

Dear Highland Terrace Students and Families,

We are very excited for the 2019-2020 school year and are looking forward to reconnecting as a community. I am honored to begin my second year at Highland Terrace and to serve as the principal.

Becky and Todd (our custodial team) have been working very hard all summer to clean the school and we thank them for all of their hard work. Staff have been engaged in a variety of trainings, committee planning meetings, getting spaces and materials organized, and this week all staff come back together to launch our year before students arrive.

Teacher Assignments & New Staff: The chart below shows grade levels, number of classes teacher assignments, and new staff. We are excited to welcome new colleagues to our HT team.

Grade	# of Classes	Teacher
K	2	Alyssa Carlson, Terri Holmes
1	3	Julie Fetveit, Katie McCary-Smith, Carrie Wolf
2	3	Whitney Burgett, Grace Kim, Kitten Vaa
3	3	Erin Kirkpatrick & Christine Chmielniak, Christina Simmons, Emma Williams
4	2	Dennis Griner, Paige Phillips
5	3	Kelsey Graves, Michael Wellman, Brittany Wright
6	3	Craig Morley, Avery Slinning, Chris Turney
Blended Classroom K-1	1	Erin Gross
Blended Classroom 1-3	1	Kelly Vihnanek
Blended Classroom 4-6	1	Douglas Kinne
New Staff		
Danielle Hickmott - Resource Room Teacher		
Jenlee Yin - 6th Grade Walk to Math Teacher		
Nick Novy - Band		
Heidi Larsen - Library Technician		
Carrie Crow - Nurse		
Chelsea Day - Psychologist		
Meagan Moffat, Francisca Radovich, Erin Martens - Paraeducators in the Blended Program		
Andrew Ybarra - Occupational Therapist		

Classroom Assignments: Classroom assignments will be provided on the afternoon of Friday, August 30th prior to the Open House. We will be sending an email to families with this information rather than posting the class lists.

Classroom placement is a complex process where many factors are taken into consideration. Serving the needs of your student is our number one priority. We will try very hard not to make changes to a student's class placement once the school year has started. However, there may

be a circumstance that requires us to move students if, for some unanticipated reason, our numbers change. This is not something that we will know until all of the students arrive during that first week of school.

6th Grade Program model: In the spring, our team explored a rotation model of instruction which other schools in Shoreline and across the country use with upper elementary students to help the transition to middle school. This year, students will be rotating classes. They will be assigned a homeroom room teacher where they will start and end each day. Students will rotate three times between Mathematics, English Language Arts, Science/Social Studies. The teachers will be providing you more information about the structure. Chris Turney will teach Mathematics, Avery Slinning will teach English Language Arts, and Craig Morley will teach Science/Social Studies.

We are thinking about the transition to middle school for our 5th grade students. We won't start this model in 5th grade in the fall.

Student Handbook & Expectations: During the spring and summer, we reviewed and revised our [Highland Terrace Handbook 2019-2020](#) and [HT Student Expectations 2019-2020](#). We will engage all students in learning about the expectations during the first few weeks of school. You can access the documents by linking on the linked title above. We will also be sending paper copies home. Please take some time to review the information together as a family before school starts. The handbook includes the following information.

- School Contact Information and Daily Schedule
- Attendance, Arrival, and Dismissal Information
- Student Expectations (dress code, toys at school, cell phones, etc)
- Health Services
- PTA, Club, Technology, etc

Highland Terrace Daily Schedule	
2019-2020	
Arrival	
Breakfast Begins	8:45 AM
School Bus Arrival	8:55 AM
First Bell	9:05 AM
Tardy Bell	9:10 AM
Attendance	by 9:20
Dismissal	
Dismissal	3:30 PM
Early Dismissal	1:50 PM

Arrival and Departure for the Regular School Day:

- Students should not arrive at school before 8:50 a.m. unless they ride the bus or have breakfast at school except for students assigned to Patrol duty. Gates are closed until 8:50 am. Supervision of students outside of classrooms and on the playground begins at 8:50 am. The school day begins at 9:05 am. Students who eat breakfast at school remain in the cafeteria until 8:50 am when supervision is available outside.
- After dismissal for the day at 3:30 p.m. it is expected that students leave campus and enjoy their time with family and/or friends. Exceptions to this must be arranged at least 24 hours before beforehand between teachers and parents, unless it is an emergency. This allows staff adequate time to secure the necessary transportation. The school grounds are not supervised after school hours to ensure safety.
- 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.

Lunchroom: Staff and PTA leadership have been talking about resource conservation practices at school in alignment with district practices. The lunchroom is an area where we are trying to reduce trash collected at school. We explored creating additional recycling and adding composting stations that a few other schools use and found challenges right now with our space.

We also learned about schools implementing a pack-in and pack-out system in which trash goes back into lunch boxes/bags to take home to recycle. We will try implementing this in the fall and see how it goes. We will still have garbage/recycling bins in the lunchroom for students who buy lunch.

The article [Ten Easy Steps for a Trash-Free Lunch](#) has some ideas to consider.

Key Dates:

- September 3rd:
 - 5:00-5:30 pm Open House: visit classrooms and bring your child's school supplies!
 - 5:30-6:15 pm Ice Cream Social in the cafeteria
- September 4: First day of school for grades 1-6
- September 4-6: Families meetings for Kindergarten
- September 9: First day of school for Kindergarten
- September 19: Curriculum Night & PTA General Membership Meeting from 6-8pm

We are excited to see everyone. Please let me know if you have questions.

Sincerely,



Lara Drew

Principal | Highland Terrace

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