked to purchase classroom supplies and materials for use in class.

Lunches

Forms for Free or Reduced Hot Lunch can be obtained from the office. Parents/Guardians are encouraged to fill out the forms. This program provides valuable support to students and to the district through federal funding for additional programs.

Lunch Fees must be pre-paid, and students will not be able to charge for lunches. Students or parents/guardians can pay for lunches at the office. An electronic accounting system is used to maintain all balances for each individual, and students will be alerted when their account is nearly a zero balance.

Elementary student lunch = \$3.50 Adult lunches = \$5.25 Milk = \$ 0.50

Children who bring sack lunches may purchase milk at the school and eat in the cafeteria.

Birthday Treats/Wellness Policy

Building self-esteem is one of the goals of our elementary school. Students may bring treats for their class on their birthday or "un-birthday". Arrangements need to be made with the teacher in advance. We prefer all treats be purchased, rather than home-made. The district wellness policy encourages healthy eating choices for students and staff. Parents/Guardians are encouraged to consider low fat/low sugar snacks.

Part V - General School Rules/Consequences

General Rules

One of the goals of education is to encourage independence and responsibility in students as they mature. Since an orderly atmosphere is essential for learning to take place, certain guidelines are offered for the personal welfare of the students and the common good of the entire school.

Discipline

Discipline applied by the school, in conjunction with parents/guardians, is intended to help develop self-discipline, self-respect, and the respect for others necessary to function successfully in society. Discipline is applied in order to preserve the rights of other students and staff and protect the educational process from dangerous and disruptive acts. It is the responsibility of school staff to administer an equitable and comprehensive discipline policy. The purpose of this policy is to ensure that all students can attend school in a positive productive learning environment.

Our long-range goal is to help all students experience the satisfaction of self-discipline. Our intent is to administer this policy in a consistent and equitable way. When dealing with inappropriate behavior, we deal with the issues and behaviors that were observed, and appropriate consequences are assigned. Each of our staff members want to work with students and parents/guardians to find solutions to problems. This will help make our school the very best it can possibly be.

School-wide Discipline

Minor Discipline Violations/Consequences

Minor infractions include but are not limited to:

- Profanity
- Scuffling
- Lack of Attendance
- Failure to Follow Rules
- Defiance/Disrespect/Non-Compliance
- Disruptions
- Physical Contact
- Property Misuse
- Dress Code

*When a minor behavior repeats, or becomes disruptive to the teacher or learning environment, the behavior becomes a major violation.

Corrective procedure: Staff is empowered to use a variety of corrective procedures to modify student's behavior. These may include but shall not be limited to:

- Refocus
- Time with staff during lunch or after school
- Conferences with parents/guardians
- Revoking classroom privileges
- Special seating arrangements, etc.

Major Discipline Violations/Consequences

Major discipline violations include but are not limited to:

- Insubordination
- Verbal or physical abuse (fighting) of other students, employees, or visitors.
- Possession, use, sale, distribution and/or intent to distribute any drugs, tobacco, vape, or alcohol
- Possession or use of firearms, knives, or objects that could be used as weapons.
- Stealing
- Damage of Property
- Making bomb threats, activating a school fire alarm or fire extinguisher without appropriate cause
- Forgery/theft/plagiarism
- Harassment of any kind (sexually, physical, gender, race, etc.)

Corrective procedures may include but shall not be limited to:

- Conference with the Principal, a discipline form filed, in-school suspension.
- Parent notified and conference may be held. May receive detention, in-school suspension or out-of-school suspension.
- Student could be suspended or put on a contract.

Suspension

In-school suspension is a disciplinary measure in which a student remains at school but is not allowed to attend regular classes unless given permission by an administrator. Students will eat lunch in the office, and cannot participate in after school activities on the days of in-school suspension.

Out of school suspension is a disciplinary measure in which a student does not attend school. Student cannot participate or attend any after school activities during the duration of the out-of-school suspension. If a student receives an out-of-school suspension that extends from one week into the next, the student may not participate in or attend school events over the weekend.

Parent/guardian will be contacted early in the process and any contact documented.

Expulsion

“...Only the Board has authority to expel or deny enrollment to any pupil who is a habitual truant, who is incorrigible, whose conduct is such as to be continuously disruptive of school discipline or of the instructional effectiveness of the school, or whose presence is detrimental to the health and safety of other pupils or who has been expelled from another school district in the State of Idaho or any other state.” Policy 423.3

The administrator shall make notification in writing that he/she is recommending expulsion.

Classroom Discipline

Students are expected to comply with the disciplinary assignments of their teachers. Teachers can require a detention, depending on the severity of the behavior. Failure to do so may result in additional consequences when referred to an administrator.

Additional Behavioral Expectations

- a. Cell Phones are prohibited in the classroom during instructional hours and should be placed in a location identified by the teacher during the school day.
- b. Knives are not allowed at school. This includes Leathermans, box-cutters, and razor blades.
- c. Skateboards and roller blades are not allowed at school.
- d. Bicycles-Students are asked to walk their bikes before and after school when school busses are arriving and departing.

Discipline of Students with Disabilities

Suspensions and expulsions of students with disabilities as defined by Public Law 94-142 and subsequent amendments (Individuals with Disabilities Education Act), Section 504 of the 1973 Rehabilitation Act, and the Americans with Disabilities Act will follow federal guidelines and district policy. Policy 423.4

School Bus Expectations

A copy of the school bus rules is given to all students who ride the bus by Harlow Bus Services. Violations of bus rules will result in a “bus conduct” notice being sent to parents/guardians. Discipline situations are to be handled between the driver and students in most cases. When this is not possible, the discipline procedure will be:

1. Bus drivers will fill out and turn in the bus notice to the transportation director, who will notify the principal.
2. Upon the receipt of the first notice, the transportation director shall meet with the student and notify the parent/guardian of the student’s misbehavior.
3. Upon receipt of the second notice, the transportation director and the principal will meet with the student and the parent/guardian. The student may be suspended from the bus for up to five days.
4. Upon receipt of a third notice, the transportation director and the principal will meet with the student and the parent/guardian. The student may be suspended and/or a request made to cease bus service for the student.

Drop off and Pick Up Procedures

1. Bus Lane: The lane from Boulevard Ave. up to the front of the school will be for BUS USE ONLY - no personal vehicles will be permitted.
2. Parking Lots: Parking Lots are designated for extended parking for staff, students and guests. Driving through them before school will not be permitted.
3. Parent Drop Off: The first 5 parking spaces directly in front of the gym, closest to Division Street, will be designated for parent drop off. There will be signs to mark these spaces. If you choose not to park, you may pull up on Division St. and drop your child off along the west side of the gym onto the sidewalk. Please continue to have your children get out of the vehicle on the passenger side, so as not to have them exit onto the street. ALL DROP OFFS SHOULD ENTER AND EXIT ON DIVISION ST.
4. Entrance: All students will need to walk down the sidewalk to the front door after drop off. The entrance by the office is the only accessible entrance to the building before school. There will be staff positioned at both ends of the building to assist students.

Part VI - Schedules and Guidelines

Class work Guidelines

Independent reading is a daily expectation, including during vacations, holidays, and weekends.

Guidelines for Teachers

The teacher is expected to:

- Clearly explain the purpose of any given assignment.
- Clearly give directions for the method of accomplishing the assignment.
- Ensure students understand how they are being assessed.
- Ensure availability of all necessary resources to carry out the assignment.
- Clarify deadlines are understood and followed.
- Acknowledge receipt of daily work and provide feedback in a timely fashion.
- Provide constructive feedback to the student and use student work to plan for the future.
- Return corrected work in a timely manner.

Guidelines for Students

The student is expected to:

- Ask the teacher questions if in doubt about the purpose, requirement, ~~or~~ directions, or the assignment.
- Meet the deadlines for daily work and projects by organizing time realistically to complete it.
- Speak with their teacher(s) or parents/guardians when the cumulative amount of daily work on a given day may exceed reasonable limits.
- Be responsible for making up work missed when absent from the classroom.

Guidelines for Parents/Guardians

The parent/guardian is expected to:

- Provide students with a time and place to do their work.
- Encourage integrity and never give so much help that the value of the class work will be compromised.
- Contact the teacher in the event of questions or concerns.
- Understand that after school activities are not acceptable excuses for not completing assignments.
- Ensure that students and/or parents/guardians pick up assignments missed when it appears the excused absence will be prolonged. A minimum of 24 hrs. notice should be given to the teacher so the assignments can be prepared.

Healthy Snack Ideas

The District encourages the use of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. At any school function (parties, celebrations, feasts, sporting events, etc.) healthy food choice options should be available. Some suggested foods are listed below:

- a. Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- b. Fresh fruit and 100% fruit juices
- c. Frozen fruit juice pops
- d. Dried fruits (raisins, banana chips, etc.)
- e. Low-fat meats and cheese sandwiches (use low-fat mayonnaise in chicken/tuna salads)
- f. Party mix (variety of cereals, **NO** nuts, etc.)
- g. Pretzels/Low-sodium crackers
- h. Baked corn chips & fat-free potato chips with salsa and low-fat dip
- i. Low-fat muffins, granola bars and cookies
- j. Angel food and sponge cakes
- k. Flavored yogurt & fruit parfaits
- l. Jell-O and low-fat pudding cups
- m. Low fat ice creams, frozen yogurts, sherbets
- n. Low-fat and skim milk products
- o. Pure ice-cold water

* Please check with the classroom teachers for allergies students may have.

Academic Honesty Policy

POLICY TITLE: Academic Honesty

Policy No.: 423.6

Page 23 of 24

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to: plagiarism, cheating, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software. Faculty and building administrators will have the responsibility for monitoring the above actions.

Where appropriate, parents/guardians shall be contacted as soon as practicable to report any alleged academic dishonesty on the part of students. Teachers are granted authority, with the direction and advice of their principals, to exercise their good judgment in applying a range of academic consequences for violations of this policy. Student and parent appeals of any consequences resulting from violations of this policy should be addressed to building administrator(s).

All teachers, beginning especially at the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in our schools. A copy of the Academic Honesty Policy shall be included in student handbooks and shall be distributed to parents/guardians via district publications at least annually.

Cheating

Cheating is defined as and includes, but is not limited to, the following:

1. Copying or attempting to copy another student's homework, quiz, test, essay, or lab report.
2. Cheating on tests through such means as cheat sheets, use of unauthorized electronic devices, and discussion of test information with other students.
3. Obtaining test questions and/or copies of tests outside the classroom test setting.
4. Lending and/or copying from another student's work (homework, tests, projects, assignments).
5. Altering or interfering with grading (forging signatures, changing or inserting answers on work after grading).
6. Allowing another student to copy answers during a test situation.
7. Collaborating with other students on an assignment in direct violation of teacher's instructions.
8. Using books and electronic information in generating an assignment in direct violation of teacher's instructions.
9. Accessing, taking, and benefiting from copies of tests and quizzes previously used or to be used by teachers unless provided as study guides by the teacher.
10. Submitting work previously presented in this course or in another course.

Plagiarism

Plagiarism is defined as and includes, but is not limited to, the following:

1. Copying material from the source, including the Internet, without citing the source, or citing the source but omitting quotation marks.

2. Paraphrasing the source without proper citation.
3. Copying stories, in whole or part, which appear in books, magazines, television or film.
4. Copying directly, without making any changes, alterations or adaptations from a drawing, painting, illustration, photographic image, or graphic symbol without citing the source.
5. Submitting papers written in whole or part by someone else, including the Internet.
6. Submitting papers on which the student has received substantial assistance from peers and/or adults that dramatically changes the character of the work so that it is no longer the student's own.
7. Submitting a paper purchased from a research or term paper service, including, but not limited to the internet.

• • • • •

LEGAL REFERENCE:

ADOPTED: 3/8/2010

AMENDED: