

Highland Terrace Elementary

Handbook 2021-2022



Set the Example - Be the Change

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SCHOOL CONTACT INFORMATION & BELL SCHEDULE

Highland Terrace Elementary School

100 N. 160th Street, Shoreline WA 98133
 Attendance Phone Number: (206) 393-4341 ext 1
 Office Phone Number: (206) 393-4341 ext 4
 Fax: (206) 393-4348

Bell Schedule

Highland Terrace Daily Schedule		
2021-2022		
School Day Times		
Breakfast Begins	9:00 AM	
School Bus Arrival	9:00 AM	
Regular Day Start Time	9:15 AM	
Attendance Taken	9:20 AM	
Regular Day End Time	3:35 PM	
Early Release Day End Time	1:55 PM	
Half Day End Time	11:55 AM	
1st Day of Kindergarten End Time AM	11:55 AM	
1st Day of Kindergarten Start Time PM	12:45 PM	
2 Hour Late Start Time	11:15 AM	
Recess and Lunch		
Grade	Recess (25 minutes)	Lunch (20 minutes)
Grades 4-5 & Kinne	11:00 - 11:25	11:30 - 11:50
K & Gross & Vihnanek	11:30 - 11:55	12:00 - 12:20
Grades 1-3	12:00-12:25	12:30-12:50
PM Recess		
Grades 3-5 - Kinne	2:00 - 2:15 PM	
Grades K -2 - Gross - Vihnanek	2:15 - 2:30 PM	
5th Grade Band & Orchestra		
Tuesday & Wednesday	11:50 AM -12:35 PM	

Classroom & Program Supply Lists

For the 2021-2022 school year, we have identified the following supplies for each grade level / program. We truly appreciate your support providing these additional materials for your student(ren). Please contact the office if you have questions or need help getting supplies.

[Classroom & Program Supply Lists 2021-2022](#)

VISION - GOALS - MOTTO

School Improvement Process:

Each year, all schools work through a process to review data, identify areas of success and opportunity, and develop areas of school-wide focus. Those plans are then presented and approved by the School Board.

Our Highland Terrace staff has identified the below vision and goals and want to make sure all families have an opportunity to review and provide input on our goals for the year.

- ❖ **Vision:** To embrace each student's racial, gender, family, economic, and neurodiversity while educating and imparting the necessary academic rigor, social emotional and work life skills necessary to maximize each student's individual potential.
- ❖ **Goals:** Our goals will continue to focus on increasing academic performance, building positive relationships, and creating a community of inclusion and partnership.
- ❖ **Mantra:** *Set the Example - Be the Change*
- ❖ **[HT Goals 2021-2022](#)** is a one page overview of the goals, data we will use to measure progress, and action steps we will take to meet our goals.



- ❖ **[HT School Improvement Plan 2020-2021](#)**
- ❖ **[HT Family Reflections & Questions Goals 2020-2021](#)** is where you can share your input and hopes. We value hearing your perspectives.

Highland Terrace Family and Student Survey Results: In the fall, families, students, and staff took a district-wide survey designed to help our district and school identify strengths and opportunities for improvement. The results from this year and our three-year longitudinal data is available in the following links.

- **[EES Parent March 2021](#)**
- **[EES Parent Longitudinal 18-21](#)**
- **[EES Student March 2021](#)**
- **[EES Student Longitudinal 18-21](#)**

SCHOOL SONG

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!

STUDENT EXPECTATIONS

Student Expectations

At Highland Terrace we believe the school environment must be safe, empowering, and inclusive for students, families, and staff. The community will honor individuality and be inclusive and culturally responsive to all individuals. We use an approach called [Positive Behavior Intervention System \(PBIS\)](#) to teach kids about expectations and behavior, just like we teach other subjects. We believe it is essential for everyone to know what's appropriate behavior.

The document [HT Student Expectations](#) describes safe, kind, respectful, and responsible behaviors that we want to see across our school. Students are taught these expectations each fall and continually review and practice throughout the school year.

Inclusion & Partnership

We are committed to creating a community of inclusion and partnership. We work to undo the institutional racism that exists within education through our curriculum, practices, and systems.

An action step to meeting this goal is to engage in school-wide cultural observances. Our team has worked closely with the [Shoreline School District Calendar of Observances](#), the [Anti-Defamation League Calendar of Observances](#), our grade-level curriculum, and school event calendar to map out the following cultural observances we will engage in this year. For each observance, we will be organizing school-wide lessons appropriate for different grade levels. Our staff will learn background information about culture and lessons at the beginning of the month and then will engage students in the learning throughout the month. All of the lessons will be available for families to see as well via our newsletter. At the end of the month, we will gather input from students, staff, and families. *The chart below outlines the cultural observances for this year.*

September	Creating community	February	Black History Cultural Observance
October	Latina, Latino, Latinx Cultural Observance	March	Women's History Cultural Observance & Festival of Cultures
November	Indigenous People Cultural Observance	April	Neurodiversity Cultural Observance
	Veteran's Day	May	Asian History Cultural Observance
January	Multi-ethnic Cultural Observance & Martin Luther King Day	June	LGBTQ+ Pride Cultural Observance

Safe Space From Hate, Bias, and Bigotry

At Highland Terrace, we do not tolerate any form of hate, bias, and bigotry. Our school focuses on respectful behavior, positive interactions, and being inclusive to all students, families, and staff. We believe the following are critical for our school community.

- No slurs and/or insults are to be used related to ability, appearance, culture, nationality, gender, home language, race, ethnicity, religion, sexual orientation or social class will be tolerated.

- No taunting and/or teasing each other, whether they are in or out of earshot of an adult related to race, ethnicity, body size, physical abilities, religion, sexual orientation, gender expression/identity, clothing, appearance or socioeconomic status.
- Speak up against hate, bias, and bigotry. We encourage and expect incidents to be reported to the Principal, Dean, Counselor, Teacher, and/or any staff member. For reporting call or email the main office or Dean and Principal directly. The district safe schools tip line can also be used.

Principal, Lara Drew: lara.drew@shorelineschools.org

Dean, Kelsey Graves (student incidents): kelsey.graves@k12.shorelineschools.org

Shoreline Safe Schools Alert: <https://shoreline-wa.safeschoolsalert.com/>

We take each report seriously, investigate thoroughly, and take action steps which include disciplinary actions, support and teaching, and work to repair damaged relationships.

Statement of Responsibilities and Rights of Students

Shoreline Public Schools, has published the [Statement of Responsibilities and Rights of Students Handbook](#) pursuant to state and federal laws and regulations that prescribe substantive and procedural rights and responsibilities of students. All provisions of this handbook should be interpreted in conformance with such laws and regulations. The material in this handbook is reprinted or excerpted from Board of Directors policies and District procedures that will control any given situation. Note that policies and procedures are repeatedly under review, and changes may be made at any time. All current policies and procedures may be accessed in the main office of all school buildings and via the District's website at www.shorelineschools.org.

Bullying/Harassment/Intimidation

The Shoreline School District is committed to a safe, respectful learning environment where all students, employees, volunteers, families 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, demeaning, 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"

Personal Items at School

Toys, play equipment, electronic equipment, iPods, iPads or valuables should not be brought to school. 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.).

Cell Phones and Other Personal Electronic Devices

Cell phones are brought to school at the student's own risk. We are unable to investigate lost or potentially stolen electronic devices. Cell phones (and other electronic devices such as iPods, smart watches, fitness trackers) must be kept "Off and Out of Sight" (e.g., in their backpack) during the school day (between when students arrive to campus until 3:30 pm dismissal). Students are not permitted to make or receive calls via these devices during the school day. Students are also not allowed to read or send text messages during the school day. Families who need to communicate with their students should contact the school office and we will arrange for the communication to take place. No photos/videos, including from phones, will be allowed without administrative or teacher approval. If cell phones are removed from student backpacks during the day, staff will hold onto the phone until the end of the day.

Dress Code

The student and family/guardians should determine the student's personal dress and grooming standards, provided that the student's dress and grooming shall not:

- Lead school staff to reasonably believe that such dress or grooming shall disrupt, interfere with, or detract from the school environment, educational objectives,
- Create a health or other hazard to the student's safety or to the safety of others;
- Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- Show alcohol, drugs, pornography, weapons, or hate speech.
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or one's person.

Family support is greatly appreciated in areas related to appropriate dress at school, as it helps us to create an atmosphere that is conducive to learning.

Bus Rules (Shoreline School District Policy #8123P)

School Rules are important and apply while students are on the bus, however, the five rules listed below must be emphasized to assure a safe bus ride for all.

1. Follow the driver's directions the first time they are given.
2. Stay quietly in your seat, facing forward.
3. Be courteous and respectful to others.
4. Keep arms, head, and belongings inside the bus, and keep the aisles clear.
5. Keep the bus clean - no eating or drinking. All litter needs to be put in the trash.

Note - All school rules apply when students are on their way to and from school.

If a student does not act responsibly on the bus, the driver will communicate that with the Dean and Principal to respond using school processes.

Responding to Incidents and Rule Reminder

At Highland Terrace, we take each incident seriously, investigate thoroughly, and take action steps which include problem solving and teaching, work to repair damaged relationships, and disciplinary actions.

When incidents happen or students show unexpected behaviors, we use [restorative practices](#) to work through the situation. The process involves the building of positive relationships and establishing a supportive environment that is fair, consistent, and inclusive. It involves interventions when harm has occurred, as well as practices that help to prevent future harm and conflict. A core aspect of the process is building and restoring relationships. Our approach includes working through the questions below with students.

- What happened, and what were you thinking at the time?
- What have you thought about since?
- Who has been affected by what happened and how?
- What about this has been the hardest for you?
- What needs to be done to make it right?

If a student does not act responsibly, then disciplinary actions will be appropriate to the severity of the offense. Consequences applied will be progressively more severe if the student does not change the behavior, or for more serious offenses.

Communication with all involved including students, families, and staff is an important part of our process. We use a variety of forms of communicating with families about incidents including direct conversations, phone calls, and emails. The Rule Reminder is a way of communicating to families/guardians that a student is not following school rules. It is a form that describes the incident, people involved, possible motivation, and actions/consequences taken. It can be used for individual situations and/or repetitive behaviors. The Rule Reminder will be completed by the supervising adult and sent home for families/guardians signature and return the following day. This is a consistent form staff use for reporting minor and major incidents.

ARRIVAL & DISMISSAL

Arrival and Dismissal

- [Arrival & Dismissal Map](#): This is a map of the school with drop-off and pick-up locations labeled.
- [Arrival & Dismissal Highland Terrace Video](#): Watch this video with your students to learn our new school procedures
- [HT School Map - Teacher Names](#): This is a map of the school with locations of specific classrooms. Please go over this map with your student to help plan their route to their classroom. Teacher photos and grade level will be posted and visible outside the classroom where students will enter.

Morning Staff Supervision

- Supervision will start at 9:00 AM to ensure student safety and help students get to their assigned classroom.
- Students should not arrive at school before 9:00 AM.
- The playground will not be open before school.

Car Drop-off & Pick-up

- Location will be in the back parking lot.
- Families will pull in the front driveway and proceed cautiously to the back of the school to the designated drop off area.
- Please be mindful of buses needing to turn in and out of the driveway.
- Please do NOT let your student out of the car until you are in the designated drop off area.
- Students will exit from the passenger side of the vehicle.
- Adults must stay inside their vehicle. (If your student requires assistance exiting the car, please park in the neighborhood and walk your student to the walk up area.)
- Staff will be present starting at 9:00 AM to ensure student safety and help students get to their assigned classroom.
- Students 1st-5th grade will wait in grade level lines with staff supervision and then walk directly to their classrooms, entering through their classroom's exterior door.
- Kindergarteners will wait with a staff member until they can be escorted to their classrooms.
- *If the gates are closed, please drop students off at the front office.*
- Please bring your patience as you wait for drop off and pick up.

Walkers

- Students walking will enter campus on the path in between the bus and car driveways.
- There will be a crossing guard and staff at this location to ensure student safety.
- 1st-5th graders will walk directly to their classrooms, entering through their classroom's exterior door.
- Kindergarteners will wait with a staff member until they can be escorted to their classrooms.
- In order to minimize the number of people on campus, families will not be allowed to walk on campus with their student(s).

Bus Riders

- Drop off is in the bus driveway along the sidewalk.
- When students depart the bus, 1st-5th graders will walk directly to their classroom's exterior door.
- Kindergarteners will wait with a staff member until they can be escorted to their classrooms.
- Staff will be present to ensure student safety and help students get to their assigned classroom.

Dismissal

- 3:35 PM is dismissal.
- 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 beforehand between teachers and families, unless it is an emergency. This allows staff adequate time to secure the necessary transportation.
- The school grounds are not supervised after school to ensure safety.

Crossing Guards

- An adult crossing guard is on duty 15 minutes before school starts and at dismissal time at 160th and Greenwood Ave N and at the school driveway entrance.
- Students should not arrive at school crossings before these times.
- families are asked to remind their students to follow directions of the Crossing Guards.

Student Release

Students will ONLY be released from school to families/guardians, or to those designated on a student pick-up list, unless authorized by the parent/guardian. Verification of the authorization by school personnel is appropriate and identification may be requested. Please be sure to keep your emergency contact information up-to-date. In addition, once students have arrived on school grounds they are not to leave without permission. (Shoreline School District Policy #3440)

Change of Student's Arrival/Departure

If there is a change in your student's daily schedule, let us know by writing a note. The note should include the name of your student, your student's teacher, the date of change, the reason, and your signature. Have your student 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 student, 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 400+ 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, families are requested to clear the release of their student through the school office. Please come to the office to sign your student out. Only families/guardian or individuals listed as emergency contacts will be allowed to pick up a student.

Bicycles & Scooters on Campus

Students in Grades 3-5 may ride bikes or scooters to school. Parent permission is required. [HT Bike & Scooter Rider Registration](#) must be completed and on file in the school office before students ride bikes or scooters to school.

- Helmets are required.
- Bikes and scooters must be walked on school grounds.
- Bikes are locked on the bike rack during the day. Bike racks are off-limits during school hours.
- Scooters will be kept near the classrooms until an outdoor location is identified.

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. Families 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.

Student Staying After School

Students are expected to go straight home after school unless they are involved in after-school activities. All arrangements must be made in advance between students, families, and teachers so that phone calls from the office can be kept to a minimum.

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.

ATTENDANCE - TARDIES - WITHDRAWS

To take full advantage of the academic day we are providing for your student, 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) 393-4342 during school hours or leave a message on the 24-hour attendance line. Your call/message assures us that your student 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.

Tardiness

Students should be at school between 9:10-9:15a.m. Students are considered tardy if they are not in their classrooms at 9:15a.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 families 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.

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 & Other Personal Electronic Devices).

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.

REPORT CARD, CONFERENCES, HOMEWORK

Report Cards and Conferences

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 the fall and spring with the families of each student in grades K-6 (see district calendar). Additional conferences may be scheduled as the need arises throughout the year. Classroom visitations should be pre-arranged with the classroom teacher. We encourage families to visit our school.

Homework (Shoreline School District Policy #2430)

The Shoreline School Board, believes that homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement but also develop self-discipline and associated good working habits. As an extension of the classroom, homework must be planned and organized; must be viewed as purposeful to the students; and must be evaluated and returned to students in a timely manner. Homework may be assigned for one or more of the following purposes:

1. Practice - to help students to master specific skills which have been presented in class;
2. Preparation - to help students gain the maximum benefits from future lessons;
3. Extension - to provide students with opportunities to transfer specific skills or concepts to new situations; and
4. Creativity - to require students to integrate many skills and concepts in order to produce original responses.

The purposes of homework assignments, the basis for evaluating the work performed, and the guidelines and/or rules should be made clear to the student at the time of the assignment.

HEALTH SERVICES

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 student's health or if your student has any life threatening conditions (LTC). Annually all students are screened for visual acuity. 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 families/guardians as indicated.

Health and Safety

On August 17, the Shoreline School Board heard a presentation focused on the fall return to school planning and health and safety protocols. Deputy Superintendent Marla Miller and Executive Director of Teaching and Learning Maria Stevens presented details around instruction, supports, and health and safety measures.

- ❖ [Summary of the presentation](#): This contains key information about the instructional program and safety measures.
- ❖ [Presentation Slides](#)
- ❖ [Recording of the study session here](#)
- ❖ [Return to school frequently asked questions here](#)

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 families in the fall giving details of schedule changes, transportation changes and related procedures made necessary by weather or other emergencies.

Immunizations

All students are required 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.

Medications at School

If your student requires prescription or over the counter (OTC) medications while at school, Highland Terrace Elementary adheres to 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 student is required to have medication with them at all times and is able to self administer their own medications, please contact the School Nurse to complete the process for “Self Administered Medications”.
- To ensure the safe administration of medications at school, do not send medications or supplements in your student’s lunchbox or backpack.

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 families will be called immediately. If we are unable to contact families, 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.

Accident Insurance

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

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 families 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.

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 ½ 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 families 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 families/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 families. 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>

LUNCH - LUNCHROOM

Lunchroom Procedures

At Highland Terrace, lunch is after recess. The process includes the following.

- Students put lunches from home in the classroom wagon. Students help with taking the wagons to and from the cafeteria before and after lunch. Signs outside the cafeteria are posted for each classroom and their wagon station.
- In the cafeteria, each classroom is assigned an area to eat. As routines are taught, seats may be assigned. As routines are in place and students are modeling the expectations, the lunchroom staff work with students to have choice seating and occasionally eat outside.
- After recess, students line up by class/grade to enter through the doors calmly and quietly.
- Students move through the lunch line or get home lunches in the wagon.
- Students are responsible for cleaning their area after eating.
- Student lunchroom leaders are selected to help the lunchroom staff with different tasks.
- Teachers come to the lunchroom to get class when lunch is finished and walk students back to classrooms. As much as possible, classrooms will use the outside walkways to return to class. This provides some fresh air and open space before returning to class and minimizes use of interior hallways.
- Pack-in and Pack-out: At Highland Terrace, we are working to align our resource conservation practices with district guidelines. The lunchroom is an area where we are trying to reduce trash collected at school. We are implementing a pack-in and pack-out system in which trash goes back into lunch boxes/bags to take home to recycle. 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 when packing lunches.
- Lunchroom expectations are outlined in this document [HT Student Expectations 2021-2022](#).
- **Protocols for the 2021-2022 school year:**
 - *Students will be spaced six feet apart and will be able to take masks off to eat.*
 - *We have the cafeteria, gym, and stage set up for lunch inside. We will also have a designated area outside to eat. We will eat lunch outside as much as possible.*
 - *Students will eat picnic style lunch on the floor. Dots will be on the floor to show students where to sit.*
 - *Each student will get a vinyl mat that can be used to sit on. Students have a choice to use the mat and are responsible for taking the mat to and from lunch and home each day.*
 - *Families, we encourage lunches include napkins, water bottles with straws, and building students skills for independently opening packages.*

Shoreline Food & Nutrition Services (webpage link [here](#))

For the 2021-2022 school year, the federal government has funded a TEMPORARY program that will allow school districts to serve FREE breakfast and lunch to all K-12 enrolled students regardless of household income. Although meals will be free for all K-12 students, families are still encouraged to apply for free and reduced benefits (there are other discounts, scholarships, and fee waivers available at school and in the community tied to the approval of this application). Applications will be available in mid-August [HERE](#) and in the school calendar mailed to your home.

There will be no a la carte sales, cash sales or adult sales at the Elementary locations.

Recess & Playground

Each class has a daily 25 minute recess before lunch and a 15 minute recess either in the afternoon. Teachers will provide more specific details about the classroom schedule and outdoor time.

Students exit through exterior doors and walk on sidewalks to the playground. Teachers monitor students moving to the playground. At the end of recess, students line up at the identified area outside (either outside the classroom or on a cement area of the upper playground) before entering the classroom. Recess and playground expectations are outlined in this document [HT Student Expectations 2021-2022](#).

Students go outside in all of the different weather we get in the northwest. Please help your student have clothes for warmth and rain. Pack an extra mask or two in case their mask gets wet in the rain or from exhaled moisture, which increases in cold weather. In very heavy rain situations, we may have indoor recess. Students remain in classrooms, have choices of things to do, and are supervised.

Restrooms

Restroom expectations are outlined in this document [HT Student Expectations 2021-2022](#).

- Kindergarten - 1st grade classrooms have individual stall restrooms within each room.
- 2nd - 5th Grade classrooms use multiple stall restrooms in the hallways.
 - Each classroom will be assigned a specific restroom which all genders will use.
 - One student will be allowed in the restroom at a time.
 - Classrooms using shared restrooms, have systems for students using the restroom throughout the day and signing out.
 - Signs outside the restroom doors will be used to show if they're available. Red sign means occupied. Green sign means available to use.

Assemblies

School-wide assemblies are held in the cafeteria/gym and procedures and expectations are outlined in these two documents [Assembly Procedures & Seating](#) and [HT Student Expectations 2021-2022](#). Families and the community are welcome to attend assemblies. Assembly information is shared through the school and classroom newsletters.

To start the 2021-2022 year, we will not be having whole school indoor assemblies.

Families & Visitors at Highland Terrace

Families and 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 families and 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.

To start the 2021-2022 year, only staff and students are allowed on campus. We will miss having families and visitors on campus. We know families will have needs from the office or will drop off or pick-up a student outside of arrival and dismissal. Below are the directions for accessing the office.

- We have a new door at the front of the school that opens directly into the office.
- The door has a doorbell and video/audio intercom.
- Ring the bell and an Office Staff member will respond.
- We will work with families outside of the main office.

PTA

www.highlandterracepta.org

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 programs, 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.

Volunteers

We appreciate your willingness to assist with the many tasks that are a part of creating an effective learning program for your student at Highland Terrace. Volunteers in our school have been critical links in the learning process of our students and volunteers are actively recruited from our families, the local high schools, businesses and corporations as well as retired and senior adults. Volunteers often help in the library, on field trips, as tutors and in many classroom programs. To help make your services more effective, the following procedures have been adopted at this link [Volunteer Guidelines](#).

If you plan on volunteering in your student'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.

To start the 2021-2022 year, there will be no visitors or volunteers allowed on school grounds or inside our facilities.

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. families are responsible for arranging transportation and must pick up students on time.

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.

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 and 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.

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 families 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).

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.

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 families and students:

- When families join the PTA, they receive a student directory with names, phone numbers, and emails. This will enable them to call families directly to invite students to the party. Families then can request addresses to mail the invitations.
- 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.

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, families 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.