

# Highland Elementary School

## Parent/Student Handbook 2018-2019



*"Everybody in this school is smart and capable."  
2<sup>nd</sup> Grade Student, 2016*

### **Mission Statement**

At Highland we are dedicated to embracing the unique differences of all students and staff to create an inclusive learning community that values learning and leading.

### **Vision Statement**

Providing a safe, engaging, child-centered learning environment will empower each student to have the desire and tools to become lifelong learners and engaged members of our school and local community.

### **Welcome Message**

Welcome to Highland Elementary School. Our school is a dynamic environment focused on helping your child acquire the foundational skills necessary for academic and civic success. Our staff is committed to the educational progress and well being of your child. To increase the degree of educational success for each student, it is important that a close working relationship is established between school and home. As parents/guardians, you are our partners in the important job of providing the best education for our students. We encourage you to become an active participant in your child's elementary experience by engaging in regular communication with staff and by becoming an active member of our PTO. Please take time to read our Parent/Student Handbook closely, as it contains important information about school and district expectations. We hope you will join us as partners in your child's elementary journey, and we are happy that your family is part of our school family. We look forward to an exciting and productive 2018-2019 school year.

Sincerely,

Hollis Wroblewski, Principal  
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Erin Millspaugh, Assistant Principal  
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## General Information

### School Hours

School begins at 7:50am and dismisses at 2:40pm. Students may enter the building and classrooms at 7:20am. Students are considered tardy if they enter their classroom after 7:50am. In the event your child arrives at school at 7:50am or later, an adult must accompany him/her to the office in order to obtain a tardy slip. This slip is mandatory prior to your child proceeding to class.

*\*\*It is important that children learn to follow school routines and procedures as these mirror the routines and expectations that students will experience throughout their lives. Student tardiness not only disrupt the child's routine, but also the routine of the entire class and the instruction of the teacher.*

## Attendance & Absences

### Attendance

Good attendance is a habit we want to encourage in all students. Regular attendance gives children the best opportunity to learn and succeed in school and in life. When a child is absent, they miss important instruction that cannot be duplicated through make-up work. Too many absences, excused or unexcused, can keep students from succeeding in school. Research shows missing 10% of the school year—18 missed days or 2 days a month—can knock students off track socially and academically. NC Compulsory Attendance Law requires students to attend school every day unless the student has a valid excuse. Excused absence reasons are listed below. Parent of students who are absent 10 or more days without a valid excuse can be found in violation of the attendance law and face court action. Parents must notify their child's teacher within two days of returning to school from an absence of the reason for the absence in order to be excused.

### Tardy to School

Students are expected to be in their seat, focused, and ready to learn by 7:50 am. Being absent, tardy in the morning, checked out of school early can put pressure on a child, will cause them to miss important class instruction, interrupts class time, and is often embarrassing for the child. Please make every effort to have your child arrive at school on time each day.

### Excused Absences

Board Policy excused absences for the following reasons: 1) illness or injury, 2) quarantine, 3) death in the immediate family, 4) medical, dental, or other health care provider appointments, 5) court or administrative proceedings, 6) religious observances, 7) educational opportunity, 8) local school board policy, 9) absence related to deployment activities.

### If my child is sick:

Students should not be sent to school with fever, vomiting, or diarrhea. If a student is absent, a parent/guardian is requested to call the school as soon after 7:30am as possible to report the absence. Students who become ill at school will remain in the office while a parent/guardian is contacted. In order to avoid exposing other students to germs, students who are ill should be picked up immediately after parent notification. Students who have been sick may not return to school until they have been symptom free of fever, vomiting, or diarrhea for 24 hours without medication in order to prevent the spread of illness. **Parents must send a note or email to their child's teacher explaining the child's absence in order for the absence to be excused. This note does not have to be from a doctor but can be a note or email from the parent.**

### Emergencies at School:

Although it is rare, students sometimes have medical emergencies at school and local emergency services are needed. These emergencies can include incidents such as seizures, asthma attacks, allergic reactions, etc. If emergency services are called for your child and EMS determines a hospital visit is not required, parents will be required to pick their child up from school in order to monitor their health issue at home.

Please note that a student must be present until 11:30am in order to be counted present for the day. Also, please be sure we have updated contact information in case of sickness or emergency. This includes new home phone numbers, cell numbers, and emergency contact numbers.

*\*\*\*If you move during the school year, please inform the front office as well as your child's teacher immediately of your new address. You will be asked to provide proof of residence for your new address so that the Data Manager can update your child's existing contact information. Accurate contact information is critical for timely communication.*

**Medical Appointments:**

Absences due to medical appointments must be documented with a note from the doctor's office to verify the absence/tardy.

**When my child returns:**

When the student returns to school after an absence, a written note and/or email should be sent in within two days of his/her return to school. Text and Dojo messages will not serve as a form of documentation for student absences. The written note or email should include the following: 1) name of child, 2) reason for absence, 3) date(s) of absence, and 4) signature of parent/guardian.

Absences that are not documented by a parent note within two days will be coded as unexcused.

**Excused Educational Absences:**

Excused absences for educational opportunities will be approved in accordance with the above board policy. Parents must provide a written request using the appropriate form to Mrs. Wroblewski at least two weeks in advance in order for a team review of the request. Please contact the front office for an Educational Absence Request Approval Form or visit our website.

The decision to excuse (in part or in full) will be documented with the child's homeroom teacher and data manager for accurate record keeping. Requests received during or after the trip will be denied. For all parents, especially parents of 3-5 students, please do not plan vacations during the weeks of benchmark testing, EOG testing or remediation/retesting weeks. This is highly disruptive to the student and the overall testing process.

**How to make a request:**

Obtain an Educational Absence Request Approval Form from the front office or the Highland Elementary School website. Requests should provide details on how the trip will reinforce the curriculum under study in the current grade of the child. While many experiences are educational, the parameters for an excused absence are intended to reinforce curriculum standards or afford a unique opportunity such as an academic or athletic competition. Please visit the curriculum section of the ABSS website for current grade level standards to align your reason for requesting the time away to grade level standards. Note: Family trips to Disney, long weekends at the beach or mountains as well as family reunions and celebrations are not reasons to request excused absences for educational opportunity.

*The following information will be needed in order to fill out the request form.*

1. *Name of Student*
2. *Home Room Teacher*
3. *Date(s) of trip and number of school days that will be missed*
4. *The educational opportunity that the student will participate in*
5. *Specific grade level standards the trip will reinforce*
6. *Specific activities the child will be engaged with that align with the standards*
7. *Parent contact information*
8. *The request must also acknowledge that nothing could replace the contact time in the classroom and that additional parental support may be needed to complete missed assignments. Missing direct classroom instruction may lead to misunderstandings of content ultimately impacting grades on assessments.*

## Student Health

**Physical Activity Policy**

Alamance-Burlington Schools is committed to providing an environment that enhances the development of lifelong wellness practices. Each school shall provide a minimum of thirty minutes of moderate to vigorous physical activity for all K-8 students daily. Opportunities to participate in physical activity shall not be taken away as a means of punishment, nor shall severe and inappropriate exercise be used as a form of punishment. At Highland, we offer all students two Physical Education classes per week, each lasting 40 minutes. Additionally, every class has a scheduled 30-minute recess time. On days in which a class has scheduled Physical Education class, it is up to the teacher's discretion as to how their scheduled recess time is spent.

**Medication Administration Policy**

The Alamance-Burlington School System **does not** allow a prescription container to suffice as a medical subscriber's signature. The administration of both prescription and nonprescription (over-the-counter) medicines will require a written authorization signed by a parent/guardian and a licensed medical practitioner (physician, physician assistant, or nurse practitioner). By policy, school personnel are forbidden to administer any medication to students unless they have received a properly completed medication form and it has the proper authorized signature. Additionally, the medication must be received in an appropriately

labeled container. There will be *no exceptions* to this policy. Parents may come to school to administer medications at the appropriate time if they so choose. At the end of the school year, please remember to pick up all medication. Two weeks after the last day of school, all medication not picked up will be discarded. Occasionally students may be in need of the use of crutches due to injuries. A note from the doctor stating the diagnosis and the expected length of time the crutches are needed will be required in order for a student to use crutches at school and to maintain safety of the student and others.

### **Head Lice Control Procedures**

The Alamance-Burlington School System has an established procedure regarding head lice. If a teacher/school personnel suspects a student of having lice or nits, the school nurse or trained school personnel will inspect the student's hair. If live lice are detected, the parent/guardian will be notified and the student must be picked up from school. Written instructions will be provided regarding the treatment of lice infestation. If a student has nits only, the parent/ guardian will be contacted. The student may remain in school and written instructions regarding treatment and removal of nits will be sent home with the student. If parents have questions regarding this policy, please contact our school nurse. As part of this procedure, school officials may screen all students for head lice and nits as deemed necessary. Trained personnel will make every effort to ensure confidentiality and prevent embarrassment of student who requires treatment. In an effort to control this problem, parents should conduct periodic checks of their child/children at home. The school should be notified if lice are found. Approximately one week after initial treatment is administered, re-treatment of lice is often necessary. Students are expected to return to school within three days of a lice outbreak. ABSS only allows three excused absences in cases of lice and any consecutive absence after three will be considered unexcused absences.

### **Dental Screenings**

As part of the regular school preventive programs, the public health dental hygienist will conduct dental screenings for all kindergarten and fifth graders. Students in other grades will be screened by the dental hygienist on an as needed basis determined by the school nurse. The screenings will be conducted using non-latex gloves, masks, flashlights and tongue depressors. A letter will be sent home to the parent(s) or guardian of each child with findings. Parents/guardians who do not wish to have their child screened must send a written note to the child's teacher prior to the screening.

### **Annual School Health Screenings**

Each year the Alamance-Burlington School System conducts student health screenings to better serve the students in Alamance County. Hearing and vision screenings are conducted by trained, certified staff members. Blood pressure screenings and Body Mass Index (BMI) screenings may be conducted for special populations in the schools. Parent/guardians and/or school staff may request a screening at any time. The screenings are performed at selected grade levels and parent/guardians may contact their child's school for specific screening dates and times. Hearing screenings are conducted for grades PreK, K, 1, 3, and 5. Vision screenings are conducted for grades 1, 3, 5, 7, and 9. Parent/guardians shall be notified in writing if a student fails a health screening and may need additional evaluation and/or follow up care. Parents/guardians who do not wish to have their child screened must send a written note to the child's teacher prior to the screening.

## **Safe Arrival & Dismissal**

Student safety is our top priority. All of our procedures have been developed to maintain the security and safety of all students. Because of this, we require that all parents follow arrival and dismissal procedures at all times.

### **Child Custody Papers**

It is very important that the office have on file current custody papers. If the papers change in any manner during the school year, notification must be presented in writing to the office immediately. Current documents are mandatory. The office staff will follow the directions of the papers currently on file unless the parent provides documented changes.

### **Early Dismissal & Changes in Transportation**

- If a student must leave school during the day, he/she must bring a note from home indicating the reason for leaving early, including time, date, and parent signature. This note should be given to the student's teacher upon arrival. A parent/guardian must come into the school to sign out a student. Students will be called to the office after the parent/guardian has arrived to pick him/her up. When scheduling appointments for your child/children, please be sure to take into consideration any testing or special activities that may be occurring on that day. We ask that all students leaving early be checked out from the office prior to 2:20pm. If you are picking your child up and it is after 2:20, we ask that you wait in the car circle line for your student/students.
- All changes in transportation must be called in to the front office by 2pm.

## Safety Reminders

- Single Lane Pick Up & Drop Off: Unless directed to do so, do not pass a loading or unloading vehicle in our car rider line. Not adhering to this request poses an increased risk of fender-benders but more importantly places students in an unsafe situation as they are entering or exiting their cars.
- Cell Phone Usage: Please refrain from using your cell phone once you are in the student pick-up/drop-off area. This is to ensure student safety, staff safety, and that drivers are alert to the children.
- Smoking: Highland Elementary is a tobacco-free campus. Please refrain from using tobacco products in vehicles while on Highland's campus.

## Arrival

- Students who arrive by car are to follow the established traffic pattern, and proceed through the car circle area. Staff members will be on duty to help students exit the cars and enter the building in a safe and efficient manner. Parents who choose to walk their students into the school in the mornings are asked to park in the school parking lot in a designated space, and escort their child/children across all crosswalks. For safety purposes, it is mandatory that parents utilize the crosswalks when walking students into the building in the mornings.
- Please do not pull up into the parking lot near a crosswalk and let your child out in order to avoid car circle traffic. This causes additional traffic congestion and creates serious safety concerns. We ask that you utilize the car circle drop off as designed, or park and escort your child safely across the crosswalk.
- We encourage all parents to help us foster students' independence by allowing them to enter the building and make their way to the classrooms on their own. Please do not hold an impromptu conference with your child's teacher first thing in the morning. This prohibits a timely and on-task start to the instructional day.
- Due to the number of car riders in the morning, if you wait until 7:45-7:50 to arrive, you stand an increased chance of your child being tardy. After 7:50, the building doors will be locked and an adult must accompany him/her to the office in order to obtain a tardy slip.
- For safety, do not drop your child off to stand outside the door in the morning until staff members are present to begin our car rider line procedures. Please utilize our morning care.

## Dismissal:

- Students going home by car will be escorted to the front of the school by a staff member where they will wait with their classmates for their names to be called over the loudspeaker. Parents are asked to drive up, using both lanes, and wait behind the designated area. School personnel will funnel cars single-file to the area where students are waiting. Parents are asked to have a Highland-Issued Car Rider Tag visible for the person who is directing students over the loudspeaker.
- Parents must remain in their car and are NOT allowed to park and walk-up to pick up their child/children at the end of the day from the student dismissal area. This poses a threat to student security for all students. Safety is of utmost importance; therefore, following arrival and dismissal procedures is mandatory.
- School staff members have after school responsibilities that begin at 3:00pm which require them to be present at meetings. If a child is not picked up by 3:10pm and we have not heard from a parent/guardian, a phone call may be made to local authorities. If you are not able to pick your child up regularly, please make other arrangements for after school care.

## Before & After-School Care

All children who arrive before 7:20 a.m. will be supervised in the gym according to the guidelines outlined for our "Early Bird Program." A separate letter regarding this program will be sent home during the initial days of school. Additionally, Highland Elementary operates an after-school program on our campus. Daycare service is available from dismissal time until 6:00pm. To enroll in this program, please stop by the office and register your child. Please do not drop off your child before 7:20am if they are not enrolled in the Early Bird Program, as they are not allowed in the building and will be unsupervised.

## Conduct & Safety

Highland Elementary School takes pride in the positive learning environment that is created by its students, staff, and visitors. Everyone is asked to do their part in observing common courtesy and in being mindful of their responsibility to the overall atmosphere at Highland. This means that all persons on campus are asked to observe appropriate behavior, dress, and effort to maintain a positive learning environment for our children. Severe disruptions could constitute an administrative decision that would no longer permit someone to be on the campus of Highland Elementary School.

## Student Dress

We ask that students dress comfortably, however, they must dress modestly. No obscene/inappropriate language or advertisements may be on clothing. Head coverings (hats, bandanas, or sweatbands) and sunglasses may not be worn to school unless approved for a special purpose by the principal. The hood of a sweatshirt or jacket can not be worn over a student's head while in the building unless approved for a special purpose by the principal. No clothing is to be worn in such a manner that exposes undergarments. Clothing that interferes with the learning process or causes a disruption will not be allowed. This includes bare midriff shirts, backless shirts, or halter-tops. Additionally, shorts should be a minimum of "fingertip" length. If inappropriate clothing is worn, parents will be called and asked to bring suitable clothes for their child. On days that students have P.E., they must wear tennis shoes in order to safely participate.

## Bus Transportation and Behavior

State school buses will transport eligible students to and from Highland Elementary. To ride a school bus is a privilege and not a right. The privilege may be taken away based on a student's conduct. Safety is of primary importance to our bus drivers; therefore, in addition to the school-based enforcement of bus safety, parents are asked to discuss with their children the necessity of good behavior while they are waiting for, and riding on, the bus. Misbehavior, inclusive of but not limited to, the following rule violations could lead to suspension from the bus for a designated period of time.

1. Delaying the bus schedule
2. Fighting, using profanity, or refusing to obey instructions of school authorities or a school bus driver while riding the bus
3. Tampering with or doing damage to the bus
4. Refusing to meet the bus on time at designated stops
5. Unauthorized leaving the bus when en route between home and school
6. Getting out of the seat; horseplay; throwing objects; harassing others; bullying others; communicating threats; excessive noise; or otherwise distracting the driver's attention
7. Failure to follow established safety rules
8. Willfully trespassing upon a school bus
9. Standing while the bus is in motion; changing seats; putting head/hands out windows; throwing objects out of windows; or other unsafe behavior
10. Violating any other rule of the ABSS Code of Student Conduct while on the school bus

## General Transportation Rules

- If your child is leaving school in a manner different from his/her established routine, it is imperative that your child's teacher is notified in the form of a note signed by you, or that verbal notification is given to the school in a timely manner. NO child, under ANY circumstances, will be allowed to leave school in any manner other than their established routine, without proper notification.
- Due to bus capacity limitations and the impact that adding and deleting students has on the drivers' routes, we ask that you NOT put your child on the bus in a "periodic" or "once in awhile" manner; rather, please establish a consistent transportation routine for your child. It is not possible to put a child on a bus as a 'last minute' option in that bus routes have to be rewritten in a manner that adheres to transportation policies.
- If you would like for bus transportation to be your child's consistent transportation routine, please fill out a transportation form (located in the office), and allow 3-5 days for this addition to be added to the route. You will be notified of the bus number and approximate pick-up and drop-off times as confirmation of your request.
- Students may not ride the bus if the required ABSS bus transportation form has not been submitted and approved.
- If you opt to remove your child from a bus route, please notify the Assistant Principal immediately. Bus routes and seating capacity are closely monitored, and subsequently routes are impacted by the addition and deletion of students.
- Transportation is granted to students who have addresses that are within our transport zone. If any other address is listed for your child, the Transportation Department will not allow your child to be transported by bus.
- Students cannot be transported to any address other than the one listed as their home address (This is inclusive of, but not limited to the following: grandparents, friends, babysitters, etc...)

## Field Trips

In order to ensure the safety of all students, especially on field trips, Highland has specific guidelines regarding student transportation during field trips. Below are some frequently asked questions and answers regarding our field trip guidelines.

- **Question:** Can a parent transport their own child to a field trip? **Answer:** *No, they need to ride with the group to the destination together. This helps the teacher record attendance accurately, ensures consistent arrival time to the destination, and helps in keeping students together.*

- **Question:** Can a parent transport their own child and another child to a field trip if we have permission from the other child's parent? **Answer:** *No, they need to ride with the group to the destination together. This helps the teacher record attendance accurately, ensures consistent arrival time to the destination, and helps in keeping students together.*
- **Question:** Can a parent sign their own child out at the end of the trip and transport them home? **Answer:** *Yes*
- **Question:** Can a parent sign their own child and another child out at the end of the trip and transport them home if we have written permission from the other child's parent? **Answer:** *Yes*

### School Rules

The Alamance-Burlington School System has a “Student Code of Conduct” which applies to all students in the system. A copy of these policies will be sent to parents. Highland Elementary students are held accountable, not only for their individual learning choices, but also their behavioral choices. This means that, as in life, actions have consequences; therefore, it is the personal responsibility of students to make appropriate choices as those choices directly correlate to students’ academic success. Highland Elementary School employs a school-wide behavior system whereby each student brings home a weekly/daily behavior notification.

Our staff has developed school-wide expectations and rules as part of our transition to becoming a Positive Behavioral Interventions & Supports (PBIS) school. The following expectations have been established:

#### ***Highland Hawks will REACH goals by using:***

- R:** Respect for self and others
- E:** Effort—doing their best
- A:** Accountability
- C:** Control over all actions
- H:** Honesty at all times

In addition to these overarching expectations, the staff developed specific rules and procedures for a variety of school settings. These rules and procedures are posted throughout the school. Our goal is for students to develop the ability to make appropriate choices every day, and to take responsibility for their actions. The classroom teacher will establish a regular pattern of communication regarding student behavior. Should a pattern of poor behavior become evident, a referral to our Multi-Tiered System of Supports (MTSS) Team will follow. Just as we focus on meeting students’ academic needs through the MTSS process, we will also meet students’ behavioral needs through the same steps.

### Weapons

Possessing any form of weapon or “look-alike” weapon is in violation of North Carolina law and Alamance-Burlington Board of Education policy. If a student brings or possesses a weapon on any school-owned property, he/she could be suspended for one calendar year. Weapons include guns, knives, blackjacks, brass knuckles, slingshots, or any other instrument that could be used as a weapon. Please read your ABSS Student Code of Conduct carefully for more detailed information.

### Toys, Electronics, iPods, Etc.

We do not allow students to bring cell phones, pagers, toys, iPods, PSPs, or any other electronics to school due to the potential for disruption of instruction and the possibility of becoming damaged or lost. Additionally, trading cards (Yu Gi Oh, PokeMon, etc.) are not allowed on campus. Your child’s teacher will notify you should any of these items be found in your child’s possession. If it happens more than once, the items will be collected and kept in the office until such time as you can come to retrieve them for your child. Should a reward or special day permit a student to bring such items to school, please be sure that they are clearly labeled with your child’s name. We encourage you not to send expensive items to school, as we cannot be responsible for their care.

## Academic Information

Our teachers take great responsibility for the academic growth of all students. We welcome parents/guardians to fully immerse themselves in their child’s education.

### Academically and Intellectually Gifted (AIG) Program

Differentiated lessons, independent study, cluster-grouping, accelerated assignments, or classes with the AIG specialist are the types of learning experiences we offer our AIG students in the elementary and middle schools.

### AIG Referrals

- Students in kindergarten through eighth grade may be referred for evaluation by a teacher, parent/guardian, or a school administrator. Referrals must be made in writing (or emailed) to the principal of the child's school. The deadline for these referrals is the last day school is in session before the Thanksgiving break. Multiple indicators of academic/intellectual giftedness are considered.
- Children in kindergarten through second grade should be referred for evaluation only if there is a clear need for instruction that is consistently two or more grade levels above the current grade or requested admission grade. The AIG committee will consider all of the above indicators, in addition to the social, emotional, and developmental needs of the student and will determine if the student requires further assessment.
- District-wide screening for third grade children occurs during the fall of each school year. Currently, ABSS uses the Cognitive Abilities Tests. AIG specialists at each elementary school analyze the results in reading and/or mathematics. In fourth grade and above, students who scored 85% or higher on End-of-Grade (EOG) tests from the previous school year are screened to determine if they should be tested for gifted services.

### **Progress Reports**

Progress Reports are sent home once every nine weeks in the middle of the reporting period.

### **Report Cards and Conferences**

Report cards are sent home at the end of each nine weeks. Parents are encouraged to read these reports carefully. All parents will be asked to attend a conference after the first nine weeks to meet with their child/children's teacher(s) to discuss student progress. Kindergarten students receive report cards at the end of the second and fourth nine weeks and parents are notified to come in for a conference after the first and third nine weeks. The purpose of all report card conferences is to strengthen the home/school connections and share information pertinent to student progress. It is imperative that parents make every effort to attend these conferences as scheduled.

Additionally, conferences between parents and teachers are strongly encouraged by the school administration. Teachers may ask parents to attend a conference beyond the mandatory scheduled conference(s). Please notify your child's teacher by phone, letter, or e-mail to set up a date and time to meet.

*\*\*\*Please do not hold an impromptu conference with your child's teacher first thing in the morning. This prohibits a timely and on-task start to their day, as well as their students' day. Instead, we ask that you always schedule a time to meet so that the teacher can grant you his/her full attention in addressing your concerns.*

## **School Lunch Program**

### **Free or Reduced Lunch**

During the first week of school, all children are given an application for free and reduced lunch. Only those who wish to apply need to return the forms. Students who qualify for free or reduced lunch assistance do so anonymously. Teachers and other students are not aware of the qualification status of students. If you need help with completing the application, please contact the cafeteria manager or school social worker. We encourage all families to apply for free or reduced lunch.

### **Breakfast and Lunch**

Menus will be sent home each month.

- Breakfast is served each morning from 7:20-7:50. The cost of a student breakfast is \$1.50.
- Lunch for students costs \$2.60 per day. This does not include extra food and drink they may wish to purchase. If you do not wish for your child to purchase extras such as chips, drinks, ice cream, etc...you may have your child's lunch account "flagged" to indicate your preferences. If your child has specific dietary needs, please contact our Cafeteria Manager, Phyllis Cockman so she may assist you. If your child cannot drink milk, we must have a doctor's note, as milk is a mandatory part of a complete school lunch. If warranted, juice will be provided in lieu of milk.
- Payments can be made by cash or check payable to Highland Elementary School Cafeteria. Please ensure that all school payments are placed in an envelope or ziploc bag labeled with your child's name. Payments can also be made with a credit card at [www.lunchprepay.com](http://www.lunchprepay.com). Students with cafeteria debt will not be allowed to participate in extracurricular activities. Please note: There will be a \$25.00 charge on checks returned for insufficient funds in accordance with school system policy.

No soft drinks will be allowed at any time.

## Visitors

Parents and visitors are always welcome at Highland Elementary. Prior to traveling throughout the building, we require all parents, volunteers, and other visitors check in at the office and obtain a Visitor's sticker. For safety reasons, please make sure the sticker is easily visible to all staff. We will not interrupt your child's class to deliver messages, money, lunches, homework, etc. Instead, we will deliver this type of information to your child at a time when we know it will be least disruptive to your child's education and the classroom environment.

### Lunch Visitation

Parents are always welcome to eat lunch with their child/children. We ask that you come during your child's scheduled lunch period and sit with him/her in the Visitor's section of the cafeteria. We ask that you do not invite your child's friends to join you for lunch at the Visitor's Tables as there is limited space and this practice can lead to hurt feelings among other children in the class. Further, we ask that you do not bring in outside food for any student other than your own child.

## Celebrations

- Classroom Celebrations: Each classroom will have two classroom celebrations per year. These celebrations will consist of a "Winter Celebration" and an "End-of Year Celebration." Your teacher or room parent will notify you as to when these celebrations will occur and what the individual classroom needs are.
- Drop off Treat Days: The school's Leadership Team will also establish dates and times that parents may drop off "treats" for other special holidays. Drop-off treats mean that the "treat" is distributed in a manner that does not disrupt instruction. *There will not be a class celebration on these dates.*
- Student Birthdays:
  - Birthday Treats: Parents wishing to drop off birthday treats for the class in honor of a student's birthday are welcome to do so. This needs to be coordinated ahead of time with the teacher. Treats will be distributed by the classroom teacher at a time that does not interrupt the instructional day. Please check with your child's teacher to determine if there are any classroom allergies that should be considered when purchasing treats for the class.
  - Party Invitations: In an effort to prevent hurt feelings with our students, private party invitations (inviting only selected classmates) should be sent through the U.S. Mail instead of passing them out at school. Invitations being issued to ALL class members could be passed out at school. School staff members are NOT permitted to give out personal student information (email, addresses, phone numbers).
- Food for Celebrations: Treats for celebrations cannot be brought to the cafeteria during lunch per ABSS food service guidelines. No homemade food items are allowed. Special food from off campus (like pizza) cannot substitute food service offerings.

## Inclement Weather

If school must be closed early or canceled due to adverse weather conditions, the decision will be made by the Superintendent's office. Information about school closings or a change in schedule will be announced through the ABSS ConnectEd phone system and/or announced before 6:30am on the following television stations: WFMY-2, WTVD-11, FOX-8, WXII-12. If schools are to operate on schedule, no announcement will be made. In case of early dismissal due to inclement weather, please have plans in place and notify your child's teacher of how your child will be getting home. (It is important to check with your child's daycare provider, if applicable, as some daycares close and some remain open.) It is important to have an established plan for your family as our phone lines will be busy and we cannot allow students to call parents.