PARENT HANDBOOK

HIGHLAND TERRACE
ELEMENTARY SCHOOL
SHORELINE SCHOOL DISTRICT
2016-17

Grade 5

- ❑ 1 inch wide 3-ring binder
- ❑ 1.5 inch-wide 3-ring binder (not 2 inch)
- ❑ 1 package of wide lined notebook paper
- ❑ 2 large glue stick
- ❑ 3 dozen #2 Ticonderoga pencils
- ❑ 1 pencil pouch
- ❑ 2 large erasers
- ❑ 3 different colors of highlighters
- ❑ Water base felt pens
- ❑ Colored pencils
- ❑ 1 small pencil sharpener
- ❑ 1 box of crayons (16 in a box)
- ❑ 1 pair of Fiskars scissors
- ❑ Standard /metric ruler
- ❑ 1 large box of Kleenex
- ❑ 4 composition notebooks (sewn binding, not spiral)
- ❑ Pkg. of 8 ½x11, 20# white paper
- ❑ Headphone or ear buds
- ❑ 2 pocket folders with pockets

Grade 6

- ❑ 1.5 inch wide, 3 ring binders
- ❑ 3 packages of wide lined notebook paper
- ❑ 3 large glue sticks
- ❑ 3 dozen #2 Ticonderoga pencils
- ❑ Broad and fine tipped water base felt pens
- ❑ 1 box of Crayons
- ❑ 1 box of colored pencils
- ❑ 5” sharp Fiskars
- ❑ 1 large box of Kleenex
- ❑ 2 spiral notebooks
- ❑ 1 Standard / metric ruler
- ❑ 1 Pkg. of 8 ½x11, 20# white copy paper
- ❑ 1 headphone or ear buds
- ❑ Inexpensive calculator (optional Item)

Grade 3

- ❑ 1 box of 12 or 24 colored pencils, sharpened
- ❑ 2 pencil pouches (no box, please)
- ❑ 1 box of 24 crayons
- ❑ 3 large glue sticks
- ❑ 2 wide-ruled spiral notebook
- ❑ 2 composition books
- ❑ 1 pair of scissors - 5" sharp Fiskars
- ❑ 1 fine tipped yellow highlighter pen
- ❑ 2 coated (polyproplylene) folders – pockets on bottom
- ❑ 2 dozen #2 Ticonderoga pencils
- ❑ 2 red pencils or pens
- ❑ 2 Pink Erasers
- ❑ 1 pkg. of 8 ½x11, 20# white copy paper
- ❑ 1 headphone in a zip lock bag, marked with your child's name
- ❑ 1 pkg. of Clorox wipes
- ❑ 1 box of Kleenex
- ❑ 1 bottle of Elmer's glue
- ❑ 1 box of Crayola Classic broad tip markers
- ❑ 1 one-inch 3 ring binder w/pockets

Grade 4

- ❑ 3 wide ruled composition notebooks
- ❑ 3 large erasers
- ❑ 5 coated (polypropylene) folders (pockets on bottom)
- ❑ 4 large glue sticks (continue on back)
- ❑ 3 dozen #2 Ticonderoga pencils
- ❑ 1 plastic pencil box
- ❑ 2 box of colored pencils
- ❑ 5" sharp Fiskars Scissors
- ❑ 3 Flair Fine-tip red pens
- ❑ 2 yellow highlighters
- ❑ Pkg. of 8 ½x11, 20# white copy paper
- ❑ 1 large box of Kleenex
- ❑ 2 containers of Clorox wipes
- ❑ 5 Spiral notebooks-100 wide ruled sheets
- ❑ 1 headphone (labeled with name)
- ❑ 1 water bottle
- ❑ 2 boxes of colored markers
- ❑ 1 box of ziplock bags – gallon size
- ❑ 1 box of ziplock bags – sandwich size

Highland Terrace Elementary School
100 N. 160th Street
Shoreline, WA 98133
Schools.shorelineschools.org/Highland_Terrace/
(206) 393-4341 ext 1 (Attendance)
(206) 393-4341 ext 4 (Office)
(206) 393-4348 (FAX)

Welcome to Highland Terrace! We hope this handbook will be helpful to you in explaining practices and procedures here at school. The school Discipline and Homework policies are in separate pamphlets, which will be coming home in the "First Day" packets. If you have any questions about these, please call our school office at (206) 393-4341.

Our office is open between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. If you would like to have a tour of the school, please call our office and we will be happy to arrange this for you.

The staff at Highland Terrace is committed to providing an outstanding educational environment for each student. We invite your cooperation and assistance, and look forward to working in partnership with you this coming year.

Sincerely,

Staff of Highland Terrace Elementary

HIGHLAND TERRACE SCHOOL

VISION AND MISSION STATEMENTS

Vision – Our work to ensure high academic achievement for our students, to foster personal responsibility in community, and to provide our students with opportunities to extend, explore and apply knowledge and skills, will prepare them well for their lives in the 21st century.

Mission –
Academic Excellence: At Highland Terrace we create a strong academic foundation with quality curriculum taught by highly skilled teachers. Each child's journey through our school is thoughtfully planned and monitored to ensure that he or she is making growth and is achieving at his or her highest potential. When a student is not progressing, teams of teachers and staff members work closely together to create systems of support.

Responsibility: At Highland Terrace, we foster a sense of responsibility in our students by teaching modeling, and acknowledging what it means to be responsible for our work, for our actions, and as members of our community.

Extending, Exploring, and Applying Knowledge and Skills: At Highland Terrace, we believe that students need to be able to apply knowledge and skills in a variety of contexts to be successful in the 21st center. We emphasize comprehension, problem solving, and communication across our curriculum. We also provide meaningful enrichment and extension experiences before, during, and after the school day. You can find descriptions of the extension experiences for all of our grade levels along with the associated communications skills by visiting our Grade Level Extension and Communication Experience page.

Grade 1

- ❑ 3 ring plastic-coated ½ inch binder with inside folder pockets
- ❑ 1 dozen #2 Ticonderoga pencils
- ❑ 1 container of Clorox anti-bacterial wipes
- ❑ 1 Pkg. of 8 ½x11, 20# white copy paper

These items should be clearly labeled with your child's name

- ❑ 1 8 X 5 inch pencil box
- ❑ 1 Scissor 5" Fiskars
- ❑ 1 Box of 24 crayons
- ❑ 10 large glue sticks (no colors)
- ❑ 1 box of Kleenex
- ❑ 1 packet of assorted stickers
- ❑ Students w/last name A-M 1 pkg of sheet protectors
- ❑ Students w/last name N-Z 12oz. bottle of hand santizers
- ❑ Headphone (no ear buds, please)in a zip lock bag, marked with your child's name

Grade 2

- ❑ 2 sturdy plastic pocket folders (pockets on bottom)
- ❑ 1 dozen #2 Ticonderoga pencils
- ❑ 1 plastic pencil box 9"X6"
- ❑ 5" sharp Fiskars scissors
- ❑ 4 glue sticks
- ❑ One 1 inch 3 ring binder with pockets
- ❑ 1 Pkg. of 8 ½ x11 white copy paper
- ❑ Headphones with name labels (no earbuds)
- ❑ 4 large erasers
- ❑ 1 box of crayons (max of 24)
- ❑ 1 box of colored pencils (max of 24)
- ❑ 1 box of Kleenex
- ❑ 1 container of Clorox wipes
- ❑ Wide ruled spiral notebook
- ❑ 12 oz. hand sanitizer bottle
- ❑ 1 Wide ruled composition notebook
- ❑ 1 pack of small stickers
- ❑ 1 box of Ziplock Bags
  - ❑ Students w/last name A-M – 1 box Gallon Size
  - ❑ Students w/last name N-Z – 1 box of Quart Size

2016-17 SUPPLY LIST

Blended Program primary - Room 4 and Room 6

- ❑ 1 box sandwich size
- ❑ 1 box gallon size plastic bags
- ❑ 1 plastic pencil box size 9"X6
- ❑ 1 box of large felt tip pens
- ❑ 4 large glue sticks
- ❑ 2 large boxes of Kleenex
- ❑ 12 oz. unscented hand sanitizer
- ❑ 4 boxes of Clorox wipes
- ❑ Pkg. of 8 ½x11, white copy paper
- ❑ 1 box of community snack (pretzels, crackers, etc.)
- ❑ 1 package of baby wipes

Blended Program intermediate – Rm 16

- ❑ 20 small glue sticks
- ❑ 8 large boxes of tissues
- ❑ 8 - 8 oz. unscented Hand Sanitizer
- ❑ 4 container of Clorox Wipes
- ❑ 2 Ziploc Bags (sandwich size)
- ❑ 2 Pkg. of 8½ x11, 20# white copy paper
- ❑ 3 Boxes of community snacks
- ❑ 1 Box of gallon size zip lock baggies
- ❑ 1 plastic pencil box
- ❑ 1 dozen pencils
- ❑ 1 bottle of Elmer's glue

Kindergarten

- ❑ 20 small white glue sticks (Brand-Avery Permanent Glue)
- ❑ 1 Box of Kleenex
- ❑ 12 oz. unscented hand sanitizer
- ❑ 1 large canister Clorox Wipes
- ❑ 1 Pkg. of 8 ½x11, 20# white copy paper

These items should be clearly labeled with your child's name

- ❑ 1 Box of **Crayola Classic** Broad Tip
- ❑ 1 box of **Crayola Classic** fine tip markers
- ❑ 1 box of 24 **Crayola** crayons (please label box)
- ❑ 1 Plastic pencil box 9"X6"
- ❑ 3 sturdy pocket folders (pockets at the bottom)
- ❑ Headphones (no ear buds) Please remove them from package

ORCA PRIDE – ALL THE WAY

We are the HIGHLAND TERRACE ORCAS,
We always strive to be our best.
On the field or at our desks,
Give us a job and we will pass the test.
We are the HIGHLAND TERRACE ORCAS,
Learning and growing each day.
So give a great big cheer
For ORCA pride is here.
ORCA pride—all the way!

Rising high above the waters,
Inner strength and unity
Intelligent and caring
Working together in community.
We are the HIGHLAND TERRACE ORCAS,
Learning and growing each day.
So give a great big cheer
For ORCA pride is here.
ORCA pride—all the way!

ACCIDENTS
If a student is injured at school, the nurse or other adult competent in first aid will give him/her emergency first aid treatment. If the injury is serious the parents will be called immediately. If we are unable to contact parents, those persons listed as emergency contacts will be called. It is extremely important that contact information is kept up-to-date. **Please call the school secretary with changes as necessary.**

ARRIVAL AND DEPARTURE FOR REGULAR SCHOOL DAY
Students should not arrive at school before **9:00 a.m. unless they ride the bus or have breakfast at school.** Playground supervision is provided at 8:45am. After dismissal for the day at **3:30 p.m**. it is expected that students go directly home. Exceptions to this rule must be arranged between teachers and parents. The school grounds are not supervised after school hours. An adult crossing guard is on duty 15 minutes before school starts and at dismissal time at 160th and Greenwood Ave. N. Students should not arrive at school crossings before these times. Parents are asked to remind their students to obey the patrols at all times. ***Safety of all students*** is the primary goal of the Highland Terrace Safety Patrol. (See "**CHANGE IN ARRIVAL AND DEPARTURE**")

ATTENDANCE
To take full advantage of the academic day we are providing for your child, please schedule appointments during early release days, before or after school, and during vacations.

ATTENDANCE LINE
Please call the school if your student is ill or will be absent on a given day at (206) 393-4341 ext 1 during school hours or leave a message on the 24-hour attendance line. Your call/message assures us that your child is safe. Absences that are considered "excused" include participation in school-approved activities, and those due to illness, health conditions, family emergencies, or religious purposes. In addition, parent-approved activities may be counted as excused. When we don't receive a note or call from a parent we are required to mark an absence as unexcused even though it may be for one of the reasons above.

BICYCLES
Students in Grades 4-6 may ride bikes to school. Parent permission is required. Bicycle registration forms must be completed and on file in the school office before students ride bikes to school. Forms are available in the school office. HELMETS ARE REQUIRED. Bikes must be walked, on school grounds and locked to bike racks during the day. Bike racks are off-limits during school hours. -3-

SHORELINE SCHOOL DISTRICT

BOARD OF DIRECTORS

Mike Jacobs

Debi Ehrlichman

David Wilson

Dick Nicholson

Dick Potter

Superintendent . . . . . .Rebecca Miner

VOLUNTEERS

If you plan on volunteering in your child's classroom, on a field trip, in the library, or in some other capacity involving students, you must complete a Washington State Patrol Volunteer Background check form. We will also need a copy of your drivers' license. This form must be completed each year even if you filled out one last year. We invite you to attend our volunteer orientation held each fall.

We know that many of you would like to volunteer at HT, but due to your work schedules, are unable to do so on a regular basis. If you find yourself with a few free hours, consider volunteering in the library. Parents can help set up displays and bulletin boards. You can help students check-in and check-out books. The librarian appreciates help shelving, repairing, and laminating books any time.

WALKING SAFETY

Our Crosswalk advisor and safety patrol students are directing students before and after school everyday for their safety. Students need to follow their directions to cross the busy streets safely.

WITHDRAWALS

In order to facilitate a smooth transition and timely transfer of records, written notice to the school office when moving from the area is necessary. Please let us know a week ahead, or as soon as possible.

BULLYING

The Shoreline School District is committed to a safe, civil learning environment where all students, employees, volunteers, parents and patrons work, learn, and participate in an environment free from harassment, intimidation, and bullying/cyberbullying. "Harassment, intimidation or bullying/cyberbullying" means any intentionally written message or image, including those that are electronically transmitted, a verbal or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080 (race, color, national origin [including language], sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability), or other distinguishing characteristics, when the act:

- physically harms a student or damages the student's property; or
- has the effect of substantially interfering with a student's education; or
- is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- has the effect of substantially disrupting the orderly operation of the school.

For more information, please see School Board Procedure 3308P, "Prohibition of Harassment, Intimidation, and Bullying/Cyberbullying"

BUS TRANSPORTATION

School buses are operated for students living in our attendance area. Every effort is made to live up to the motto of the transportation department, "Safety, Comfort, and a Reasonable Amount of Promptness," in that order. Parents are urged to go over the bus rules with the students. Bus rules are sent home in the first day packet. **All bus riders must have a note if they are taking a different bus OR getting off at a different stop**. All notes are valid for one day at a time and must be cleared through the student's teacher and office.

CELL PHONES

Cell phones may be brought to school ONLY if they are turned off and left in your student's backpack. Students may check their cell phone messages after school, if necessary. If cells phones are removed from student backpacks during the day, the phone will be confiscated. The student can then pick up the cell phone in the office at the end of the day. Any phone calls that need to be made by students during the school day need to be made on school phones. If you need to get a message to your child during the day, please contact the office and the message will be relayed. As we are responsible for your student, we need to know any changes to his/her regular routine. -4-

Parents: While you are a part of the learning environment, please refrain from using your cell phone in the building, hallways, and foyers and please remember to turn off your cell phone ringers.

CHANGE OF STUDENT'S ARRIVAL/DEPARTURE

If there is a change in your child's daily schedule, let us know by writing a note. The note should include the name of your child, your child's teacher, the date of change, the reason, and your signature. Have your child bring this note to school on or before the day of the schedule change. We will make copies to give to the teacher, bus driver, nurse, etc. Your note allows us to effectively direct your child, so that they are in the right place at the right time. All bus riders must have a note if they are taking a different bus or getting off at a different stop.

As much as possible, please try to prearrange any changes in your student's schedule before he/she arrives at school. We are committed to the safety of all 500+ students at Highland Terrace and it becomes difficult to track all the students when changes occur during the day.

To ensure that only an authorized person removes a student from school, parents are requested to clear the release of their student through the school office. Please come to the office to sign your student out. Only parents/guardian or individuals listed as emergency contacts will be allowed to pick up a student.

CLUBS AND ACTIVITIES

Students may participate in several after school clubs and activities offered throughout the year. Invitations will be sent home for information, sign-ups, permission slips, etc. Parents are responsible for arranging transportation and must pick up students on time.

CONDUCT REPORTS

The school Conduct Report is a way of communicating to parents/ guardians that a student is not following school rules. A serious infraction will be written up by the supervising adult and sent home for your signature. We expect this form to be returned the next day. If you have any questions, please contact your students' classroom teacher. Students are expected to:

- Obey school safety rules
- Treat others with respect, cooperate with adults, and follow directions
- Respect and care for school property and property of others
- Not to hurt others.

TELEPHONE

Student use of the telephone is limited to emergency cases only. If you need to contact your student, please call the office and we will get a message to your student. **After school arrangements should be made before your student comes to school**. (See "**CELL PHONES**").

VISITATIONS AT SCHOOL

Parents are welcome to visit school to observe their student at work in his/her classroom. Here are some suggestions on how to get the most out of your visit.

- Schedule an appointment with the teacher so that an assembly or activity outside the classroom does not interrupt the visit. Just 'dropping in' is disruptive to the learning environment.
- Check in at the office to notify them of your presence in the building. Sign in on the visitor sign-in sheet and wear a visitor's badge.
- As you quietly enter the learning environment, please realize that the teacher may not immediately acknowledge you, as the class will probably need his/her undivided attention.

Do not expect to conference with the teacher during your visit. Please make an appointment for a private conference if you wish to discuss your student's progress or other issues.

VISITORS TO HIGHLAND TERRACE

Visitors are always welcome at our school. For safety reasons, it is necessary to know who is on our school grounds at all times during the school day. In case of an emergency, we need to account for everyone in the building. **All** visitors must check in at the office before proceeding to their destination. When you are ready to leave, return to the office to sign out.

We are not able to honor requests for students to have friends and out of town guests visit during class time. If you would enjoy coming for a visit, please come by the office and sign in during these times:

K, 1, 1/2 split:	Lunch 11:35-11:55, recess 11:55-12:20
Gr 2, 2/3 split, 3:	Lunch 12:00-12:20, recess 12:20-12:45
Gr 4-6:	Lunch 12:25-12:45, recess 12:45-1:10

REPORT CARDS

Report cards are issued to all students two times each year. In order to more satisfactorily report on student progress, parent-teacher conferences are scheduled during October and March with the parents of each student in grades K-6. Additional conferences may be scheduled as the need arises through the year.

STUDENTS RIGHTS AND RESPONSIBILITIES

The Shoreline School Board has adopted policies related to the Rights and Responsibilities of students. The District will send copies of this document home to parents at the beginning of the school year.

STUDENT RECORDS

Information about the content of student records and procedures the district follows in maintaining, releasing and destroying pupil records can be obtained from the school. Contact the office for more information.

STUDENT STUDY TEAM

The Student Study Team is a group that meets to discuss the needs of an individual child and partners with parents to create a plan of action to better meet those needs. The SST is more than a group; it is a process that promotes understanding and cooperative effort to provide the best possible education for each child. Anyone may refer a child to the SST by contacting the child's teacher, principal, school psychologist, school counselor or any SST team member.

TARDINESS

Students should be at school between 9:00-9:05a.m. Students are considered tardy if they are not in their classrooms at 9:10a.m. Tardy students should stop in the office for an "Admit" slip before going to class in order to correct their attendance from "absent" to "tardy." If a student's tardiness becomes frequent or disruptive, the school will:

- Notify the parents by letter and request parent cooperation and assistance if a student is frequently tardy.
- Teacher will contact the parent if tardiness continues in order to work out a plan for correcting the problem.
- For additional tardiness, students may be assigned make-up time during their recess.

DAYCARE

Shoreline Children's Center operates the on site before/after school care. This program operates on regularly scheduled school days. Care will be provided when students are out of school on early release days and during parent teacher conferences. For more information call (206) 393-4256.

DRESS CODE

Dress and appearance must not present health or safety problems or cause disruption. Examples of inappropriate clothing may include, but not limited to, that which uses obscene, sex, drug- or alcohol-related and gang related messages. Please keep in mind that students are active in PE and recess on a daily basis, therefore open backed shoes (flip-flops) are not a safe option. Please consider having your child wear shorts or tights underneath skirts/dresses to allow for playing on school equipment and fully participating in PE. At Highland Terrace, no hats are worn inside the building. See School Board Policy and Procedure #3224, "Student Dress" for more information.

EMERGENCY INFORMATION

It is critical that you provide updated emergency contact information. If your student is sick or injured and we are unable to contact you, we need to know whom else to call. Also, if there is an early dismissal of school due to weather conditions or disaster, we need to know people who are authorized to pick up your student. Students will **only** be released to individuals who are listed on your emergency form. We ask that you give us the names of five people as emergency contacts.

EMERGENCY SCHEDULE CHANGES

Our first concern is always the welfare and safety of the students. The following options may be used for emergency conditions:

- Shoreline Schools Closed
- Shoreline Schools Open: 2 hours late (limited bus transportation)
- Emergency Dismissal: schools closed early – students sent home.

All schedule changes will be announced on radio, TV stations, the district website, and school messenger. A special Emergency Procedures Bulletin will be coming home to parents in the fall giving details of schedule changes, transportation changes and related procedures made necessary by weather or other emergencies

FIELD TRIPS
Field trips are carefully and intentionally selected to enhance units of study. Transportation for field trips is by school bus or walking. Signed permission slips are required for students to attend even when parents are chaperones on the field trip. There are admission and transportation charges for field trips that parents will be asked to pay. Scholarships are available for students on free/reduced lunch, or for special need. Please call the school office for information on scholarships.

HALLWAYS
The design of our building includes a beautiful open library, and pods outside of many classrooms. We utilize all of these areas as learning space. Staff work very hard to teach students how to move through the building while still respecting the learning environments-both inside and outside the classrooms. Visitors are asked to do the same by using quiet hallway voices and refraining from using their cell phones while in the building.

HEALTH PROGRAM
There is a School Nurse in the Building everyday. His/Her work is primarily with the general health program. Please contact our School Nurse if you have special concerns relating to your child's health or if your child has any life threatening conditions (LTC). Annually all students are screened for distance vision. Students in grades K -3 and grade 5 are screened annually for hearing. Based on the screening results referrals for further assessment will be sent to parents/guardians as indicated.

Immunizations –All students are requires to meet WA state immunization requirements to be able to attend school. Please contact your Licensed Health Care Provider (HCP) or the School Nurse with your questions.
Lice Protocol – Lice is an unpleasant nuisance, and based on recommendations from the Center for Disease Control, American Pediatric Association, and Seattle King County Health Dept., Shoreline nurses use the following guidelines to help parents and families deal with this nuisance. Shoreline School District's policy hope to decrease: *Emotionally charged responses *Fear and belief in myths *Lost workdays *Unneeded shaming *Toxin use *Burdensome costs *Lost school days. Students will **NOT** be sent home from school in the middle of the day if nits (eggs) or live lice are found. Lice are harder to catch than the common cold and have NO health risks. For suspected cases of Lice or Nits (eggs), school staff will send students to the nurse for a head check: **.**

PERSONAL ITEMS AT SCHOOL
Toys, electronic equipment, iPods, iPads or valuables should not be brought to school. Students may bring play equipment from home that is the same type as school equipment (rubber balls, jump ropes, basketballs, soccer balls, football, tennis balls, baseball mitts, etc.). Students should not bring bats, hardballs, etc. Students should NEVER bring any item to school that could be used as a weapon, even if you consider it a toy (i.e. squirt guns, slingshots, pocket knives, etc.).

PETS
It is the policy of the Shoreline School District to only allow animals in and on school property that are: service dogs; therapy dogs which have been approved by the District and which support a District program or curriculum; animals which are used as part of a District approved curriculum; and turtles (greater than 4 inches), fish and frogs kept in clean and maintained aquariums. Service and therapy dogs must have current vaccinations, be trained and registered, and kept on leashes. Any animal may be restricted from school property should the animal become aggressive or a nuisance, including service and/or therapy dogs. No other animals are to access District school buildings or vehicles with students, parents or staff. These include dogs, cats, chickens, ducks, reptiles and snakes, tarantulas, ferrets, rabbits, gerbils, hamsters, guinea pigs, mice, rats, birds, horses and ponies, dead animals, animal parts, and ant farms.

PTA
The Highland Terrace PTA is active in promoting the welfare and success of all our students. PTA plans, carries out and financially supports school activities, community outreach program, and services to students and families in our school. PTA also provides scholarships to students on the basis of need for school supplies and school activities. Our PTA is of valuable assistance in helping to establish two-way communications and understanding between our school and our community. We strongly encourage you to join the PTA and volunteer in any capacity.

RECESS

Recess is an important part of the school day. Since students need to play outside in the fresh air in a supervised situation, **they should come to school dressed prepared to play outside.** Only in extreme weather will students remain in the classroom. Umbrellas are not permitted outside in the play area at recess.

NETWORK INFORMATION AND COMMUNICATION

In order to gain access to the Shoreline School District Electronic Information Network and Internet services, all students under the age of 18 must have parental permission through the Individual User Access Informed Consent Form provided by the school office. Classroom teachers and the school librarian instruct students on appropriate electronic network and Internet conduct. Access to the Network and Internet Service is offered to students who agree to act in a responsible manner. Students who utilize the Network and/or Internet Services inappropriately are subject to immediate loss of access to the system and/or additional disciplinary action.

PARKING LOT SAFETY

Student safety is our number one concern. Our parking lot is very limited in space. The following rules are in place for safety reasons:

- Back Parking Lot – Park your car in back, and enter the building to pick up your student. Students should not walk through this parking lot.
- Bus Lane – Never block the entrance to the bus lane while waiting to enter the parking lot.
- Enter/Exit Signs – there is only one "enter" driveway, and one "exit" driveway. **Do not enter through the "exit" driveway.**
- Front Park Lot - **Do not double-park in the area between the parked cars,** while waiting for your student. Please proceed to the back parking lot, if the front parking lot is full.
- Rounder Curb Area - It is important that cars pull forward as cars in front of you depart. Please proceed to the back parking lot if the rounder curb area is full.
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PARTIES/INVITATIONS

In order to avoid hurt feelings, students are discouraged from passing out invitations to private parties at school. The following options are available to parents and students:

- When parents join the PTA, they receive a student directory with names and phone numbers. This will enable them to call families directly to invite students to the party. Parents then can request addresses to mail the invitations.
- Parents can drop off invitations in the office in envelopes complete with stamps, return address, and the name of the student invited. The office staff will address the envelopes and put them in the mail by the next day. Parents who utilize this option should allow enough time for their invitations to be delivered to the child's home prior to the party
- Invite the entire class. Distribution of invitations should be coordinated with the teacher.
- Please do not enter the classroom at lunchtime to put invitations to parties in students "mailboxes" or "cubbies". This becomes disruptive to the learning environment. **Deliveries of flowers, balloons, etc. will be held in the office until the end of the day. Students are not allowed on the bus with these items**.

If **only nits** are found at the initial screening or return check:

- Nurse notifies parent
- Be checked in 8-10 days or at nurse's discretion.
- Be monitored for live lice by parent. Referred for treatment if nits are within 1⁄2 inch of scalp

If **live lice** are found:

- The nurse will refer student for treatment at the end of the school day.
- Parent will be encouraged to consult their physician or pharmacist.
- Parent will inspect siblings, family and talk to parents of close contacts to help with control.
- Confidentiality of student information will be maintained.
- There will not be classroom checks or classroom letters sent home when nits or live lice are found.
- Health office staff will provide information on:
- Treatment options to parents/guardian
- Education about Lice life cycle. Following treatment:
- Students may be checked for evidence of successful treatment or at nurse's discretion

Nurses may continue to provide follow up checks and advise parents. Contact your school nurse or visit these websites more information:

- http://pediatrics.aappublications.org/content/110/3/638.full
- http://www.cdc.gov/parasites/lice/head/treatment.html

Medications at School - If your child requires prescription or over the counter (OTC) medications while at school Shoreline School District policy in accordance with WA state law RCW 28A.210.260 and 28A.210.270. The following steps must be completed before any medications can be given at school.

- Complete an "Authorization to Administer Medications at School" form that is signed by a parent and a licensed health care provider.
- All medications must be brought to the Health Office by a parent or adult designee.
- All prescription medications must be in their original pharmacy container and prescription label.
- All over the counter (OTC) medications must be in their original container
- All medications that are considered controlled substances (ADHD medications, emergency seizure medications etc.) must be counted and signed over to Health Office staff or designated staff member
- IF your child is required to have a medication with them at all times please and is able to self administer their own medications please contact the School Nurse to complete the process for "Self Administered Medications". -8-

- To ensure the safe administration of medications at school do not send medications or supplements in your child's lunchbox or backpack

HOME BULLETIN

Every Tuesday, Highland Terrace publishes a Weekly Bulletin containing school news, upcoming events, and other important information for students and parents. This publication is sent home by e-mail. Please check your emails weekly for this informative newsletter.

INSTRUMENTAL BAND/ORCHESTRA

Fifth and sixth grade students may choose to participate in optional instrumental instruction. Twice a week, during the school day, instruction is offered for Band and Orchestra. Students must supply their own instruments. More information on the elective program will come home in September with fifth and sixth grade students.

INSURANCE

Accident insurance may be purchased at a nominal fee. Applications are sent home soon after school starts in the fall.

LAPTOPS

Educational technology is available to all students at Highland Terrace. 3rd through 6th grades students are assigned laptops for use in class during the school year. They are to be used for educational purposes only and students are required to responsibly take care of them. Students misusing laptops or other technology may have their technology privileges restricted for all or part of the year. Students may not take laptops home.

LIBRARY BOOKS/MATERIALS

Each week, all classrooms visit the library to exchange books and other library materials. Students should always try to be responsible users of library books and materials. Here are some helpful tips for exchanging books and library resources:

- When a book is overdue, students should talk to the Library staff and make a plan for returning the book as soon as possible. Students with two overdue books will not be allowed to check out additional materials until the overdue books are returned, renewed, or reported as lost. Students will be informed of overdue materials.

- If a book is lost or damaged, students should make a plan for paying for the lost or damaged books. It's best to be honest and talk with the librarian about lost or damaged books.
- Enjoy reading the many treasures in the Highland Terrace Library!

LOST AND FOUND CLOTHING AND OTHER ITEMS

Articles of clothing and other items found on school grounds are brought to the office or hung on a rack (near the music room) in the "Lost and Found." All lunch boxes, hats, gloves, coats, boots and other articles of clothing should be plainly marked with your student's first and last name and will be **returned to him/her.** Every year we have numerous unclaimed items because of inadequate marking. If your student loses an item, encourage him/her to check the lost and found rack. All items that are not claimed are turned over to a charitable organization.

LUNCHES

A well-balanced hot lunch is served each day in our cafeteria. Students may choose from several offerings such as the regular hot lunch, pizza, hamburger or sandwich. Vegetarian choices are also available. Those who bring sack lunches may purchase milk or juice. The cost of hot lunch is $3.00. Milk or juice is $.50. Students may prepay for meals by depositing money into a personal computerized account (more information on how to pay "on-line" is available on the Shoreline School District website under "food service" department. Prepayments may be brought to school with your student, and given to their classroom teacher. Please place money or check payable to "Shoreline School District" in an envelope marked with student's name and "lunch money"

Free or reduced price lunches are available to students who qualify. Applications are sent home on the first day of school or are available in the school office.

MAINTENANCE OF SCHOOL PROPERTY

The Shoreline School District provides a great deal of the maintenance of the school property. However, it is the responsibility of all persons using school facilities to see that misuse does not occur. Students and/or parents will be responsible for the cost of replacing school materials that are lost or damaged due to negligence by the student. This includes items such as books, musical instruments, calculators, computers, library materials and any vandalism of school property or facilities (i.e. graffiti in the bathroom, etc).