

Highland Park Elementary School



HP

is on the move!

2021-2022

Parent Handbook

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Principal's Message

Welcome to Highland Park!

As principals of Highland Park, it is our pleasure to welcome you to the 2021-2022 school year. We are all excited to have students back in our classrooms. It is our mission to provide Excellence and Equity: Every Student! Every Classroom! Every Day! And we look forward to partnering with you to achieve it.

We know each student is an individual, bringing unique talents and needs to school every day. We pride ourselves on the opportunities that we have available to help each and every student child succeed. These opportunities are included in our academic programming, which ensures each child is challenged appropriately while building a foundation of knowledge and skills.

Families and community members play a critical role as partners in supporting both your students at home and work in the schools. We look forward to working with you throughout the year to make important decisions that affect both your child as an individual and the school as a whole. As a start to this partnership, we hope you will join the PTA, attend School Community Council (SCC) meetings, support our ARTS Night, and volunteer when possible in school activities.

Highland Park is a wonderful learning community. We feel so privileged to be a part of it. This is a very special place, and we appreciate the trust you have shown in us by sending your children here every day. We will do our best to ensure they have a fulfilling, happy and safe year.

ONE HP is on the move!

Sincerely,

Mrs. Cluff and Mrs. Higgins

Staff Directory

	Position	Name	Email/Instagram/Website Account	Room #/Ext.
	Principal	Debora Cluff	Debora.cluff@slcschools.org	1080
	Assistant Principal	Shannon Higgins	Shannon.higgins@slcschools.org	1070
	Secretary	Brenda Sherwood	Brenda.sherwood@slcschools.org	1003
	Office Clerk	Tiffany Jensen	Tiffany.jensen@slcschools.org	1000
	Counselor	TJ Wolfe	Timothy.wolfe@slcschools.org	1110
	Librarian	Janice Clayton	Janice.clayton@slcschools.org	2000
	Kindergarten	Melinda Shelton	Melinda.shelton@slcschools.org	1180
	Kindergarten	Chris Moray	Christine.moray@slcschools.org	1220
	Kindergarten	Heidi Eskeli	Heidi.eskeli@slcschools.org	1280









Staff Directory

	Position	Name	Email/Instagram/Website Account	Room #/Ext.
	Kindergarten	Shannon Hoover	Shannon.hoover@slcschools.org	1310
	First Grade	Pearline Ninow	Pearline.ninow@slcschools.org	1460
		Daphne Marchant	Daphne.marchant@slcschools.org	1470
	First Grade	Cherie Sorensen	Cherie.sorensen@slcschools.org	1480
	First Grade	Kristin Hendrickson	Kristin.hendrickson@slcschools.org	1490
	Second Grade	Michelle Cook	Michelle.cook@slcschools.org	1500
	Second Grade	Mercedes Barica Spann	Mercedes.barica@slcschools.org	1510
	Second Grade	Alison Brown	Alison.brown@slcschools.org	1630
	Second Grade	Rebecca Hess	Rebecca.hess@slcschools.org	1780









Staff Directory

	Position	Name	Email/Instagram Account	Room #/Ext.
	Third Grade	Sierra Hendriksen	Sierra.hendriksen@slcschools.org	1640
	Third Grade	Heidi Boogert	Heidi.boogert@slcschools.org	1810
	Third Grade	Mary Roberts	Mary.roberts@slcschools.org	1820
	Fourth Grade	Pieter Linger	Pieter.lingen@slcschools.org	1800
	Fourth Grade	Erin Agrimson	Erin.agrimson@slcschools.org	1790
	Fourth Grade	Julia Tibbitts	Julia.tibbitts@slcschools.org	1830
	Fifth Grade	Kassie Torres	Kassie.torres@slcschools.org	2090
	Fifth Grade	Paula Marquez	Paula.marquez@slcschools.org	2050
	Fifth Grade	Dustin Fullmer	Dustin.fullmer@slcschools.org	2070

Staff Directory

	Position	Name	Email/Instagram Account	Room #/Ext.
	Sixth Grade	Valerie Lerohl	Valeria.lerohl@slcschools.org	2080
	Sixth Grade	Kayla Best-Fitzpatrick	Kayla.best@slcschools.org	2100
	Sixth Grade	Tyler Schultz	Tyler.schultz@slcschools.org	2150
	Essential Elements K-1-2	Jessie Fiat	Jessie.fiat@slcschools.org	1450
	Essential Elements 2nd-3rd-4th	Lisa Gifford	Lisa.gifford@slcschools.org	1360
	Essential Elements 4th-6th	Valarie Blamires	Valarie.blamires@slcschools.org	1770
	Inclusion Specialist	Martha Beach	Martha.beach@slcschools.org	2160
	Behavior Coach	Sarah Daniels	Sarah.daniels@slcschools.org	2160

Staff Directory

	Position	Name	Email/Instagram Account	Room #/Ext.
	Resource	Kelli Quillen	Kelli.quillen@slcschools.org	1670
	Resource	Dierdre Tomsett	Dierdre.tomsett@slcschools.org	1650
	Speech	Jennifer Zak	Jennifer.zak@slcschools.org	1320
	ELP	Sydney McDonald	Sydney.mcdonald@slcschools.org	2740
	Visual Art	Courtney Grindrod	Courtney.grindrod@slcschools.org	2730
	Music/PE	April Garff	April.garff@slcschools.org	2720
	Music	Audrey Hill	Audrey.hill@slcschools.org	2720
	Music Band	Leland Watson	Leland.watson@slcschools.org	276
	Music Strings	Michelle Misco	Michelle.misco@slcschools.org	275

Staff Directory

Position	Name	Email/Instagram Account	Room #/Ext.
Custodian	Beau Bishop	Beau.bishop@slcschools.org	2300
Night Custodian	Alexandra Harris	Alexandra.harris@slcschools.org	2300
After School Coordinator	Reyna Solis	Reyna.tovar-Solis@slcschools.org	2010

Communication

School Website:

- ♦ <http://highlandpark.slcschools.org>

PTA Website:

- ♦ <http://www.highlandparkpta.com>

Highland Park Arts Night Foundation Website:

- ♦ Artsnight.org

Social Media Links:

- ♦ <https://www.facebook.com/HighlandParkSLC>
- ♦ Follow Twitter: @HighlandParkSLC
- ♦ Follow Instagram: [highlandparkelementary.slc](https://www.instagram.com/highlandparkelementary.slc)

Teacher Communication:

- ♦ Newsletters
- ♦ Remind App
- ♦ Class Dojo
- ♦ Emails and phone calls
- ♦ Notes home
- ♦ Classroom Instagram accounts

Principal Communication:

- ♦ Bi-Monthly Newsletter sent out on Monday through School Messenger
- ♦ Emails and phone calls

School Schedule and Calendar

Bell Schedule:

Monday-Friday:

8:40am First Bell

8:45am Tardy Bell/Instruction Begins

Monday-Thursday:

3:15pm School Dismissed

Friday and all Short Days

1:40pm School Dismissed

SEP Conference Schedule:

Fall Conference:

September 30th 3:00 pm to 7:00 pm

October 7th 3:00 pm to 7:00 pm

Spring Conference:

February 3rd 3:00 pm to 7:00 pm

February 10th 3:00 pm to 7:00 pm

2021-2022 Yearly School Calendar

HIGHLAND PARK ELEMENTARY

ONE HP is On The Move!

1738 East 2700 South
Salt Lake City, UT 84106
Phone: 801-481-4833

Regular Day 8:40 am-3:15 pm
Short Day 8:40 am-1:40 pm
highlandpark.slcschools.org

B - Back to School Open House
P - First Day of School
/ - Short Day
X - No School
S - SEP Conferences
S/ - SEP Conferences/Short Day
L/ - Last Day/Short Day

JULY	AUGUST	SEPTEMBER	OCTOBER
s m t w t f s	s m t w t f s	s m t w t f s	s m t w t f s
1 2 3	1 2 3 4 5 6 7	1 2 / 4	/ 2
4 5 6 7 8 9 10	8 9 10 11 12 13 14	5 6 7 8 9 / 11	3 4 5 6 S/ / 9
11 12 13 14 15 16 17	15 16 17 18 19 20 21	12 13 14 15 16 / 18	10 11 12 / X X 16
18 19 20 21 22 23 24	22 B P 25 26 / 28	19 20 21 22 23 X 25	17 18 19 20 21 / 23
25 26 27 28 29 30 31	29 30 31	26 27 28 29 S/	24 25 26 27 28 / 30
			31
NOVEMBER	DECEMBER	JANUARY	FEBRUARY
s m t w t f s	s m t w t f s	s m t w t f s	s m t w t f s
1 2 3 4 / 6	1 2 / 4	1	1 2 S/ / 5
7 8 9 10 11 / 13	5 6 7 8 9 / 11	2 3 4 5 6 / 8	6 7 8 9 S/ / 12
14 15 16 17 18 / 20	12 13 14 15 16 / 18	9 10 11 12 13 / 15	13 14 15 16 17 / 19
21 22 23 X X X X 27	19 X X X X X 25	16 X 18 19 20 / 22	20 X 22 23 24 / 26
28 29 30	26 X X X X X	23 24 25 26 27 / 29	27 28
		30 31	
MARCH	APRIL	MAY	JUNE
s m t w t f s	s m t w t f s	s m t w t f s	s m t w t f s
1 2 / X 5	X 2	1 2 3 4 5 / 7	1 / L/ 4
6 7 8 9 10 / 12	3 4 5 6 7 / 9	8 9 10 11 12 / 14	5 6 7 8 9 10 11
13 14 15 16 17 / 19	10 11 12 13 14 / 16	15 16 17 18 19 / 21	12 13 14 15 16 17 18
20 21 22 23 24 / 26	17 18 19 20 21 / 23	22 23 24 25 26 / 28	19 20 21 22 23 24 25
27 X X X X	24 25 26 27 / X 30	29 X 31	26 27 28 29 30

2021-2022



MagnetStreet.com®

Asynchronous Student Days for LETRS Reading Professional Development

- ♦ October 5th
- ♦ December 7th
- ♦ February 15th
- ♦ April 19th

School Breakfast and Lunch

Meal Prices

- ◆ Student Breakfast- \$1.00
- ◆ Student Lunch- \$2.00
- ◆ Extra Milk- \$0.50

Link to Menu

www.schoolnutritionandfitness.com

Payment Methods

My Payments Plus (Preferred Method)

- ◆ MyPaymentsPlus is a state-of-the-art online service that provides you the convenience and information you need to manage your student's meal account. This system speeds up serving lines in the cafeteria, eliminates the need to send checks to school or worry about lost or forgotten lunch money, and ensures that your child will receive a nutritious meal.
- ◆ At no cost, MyPaymentsPlus allows you to check your student's account balance online, view what your student has been eating in the cafeteria, and automatically receive email notifications when the account reaches a low balance. You can pay online into your student's meal account using a check, credit card, or debit card. You can also use the Autopay feature to automatically replenish your student's account when it reaches a low balance.
- ◆ To sign up, simply visit: www.MyPaymentsPlus.com and then click on "Register a Free Account." You will need your student's ID number to complete registration. If you don't know your child's student ID, please contact your school to obtain this information.
- ◆ To aid in managing your student's account on-the-go, MyPaymentsPlus also has a **free mobile app** available for iPhone, iPad and Android phones. For questions pertaining to managing your account or navigating through the MyPaymentsPlus website, please email SLC@Horizonsoftware.com.

Cash or Check

- ◆ You may send or bring in cash to pay on the child's account.
- ◆ You may bring in a check made out to Highland Park Elementary. Please write your child's name on the check for reference.

Delinquent Balance

- ◆ Automated phone call alerting you of low/delinquent balance
- ◆ Child Nutrition Office sends letter when account gets to \$20.00 and above
- ◆ Principal contacts by phone/letter

Highland Park After School Program

After School Program:

The SLCS D After School youth program strives to balance supporting and enhancing goals set by the school administrators and day school staff, while cultivating opportunities for students to delve into enrichment activities that excite them to explore the world around them and how they contribute to that world.

AFTER SCHOOL PROGRAM GUIDELINES

After school programming begins as soon as school is over for the day and ends at 6 p.m., Monday through Friday. There is no program on non-school days or days requested specifically by your school. Please check your schools website to find actual early out days or other half days.

To participate in the after school program, students must attend the school in which the program is located. Kindergarten students not enrolled in a full day program will need to be in an afternoon class kindergarten class at that school site or Kindergarten Enrichment program in order to participate in the after school program.

APPLICATION PROCESS

To apply for the after school program go to : <https://apex.slcschools.org/apex/f?p=2222:1:0:::~&tz=-7:00>

- Students do need to re-apply every year.
- At the end of the application process you will receive a confirmation code.
- Payment must be received in our office within 5-7 business days from when your application is approved.
- If payment is not received within this time frame the next student on the waitlist will be offered the opening. A student is NOT enrolled in the Kinder-Enrichment until the registration fee has been received within the designated time frame.

ONLINE PAYMENTS

All schools are able to pay using our online parent portal (<https://powerschool.slcschools.org/public/home.html>), which requires you to set up an account using your student number and PIN. If you have multiple students you can connect them all to your account using their student number and PINs.

Highland Park Programs

Extended Learning Program

Special Education Program

Extended Learning Program:

The Extended Learning Program supports the mission of Salt Lake City School District (SLCSD) to cultivate a love of learning in a diverse and inclusive school community, committed to educational excellence and integrity. In collaboration with families and community, we hold high expectations for all students, respond effectively to individual needs, and provide a safe, healthy environment in which every student can learn the academic, problem-solving and social skills required for success in college, career, and life. The district has designed and implemented an Extended Learning Program to meet the cognitive and affective needs of identified gifted students. Through ELP, a continuum of program options provides a beneficial learning environment and curriculum designed to meet the needs of gifted/talented and high ability students.

Special Education Program:

The Special Education department assists schools in ensuring that identified students with disabilities receive special education and related services in accordance with the Individuals with Disabilities Improvement Education Act (IDEIA). A full-range of Special Education programs and related services are available . We have four self contained Functional Life Skills/Academic classrooms at Highland Park along with two resource teachers and 2 speech teachers to serve our students with disabilities.

Highland Park Programs

Supported by ARTS Night

ARTS Night is the ONLY fundraiser to support the art programs at Highland Park. At Arts Night, there is fun for all ages. You and your children may attend music and dance performances by our students, tour the school and enjoy all the great artwork, participate in hands-on-art experiences, do craft projects in the children's area, have dinner, purchase items at the bake sale, theme basket drawing, and bid on amazing items at the silent auction.

ARTS Night pays for Tanner Dance and Music Instruction

Tanner Dance:

Highland Park has hosted the Side-By-Side Residency Program from Tanner Dance since 1997. In this residency, dance specialists from the Tanner Dance Program at the University of Utah work alongside classroom teachers in elementary schools to design dance instruction that teaches creative dance technique and composition while integrating the academic curriculum. For example, as third grade students study photosynthesis in the classroom, dance specialists guide students as they create movement sequences describing photosynthesis through movement in their weekly 45-minute classes. Then, the dance specialist helps the class string sequences together to create a piece to be performed at the end of a semester for parents and fellow students. Dance specialists meet and coordinate with the classroom teacher weekly to prepare lesson plans and discuss goals and challenges for the classroom. These classes are accompanied by live musicians playing piano or percussion to customize and enliven each class. Classrooms participating in this program have seen remarkable results including increased student engagement and subject retention, particularly for English language learners. Students have been able to form more empathetic connections with their peers and have found creative modes of expression.

Music:

The Arts Night fundraiser ensures that **every student** at Highland Park receives music for at least 30 minutes per week. This music instruction is tied directly to what the students are learning in their classroom and also covers the material mandated by the Utah state music core curriculum. Research shows that integrated music instruction increases learning in music as well as reading and other classroom subjects. This quality music instruction for grades K-6 is only possible through arts night funding. Arts Night funding also provides music instruction for Highland Park Elementary School's four self-contained special needs classes.

Highland Park Programs Supported by PTA

The PTA is a volunteer organization of parents and teachers with the mission of improving your child's school experience. This happens by direct financial support of programs for the children but also support of the teachers and larger school community.

There are many programs we sponsor, including paying for teacher grants and field trips. The PTA also purchases the calendar magnets, creates the yearbook and t-shirts, purchases music and P.E. supplies, run the book fairs, and organizes teacher appreciation events. We also sponsor and organize many events throughout the year such as Jog-a-thon, Movie Night, Red Ribbon Week, Field Day and Holiday Sharing.

Each activity is supported by volunteers in the school community. We are always looking for folks to be part of the experience. It does not take a lot of time and some volunteer activities can even be done at home! There is something for every schedule and level of availability.

Even if you are not able to volunteer your time, your financial support is also important. Donations through the Jog-a-thon fundraiser are the primary means which the PTA raises funds. It is the only fundraiser the PTA does throughout the year. The Arts Night Fundraiser is organized through a separate committee that is not affiliated with the PTA.

Another important item is supporting the PTA through purchasing a membership. Purchasing a PTA membership allows for you to have a voting membership and voice. You are able to have influence how the PTA runs and hear about what is happening in your school community first. You will be joining a network of similar parents who want to have a positive influence on your school. PTA membership also grants discounts to many major stores and events.

Please note that anyone is welcome to attend PTA meetings that are scheduled throughout the year. The meetings are held on the third "school day" Thursday of the month at 7 pm at the school office. Please come to a meeting and see how you can be involved!

PTA Major Events

Jog-a-thon:

The Jog-a-thon is the PTA's only fundraiser of the year. This means no kids selling door-to-door, no awkward conversations with co-workers. The kids get to exercise and make money for their school at the same time! At the beginning of the school year, packets will go home asking for sponsors to donate money in support of the kids. Kids can win prizes based on the amount of donations they receive. Volunteers are always appreciated the day of the Jog-a-thon.

Teacher Grants:

The PTA supports teachers by funding special projects, field trips and buses. The teachers fill out grant applications at the beginning of the year to do such great programs as visiting museums, seeing plays and outdoor educational hikes.

Reflections:

Reflections is a regional and national competition for students from all grades and abilities to explore and be involved in the arts. Annually, thousands of students will reflect on a common theme and create original works of art in the categories of Dance Choreography, Film Production, Literature, Music Composition, Photography and Visual Arts. The Reflections Theme for the 2021-2022 school year is "I Will Change the World By..."

Safety Patrol:

The Safety Patrol is a group of dedicated parents and 6th Graders who volunteer to ensure the safety of everyone's children during drop-off and pick-up. They direct traffic, help kids crossing the street, and oversee the Kindergarten parking area. Volunteers are always needed! Please respect the directions of the volunteers who are out in the rain and snow protecting your kids.

Red Ribbon Week:

Red Ribbon week is a week-long event encouraging kids to be drug free. Each day has a themed activity that supports that message.

Roadrunner Days:

Roadrunner Days is an anti-bullying event that highlights the benefits of community and support. A week of activities is scheduled for the kids that contribute to the anti-bullying message.

Field Day:

Field Day is the last big event of the year where kids and their parents can enjoy outdoor activities and races.

Highland Park School Community Council

School Community Council:

School Community Councils (SCCs) improve educational programs and conditions at public schools. Councils operate using the shared governance approach: collaborative, site-based decision making to meet individual school improvement goals. Every public school in Utah has a community council consisting of two elected groups: parents and teachers/administrators.

5 Reasons to Join SCC:

1. Benefit your Child!

Research shows that children perform better when parents are involved both at home and at school.

2. Get Connected!

There is no better way to know what's happening at school.

3. Minimal Time Commitment!

Meet for an hour on the third Thursday of each month at 6pm.

4. Have a Say in Your Child's Education!

Share your opinions for making our school great.

5. Help Make School Decisions

We discuss issues such as budgets, discipline, internet safety, school activities, & more.

Resources

Learn more about shared governance and the role of councils here:

<http://www.schoolandtrust.org/>

http://www.slcschools.org/board-of-education/shared-governance/#.U_vOr0i7k5k

[Shared Governance Guide](#) (link to: http://www.slcschools.org/board-of-education/shared-governance/documents/FINAL_Shared-Governance-Guide_2014-15_rv7.14.pdf)

Highland Park 2021-2022 School Plans

Excellence and Equity Plan:

School-wide Three-Year Priorities

- ◆ Collaboration with families and community: Highland Park has a strong collaboration between school and home where staff and parents take an active role in communicating and assessing information. Teachers reach out to parents in a variety of ways to communicate what is expected of students at their grade level, keep parents updated on what is being learned in the classroom, and share ways that parents can support their children. Parents support the education of their students by making sure their students arrive on time, are prepared, and by recognizing that daily attendance is vital to school success. Parents are highly engaged in classroom and schoolwide activities. Our PTA and SCC are valuable partners in creating excellence at Highland Park.
- ◆ High expectations for all students: Highland Park students are well-rounded, self-directed, critical thinking problem solvers who have a growth mindset that is fostered by the teacher. They persist in academic tasks with scaffolding and intervention when needed. They participate in the Arts and STEM-related activities in order to enrich their education.
- ◆ Responding effectively to individual needs: Highland Park is an inclusive school focused on providing evidence-based instruction that challenges all students to improve and reach their potential. We address identified achievement gaps by providing instruction that is differentiated in order to meet the needs of all students while teaching core concepts. Supports are in place so students have access to academic, social and emotional interventions, as needed. During weekly collaborative meetings, teams analyze data and then plan for instruction accordingly.
- ◆ Providing a safe, healthy environment: Highland Park is a community that consistently employs research-based practices in order to create a calm, healthy learning environment. Practices include mindfulness, building community within the classroom and school, and ensuring that students feel they have trusted adults who are concerned about them.

Highland Park 2018-2019 School Plans

Land Trust Plan:

Goal 1:

By the end of the 2021-2022 school year, we will increase the number of students reading at or above grade level by 6% from the beginning of school (BOY) to the end of the year (EOY) as measured by the DIBELS Composite Scores for kindergarten through third grade, and the HMH Reading Inventory and MAZE for students in fourth through sixth grade.

Goal 2:

Between BOY and MOY and MOY to EOY for the 2021-2022 school year, 75% of HP students will make typical or above typical growth on the State provided, district-approved math fluency measurement assessment or alternate fluency assessment measure.

Wellness Plan:

- ◆ Highland Park will increase student knowledge about healthy food choices and the importance of eating a variety of food colors.
- ◆ Teacher and parent volunteers will create a list of resources for teaching students the importance of eating a variety of healthy foods and providing the rationale for how each type of food benefits their bodies. The school counselor, PE teacher, and dance teachers will choose a resource to share with students each month.
- ◆ Students in conjunction with the school cafeteria manager will create posters showcasing healthy foods and their benefits and display them in the lunch room. Cafeteria supervision will continue to encourage students to eat prior to leaving the lunchroom.
- ◆ Highland Park will provide a lunch schedule that ensures 20 minutes for students to eat their lunch and will utilize a reversed lunch schedule.

Highland Park Policies & Procedures

Drop Off/Pick Up:

- ◆ PLEASE help us keep students safe by driving slowly through the parking lot.
- ◆ Drop off and pick up your students in the designated zones.
- ◆ Do NOT use load/unload zones for parking. If the parking lot is full, please park on 2700 South, adjoining neighborhood streets, or on Melbourne. There are two entrances to the school property there.
- ◆ Only use the kindergarten Zone if you have a kindergartner.
- ◆ Keep traffic flowing: Pull to the front of the zones; remain with/in your vehicle so that you can pull up as other vehicles leave. If you are going to leave the vehicle, please park in a parking stall.
- ◆ Consider arranging for an alternate pickup location on Kenwood or at the back of school.
- ◆ The parking lot on the west side of the school is for faculty. Access by Sonnet Drive is NOT a drop-off zone or a parent parking zone. Students going to breakfast should be dropped off in the front parking lot and walk down the west sidewalk to the door by the cafeteria.
- ◆ PLEASE have students exit vehicles on the sidewalk side of the car, not into oncoming traffic
- ◆ We were the TOP walking/biking school and would love to continue to be so. If at all possible, please continue to walk/bike to school.
- ◆ Plan ahead. Rush hour begins around 8:35 am and 3:10 pm.

Policies and Procedures Continued

Attendance: Board Policy S-4

The Salt Lake City School District Board of Education complies with the state's compulsory education requirements for students between the ages of six and 18. The board recognizes that regular school attendance is a major component of a student's academic success, improves social interaction with adults and peers, and provides opportunities for important communication between teachers and students. Regular attendance also has a cumulative effect of establishing life-long positive traits, such as responsibility, determination, and punctuality that are critical for developing career readiness skills, and achieving success in college and life.

Compliance with the compulsory education requirements includes following state laws and administrative rules pertaining to excused and unexcused absences, recording attendance, truancy, released-time classes, hospital and homebound services, and exemptions from attendance. The board delegates to school administrators the responsibility for developing appropriate school-wide attendance plans, promoting and monitoring regular student attendance, and addressing truancy issues.

The purpose of this policy is to encourage full attendance by all students; reduce the number of unexcused absences, tardies and early departures; maintain an appropriate attendance recordkeeping system; identify patterns of student attendance behaviors; develop effective intervention strategies; and reduce attendance barriers to improve school attendance.

Highland Park Absence/Tardy Procedures:

Tardy Procedures

- Students who arrive after the late bell, 8:45, go to class to get tardy slip
- Students arriving after 9:15 will report directly to the front office to sign-in

Absence Procedures

- Call the office to let school know of student absence
- Communicate with teacher regarding required make-up work in order to excuse the absence. Work needs to be completed within 5 days of the absence in order for it to be excused.

Early Pick-Up Procedures

- Parents check in at office to sign student out
- Office will page into classroom to have student come to office with the exception of kindergarteners, parents will go to kinder room to get student

Policies & Procedures Continued

Visitors: Board Policy C-2

- ◆ The school is now equipped with a security system which requires patrons to buzz in prior to entry. We appreciate your cooperation and understanding as we provide a safe and orderly environment for our students.
- ◆ All individuals must report to the main office when entering or leaving school premises
- ◆ All individuals must sign-in/sign out at the computer kiosk at the entrance to the office. We will have clipboards available to sign in for school performances.
- ◆ All visitors must print off a visitor badge, and wear it at all times while in the school.
- ◆ All visitors must be respectful of the school climate and comply with all laws, local school rules, board policies and district administrative procedures, and safety guidelines.
- ◆ NO visitor is permitted to disrupt the educational environment of a school. The principal or principal's designee has the authority to exclude from school premises anyone who disrupts or is likely to disrupt the educational environment.
- ◆ Individuals disrupting, or appearing likely to cause a disruption to the educational environment, preventing employees from fulfilling their work assignments, or creating a safety concern for anyone in the building will be asked to stop the disruptive behavior, and leave school premises.

Lost & Found Items:

- ◆ Lost and found items are brought to the office and hung on a rack by date.
- ◆ Unclaimed items will be donated to a charity if unclaimed for 4 weeks.

Policies and Procedures Continued

Pledge of Allegiance

Effective 5/12/2020 53G-10-304 Instruction on the flag of the United States of America.

- In accordance with Title 63G, Chapter 3, Utah Administrative Rulemaking Act, the state board shall provide by rule for a program of instruction within the public schools relating to the flag of the United States.
- The instruction shall include the history of the flag, etiquette, customs pertaining to the display and use of the flag, and other patriotic exercises as provided by 4 U.S.C. Secs. 1 to 10.
- The pledge of allegiance to the flag shall be recited once at the beginning of each day in each public school classroom in the state, led by a student in the classroom, as assigned by the classroom teacher on a rotating basis.
- Each student shall be informed by posting a notice in a conspicuous place that the student has the right not to participate in reciting the pledge.
- A student shall be excused from reciting the pledge upon written request from the student's parent.
- At least once a year students shall be instructed that: (A) participation in the pledge of allegiance is voluntary and not compulsory; and (B) not only is it acceptable for someone to choose not to participate in the pledge of allegiance for religious or other reasons, but students should show respect for any student who chooses not to participate.

Policies and Procedures Continued

Discipline:

School Wide Expectations:

- ♦ Be Safe, Be Respectful, Be Responsible, Be Ready, Be a Good Friend

Positive School-Wide Reward System:

- ♦ Students can earn BUG Slips (Caught Being Unusually Good) from staff members. These will be collected in the classroom and a student from each class will be drawn out each Friday. These students will come down to the office at the end of the day on Friday to receive a prize.
- ♦ Student of the Month-Teachers will recognize two students each month. One student for academic achievement and one student based on citizenship/behavior. Students with perfect attendance will also be recognized and certificates for each of these awards will be given to the teacher to distribute as the grade level determines.

System for Consequences:

- ♦ Minor infractions will be dealt with at the classroom level. Consequences could include a pink slip, clip move down, seat away, buddy room, phone call home, etc.
- ♦ Major infractions will be dealt with at the office level. An office referral tracking slip will be completed by the teacher and the administrator will follow up with appropriate disciplinary action which could include conference with student, conference with parent and student, loss of preferred activity, in-school suspension, or out of school suspension.
- ♦ A behavior plan will be put in place for students with chronic behaviors in conjunction with the parent and teacher.

Policies and Procedures Continued

Board Policy G-19: Discrimination, Harassment, and Retaliation Prohibited

THE POLICY

THIS POLICY MUST BE PUBLISHED ANNUALLY IN ALL STUDENT AND EMPLOYEE HANDBOOKS.

The Salt Lake City School District Board of Education is committed to providing a working and learning environment free from harassment, discrimination, sexual harassment, and retaliation. The board values diversity among its students and employees. Accordingly, no otherwise qualified person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to unlawful discrimination in any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status (Protected Classes). These protections apply to students, employees, and other members of the public. The district is committed to providing equal access and equal opportunity in its programs, services, and employment including its policies, complaint processes, program accessibility, district facility use, accommodations, and other Equal Employment Opportunity matters. The district shall operate as an equal opportunity employer and will provide and safeguard the opportunity for all persons to seek, obtain, hold, and advance in employment within the district without discrimination. The district will also proactively recruit underrepresented groups, including women, minorities, people with disabilities, and eligible veterans. Employment decisions shall be based on job-related qualifications and competence. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United States Code, including scouting groups. The district prohibits harassment, discrimination, sexual harassment, or retaliation against individuals who report allegations of discrimination, file a formal complaint, or participate in the investigative process. It is also a violation of this policy for any district employee to ignore harassment, discrimination, sexual harassment, or retaliation. Violations of this policy may result in discipline for both students and district employees. Board Policy G-19: Discrimination, Harassment, Sexual Harassment, and Retaliation Prohibited (cont.) Page 2 of 2 rev. 8/4/2020 Board of Education Salt Lake City School District | 440 East 100 South, Salt Lake City, Utah 84111 | www.slcschools.org The purpose of this policy is to promote working and learning environments that are free of discrimination, harassment, sexual harassment, and retaliation, and to affirm the district's commitment to non-discrimination, equity in education, equal opportunity for employment, and affirmative action. Students or employees who believe that they have been subjected to unlawful discrimination, harassment, or retaliation should report the incident immediately to the school principal, department supervisor, or designee, as outlined in the G-19.A administrative procedures accompanying this policy. Complaints will be investigated with fairness and reasonable speed. Individuals who believe that they have been subjected to sexual harassment should report the incident immediately to either a school's Deputy Title IX Coordinator or the district's Title IX Coordinator, Tina Hatch, as outlined in the G-19.B. administrative procedures which accompany this policy. All complaints will be investigated with fairness and reasonable speed. Refer to Board Policy G-20: Bullying, Cyber-bullying, Hazing, and Abusive Conduct Prohibited, and its associated administrative procedures for guidance on those issues. Board Policy G-20 pertains to both students and employees. Board Policy S-3: Student Conduct and Discipline, and its associated administrative procedures describe student rights and responsibilities. Employees should consult the appropriate employee handbooks and/or negotiated agreements for a description of their rights and responsibilities. Discrimination Prohibited Statement for publications and applications No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United States Code, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, sexual harassment, and retaliation: Tina Hatch, Compliance Officer/Title IX Coordinator, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.

Discrimination, Harassment, and Retaliation Procedure Flyer

Discrimination, Harassment, and Retaliation Prohibited

AS REQUIRED UNDER FEDERAL REGULATIONS TITLE IX, VI, VII, SEC.504

Any student or employee who feels they have been unlawfully discriminated or retaliated against, harassed, or has witnessed an unlawful act should reports as follows:

- ⇒ Report such conduct to a principal, teacher, supervisor, administrator or the human resources department as soon as possible after the alleged act of discrimination, harassment, or retaliation.
- ⇒ An investigation of the complaint will be conducted at the site of the alleged act.
- ⇒ The complaint may be handled informally or formally. See Board Policy G-19 Administrative Procedures, Discrimination, Harassment, and Retaliation Prohibited, Section VI (B)-©.
- ⇒ All investigations will be treated with discretion to protect the privacy of those involved. All efforts will be made to treat the information as confidential; however, absolute confidentiality of all information obtained through an investigation cannot be guaranteed.
- ⇒ An investigation will be completed as quickly as possible and within 20 working days of receipt of the complaint, unless extenuating circumstances require longer.
- ⇒ Within 15 working days of the completion of the investigation, all parties will be notified of the findings of the investigation.
- ⇒ All questions related to discrimination, harassment, and retaliation should be directed to the compliance officer, Whitney Banks.

Whitney Banks

Compliance and Investigations

Salt Lake City School District

Phone: 801-578-8388

440 East 100 South

Fax: 801-578-8685

Salt Lake City, UT 84111

Email: whitney.banks@slcschools.org

- ⇒ You may also contact Momi Tuua, Utah State Board of Education, 250 East 500 South, Salt Lake City, Utah 84114, 801-538-7828.
- ⇒ Nothing in policy or procedure prohibits a person from filing a discrimination or harassment complaint with the Regional Office for Civil Rights: Department of Education, Region VIII, Federal Office Building, 1244 Speer Blvd., Suite 300, Denver, CO 80204.

Policies & Procedures Continued

Toys and Electronics: S-11

- ◆ Toys should remain at home. This includes Pokeman cards, fidgets, balls, etc. Toys will be collected and given back to students at the end of the day for the first offense. The teacher may ask a parent to retrieve the toys if it becomes a chronic problem. The school is not responsible for any lost or stolen items brought from home.
- ◆ The Salt Lake City School District Board of Education recognizes that, depending on how it is used, a personal electronic device may be either a valuable instructional tool or a source of disruption. In consideration of the advancement of technology and the prevalence of electronic devices in our society, the board allows the responsible use of cell phones and other electronic devices at school in accordance with all applicable state laws, school rules and district administrative procedures.
- ◆ Cell phones are allowed at school. The devices must remain out of sight during instructional time AND be turned off OR on a silent mode.
- ◆ Students who possess and/or use such devices at school or school sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community. Nonetheless, students and parents should carefully weigh the choice of whether or not to bring personal electronic devices to school as they can be damaged, lost, or stolen.
- ◆ The purpose of this policy is to facilitate the appropriate use of personal electronic devices on school property, during school instructional activities, or at any other school event.

Policies and Procedures Continued

Air Temperature & Quality:

When the temperature outside is below 20° we will call an inside recess. If the temperature is below 20° in the morning, an announcement will be made at 8:15am and students will be allowed to stay in gym until the school day begins. The red, yellow and green designations we hear about in the media typically relate to driving conditions and wood-burning fireplaces and stoves. The information schools have been instructed to pay attention to is the particulate levels and health advisories. If the particulate matter in the air exceeds 90, all children will stay inside. If the particulate matter is between 35 and 55 and the temperature is in excess of 20°, students will be allowed to go outside. If the particulate matter is in excess of 55, students who are sick will be encouraged to stay inside. If your student is ill or suffers from a medical condition such as asthma, cystic fibrosis, chronic lung disease, congenital heart disease, has a compromised immune system or other respiratory problems, please notify your child's teacher and we will make arrangements for him/her to stay in from recess and read. If this is an ongoing medical situation, a doctor's note may be required. We will be monitoring the temperature and air quality on a daily basis at <http://www.airquality.utah.gov/>. Please remember that children need an opportunity to get outside, run-around and expend their energy when weather permits. Also, the Salt Lake City School District and the State of Utah require that schools provide recess for all elementary aged students as part of their wellness policy. Please encourage your children to dress warm as we do live in Utah and experience vast swings in temperatures. We are constantly working to create a healthy and safe, academically rich educational environment.

Emergency Drills & Procedures:

Board Policy G-2

During each school year, elementary school shall conduct emergency drills at least once each month. All schools shall have one fire drill within the first 10 days of school and have at least one fire drill every other month throughout the school year.

Highland Park Lockout/Lockdown Procedures

Lockout:

1. Definition of Lockout-External Threat: During a Lockout all school exterior doors are locked. This takes place if the threat is outside of the school. A sign is posted on the main entrance of the school indicating an external Lockout is in progress. If any students or staff are outside, you will want to get them inside as quick as possible. If the situation allows, and it is deemed safe for parents or others to enter the building, they could be admitted into the school with proper identification.

Lockdown:

2. Definition of Lockdown-Internal Threat: During a Lockdown all school interior doors are locked, students and staff are confined to their classrooms and no entry or exit is allowed. Locks, Lights, Out of Sight. This takes place if there is a possible threat inside the school.

Procedures for an actual lock down or lockout:

Objectives:

1. Observe and gather intelligence on the incident.
2. Advise school administration and 911 dispatch of pertinent information.
3. Issue a warning over the school public address system; initiate "Lockout" or "Lockdown" to protect students and staff.
4. Office will call Salt Lake School District 24-Hour Alarm Response at _____.
5. School will notify students and staff that are known to be off campus on a school-related activity of the emergency.
6. District Administration will notify other schools and neighboring districts if deemed necessary.
7. Understand and prepare for the tactical response of law enforcement.
8. Ensure that the interaction between school personnel and law enforcement is safe and effective.
9. Provide additional information as needed over the public address system to assure the staff that help has arrived.
10. Establish accountability and follow directions of law enforcement.

NOTE: All staff should be familiar with the basic concepts and terminology of suspect identification. Observations may have to be made in seconds.

Fire Drills

Staff have been designated to check specific areas and report in to the administrator

When the alarm is activated, teachers/staff direct students to quietly and calmly walk as a class out their specified door and to the back or front of the school to their assigned area.

Teacher grabs the emergency bag that includes the class roll and green/red signs

Teacher accounts for each student and holds up the green sign if all kids are accounted for or a red sign if missing a student.

Designated staff checks to see which classes are accounted for and radio's in any missing student names

Once all students are accounted for, the drill is complete and recorded.

Earthquake

Students duck and cover until given the signal to exit the building. Procedures for fire drill are followed.

Setting up a Parent Portal Account in PowerSchool and Canvas

PowerSchool Parent Account

<https://powerschool.slcschools.org/public/home.html>

Canvas Parent Account

<https://www.youtube.com/watch?v=ke-7q2xlxZc>

Eureka Math

Parent Resource Letter

Dear Parent,

We're introducing a new mathematics curriculum, called *Eureka Math*.

WHAT IS EUREKA

The *Eureka Math* curriculum was created by Great Minds, a nonprofit that brought together teachers and experts to craft a program based on the world's most successful math programs. Eureka was built around the core principle that students need to know more than just what works when solving a problem—they need to understand why it works.

The curriculum goes beyond facts and formulas, teaching students to think about math conceptually. This helps students become not merely literate, but fluent in mathematics.

PARENT RESOURCES

Your involvement in your child's education can have a significant impact on his or her success in school, that's why the teacher-writers who developed the curriculum, also created a suite of parent support resources that will help you support your child at homework time. These resources include:

- **Homework Helpers** — A grade-level resource

that provides step-by-step explanations of how to work problems similar to those found in *Eureka Math* homework assignments. There is a Homework Helper to go with every homework assignment in the curriculum.

- **Parent Tip Sheets** — Topic-level tip sheets that explain math strategies and models, provide key vocabulary, sample problems, and links to useful videos.

WHY EUREKA

Eureka has received high ratings from educators and reviewers nationwide. Schools and districts are seeing growth and impressive test scores after just one year of implementation.

Read more about *Eureka Math* success stories at schools and districts across the country at greatminds.org/data.

www.eureka.support

Eureka Math

Parent Resource (Continued)

Accessing these free online resources is simple:

CREATE AN ACCOUNT

Visit GreatMinds.org/signup to sign up for your free parent account. Enter your name, email address, zip code, and select “PARENT” as your role.

Then click the “CREATE” button. (Rest assured, your name and contact information will never be sold or shared with outside organizations.)

ACCESS YOUR DASHBOARD

Once you have created an account, you will have access to your personalized dashboard. (This is where you’ll access or “launch” digital resources you check out with from the SHOP.)

VISIT THE SHOP

To add parent support resources, such as Parent Tip Sheets and Grade

Roadmaps, to your Dashboard visit our SHOP at eurmath.link/parent/shop.

ADD HOMEWORK HELPER eBOOKS- Click “MY DASHBOARD” in the upper right-hand corner of the site. In your Dashboard you will see several buttons, select “PRODUCT KEY” and enter HWH14W to access your free Homework Helper eBook. Select a grade-level and the Homework Helper eBook will be added to your Dashboard. Click “LAUNCH PRODUCT” to navigate into the eBook. Note: if you are viewing the Homework Helper eBooks on a mobile device or tablet, we recommend using landscape view.

ACCESSING YOUR ACCOUNT

To access your account and products the next time you visit

GreatMinds.org, select “LOGIN” in the right-hand corner of the site and enter your email and the password you selected when you created your account. Once you’ve logged in, you will automatically be directed to your Dashboard.

HAVE ANY QUESTIONS?

To learn more about how Eureka Math can set your child up for success visit www.eureka.support.