



Learners Today, Leaders Tomorrow

PARENT/STUDENT
HANDBOOK
2014-2015

Table of Contents

High Tech Motto.....	4
High Tech Mission.....	4
High Tech Vision.....	4
Important Information.....	5
Online Lunch Payments	5
Lunch Charge Policy	5
High Tech Parking Lots And “Kiss And Go Zone”	6
Ece Parking Lot.....	6
General Information.....	9
Arrival And Departure Information	9
Buses.....	9
Weather.....	10
Snow Days	10
Professional Development Days	10
Visitor Information	10
Custody Paperwork	11
Keep Us Current	11
Classroom Parties	11
Birthdays.....	11
Outside School Invitations	12
Lost And Found.....	12
Internet And World Wide Web Policy	12
Pets.....	12
Nutrition Information	12
Snack	13
Attendance	13
Tardies	13
Early Departure Information	14
Excused Absences	14
Unexcused Absences	14
Notification Of Absences	14
Scheduling Vacations While School Is In Session.....	14
Make-Up Work For Student Absences	15
Safety Information	15
Safety At School.....	15
Accidents	15
Walking/Bicycles	15

Playground Equipment	16
Personal Items From Home	16
Weather Delays.....	16
School Communication And Information	16
Display Of Information	16
School Newsletter.....	16
Electronic Communication.....	16
Back-To-School Night.....	17
Communication/Parent Concerns.....	17
Parent Teacher Conferences	17
Use Of School Telephones	17
Student Fee/School Supplies	18
Expectations For Students	18
Dress Code Standards.....	18
Personal Belongings	19
Cell Phones	19
Playground Equipment Rules	19
General Playground Rules	20
Recognition	23
S.O.A.R. At High Tech.....	25
Academic Program	26
Curriculum.....	26
Assessment	26
Specials.....	27
Homework.....	27
Purpose And Guidelines	27
Time Allotment	28
Types Of Homework	29
Parent/Student Handbook Signature Form	32

HIGH TECH MOTTO

Learners Today, Leaders Tomorrow

HIGH TECH MISSION

High Tech Elementary School's (HTES) mission is to successfully blend a project-based learning environment, a rigorous 21st century curriculum, and a high standard of excellence for its students. We are committed to providing an environment that emphasizes learning as an interactive process, focusing on the individual needs of our students to ensure that all students succeed. We strive to develop critical thinkers who are caring, confident and lifelong learners in a diverse community.

HIGH TECH VISION

HTES is deep-seated in technology-enhanced, personalized project-based learning. All students are immersed in the learning process through exploration, discussion, and reflection. Together the students, think, work, and create something that demonstrates their new understanding. Students develop qualities and attributes throughout their daily work, such as integrity, character, equity and accountability. We foster in our students a joy and passion for learning. The curriculum is rigorous, yet developmentally appropriate, providing the foundation for success. Students build upon what they have learned in preparation for the next grade.



High Tech is home of the “Hawks.”
The school colors are Navy Blue, Silver/Gray and White.

High Tech Elementary School Important Information

Office: 720-424-2100
Fax: 720-424-____
Attendance Line: 720-424-2100
Cafeteria: 720-424-____
Weather Hotline: 720-423-3200
Transportation: 720-423-4624

School Website: <http://hightechelementary.dpsk12.org/>
District Website: <http://www.dpsk12.org/>
Staff E-mail Addresses: firstname_lastname@dpsk12.org

Breakfast is served each morning at 7:45A.M. until 8:05A.M.. Lunch accounts may be used for afternoon snack.

Breakfast	FREE
Student Lunch	\$1.50
Adult Lunch w/Milk	\$3.50
Afternoon Snack	\$0.50

Online Lunch Payments

Please go to <https://www.mylunchmoney.com/> to make a lunch payment, or to access any information regarding your child's lunch account.

Lunch Charge Policy

Any student in grades ECE – 5, who forgets or loses his/her money, may charge up to \$4.50. Prior to this limit being reached, a written notice will be given to the student to notify the parent/guardian. If payment for charges is not received by the time this charge limit is reached, an alternate meal (cheese sandwich and white milk) will be served.

Please remember that the school breakfast program is free to all students and begins promptly at 7:45 A.M. each day. The playground will be supervised from 8:00 A.M. until the first bell rings at 8:20 A.M. For the safety and security of our children, under no circumstances should any student arrive prior to 7:45A.M. or be left unsupervised in the school playground. The playground will be supervised from 8:00 A.M. until the first bell rings at 8:20 A.M. For the safety and security of our children, under no circumstances should any student arrive prior to 7:45A.M. or be left unsupervised in the school

playground. For those students who continue to arrive before the designated time, a staff member will call the parents to ask for support on this issue. In some cases parents may be asked to pick up their child. If you have questions, please call the High Tech office.

High Tech Parking Lots and “Kiss and Go Zone” ECE PARKING LOT



ECE Parents must park in the ECE parking lot on the west side of the building (Verbena and Stoll Place) and walk their child(ren) into the classroom. ECE parents will receive a parking permit, which needs to be displayed when parked in the ECE parking lot. Anyone parked in the ECE parking lot without a permit will be subject to a DPS and/or Denver Police Department citation.



We ask that the families of all students being transported to school in grades KDG-2nd in private vehicles work together to make the “kiss and go” zone parking lot safe. We have numerous vehicles to move through this area in a short period of time each morning and afternoon. We believe we have created a system to move traffic through this area as quickly and safely as possible. Following the procedures we have outlined will significantly decrease problems for all.

There is only one entrance and one exit for picking up and dropping off children. This also serves as a fire lane, and parking is prohibited in fire lanes by law. It is critical you do not park your vehicle in the “kiss and go zone” (or along the sides) and leave it unattended. Doing so will cause a major traffic jam. You must remain in your car while in the “kiss and go” zone until your child arrives or departs. The more efficiently our “kiss and go” lane operates, the safer the area is for children. The safety of all children is our number one priority. Please help us ensure these safety procedures. If you would like to park your car, please use a legal space in the parking lot or on the street.

- After entering the ‘kiss and go’ zone, proceed in a **single-file** line to the end of the lane.
- **Pull as close to the curb AND as far forward as possible** after entering this area so we can accommodate as many vehicles as possible.
- As soon as all the cars stop moving forward, all vehicles may load or unload next to curb on the **sidewalk side** of the car (**right side of the vehicle**).

- Please make sure your child is ready to load/unload with backpacks, etc. before moving into the unloading zone. If your child is not ready, please circle around the drive again.
- Once students have safely reached the sidewalk, you may pass to the left of the stopped vehicles. (Refer to the diagram above.)
- The “kiss and go” zone is the only area where students should be dropped off and picked up. This area is supervised and safe.
- Students should not be dropped off or picked up in the parking lot, which forces them to walk across a busy and dangerous parking lot. We cannot allow children to walk through the parking lot unattended.
- The amount of time saved by dropping a child off in a place other than the designated area is not worth the risk of injury or death to a child.
- Under no circumstances should cars be left parked or unattended in the “kiss and go” lane before, during or after school.
- Please observe the “no parking fire lanes,” which are marked in red. If you choose, you may park in a legal parking spot and walk your child to the building.
- We allow children to be dropped off at 7:45 A.M. for breakfast
- Please do not drop off children before this time, as there will be no adult supervision.
- Children arriving at 8:00 A.M. must wait at their designated area where supervision is provided.
- Staff members will start lining students up to escort them into the building after the first bell rings at 8:20 A.M. Tardy bell rings at 8:30 A.M.
- Remember, children arriving at school after 8:30 A.M. are considered tardy and need to check in at the office
- If your child walks to school, make sure he/she stays on the sidewalks at all times unless crossing the street at a designated crosswalk.

REMEMBER: DRIVE SLOWLY AND CAUTIOUSLY AT ALL TIMES WHEN IN THE “KISS AND GO” ZONE AND THE PARKING LOT. THE SAFETY OF OUR CHILDREN IS AT STAKE!

GENERAL INFORMATION

Arrival and Departure Information

School hours are 8:30 A.M. to 3:45 P.M. Each day before students arrive at HTES, teachers and staff are engaged in individual planning, team meetings, and committee work. Before school, it is each teacher's responsibility to prepare for the day's lessons as well as to communicate with colleagues about curriculum, instruction, and student needs. It cannot be their responsibility to supervise students who arrive early.

Students who arrive at their designated time are not to go to the classrooms, but are asked to wait quietly outside at their designated area. Please remember that the school breakfast program is free to all students and begins promptly at 7:45 A.M. each day. The playground will be supervised from 8:00 A.M. until the first bell rings at 8:20 A.M.

Students who are picked up at the end of the school day will be waiting outside near the "kiss and go" zone. Either stay in your car in the "kiss and go" lane and wait for your child, or park in a legal parking space or on the street and escort your child to your vehicle. Our parking lot is very busy and safety is of utmost importance to us.

Buses

Bus transportation is provided for several High Tech students including special situations. Students will be dropped off in front of the school in the bus lane. Routes and pickup/drop off points can be obtained from the DPS Transportation website at <http://transportation.dpsk12.org/bus-routes/> or in the school office.

The following are items not permitted at school or on school buses: baseball bats, hockey sticks, tennis rackets or similar sports equipment, glass objects, explosives, firearms, knives, lighters, matches, live animals or insects, or skate boards. Small science classroom projects may be transported in sealed plastic containers. Please review DPS Policy JICC-R - *Student Conduct on School Buses*.

<http://www.dpsk12.org/policies/Policy.aspx?-db=policy.fp3&-format=detail.html&-lay=policyview&File=JICC-R&-recid=32961&-find=>

Parents will be notified if their child is abusing his/her bus privileges on the bus or at bus stops, and appropriate action will be taken. Parents should stress the importance of proper behavior at the bus stop and on the bus so that each High Tech student has a safe and happy ride to and from school.

Weather

On very cold and/or wet days, children are kept inside during recess time. If the temperature is 20 30 degrees or less (wind chill factor is taken into consideration), there will be inside recess. Please dress your child(ren) warmly as the weather in our area is unpredictable. If the weather is inclement, please listen to your radio or television weather report.

Snow Days

If schools are to be closed due to weather conditions, the district is committed to making a decision as early as possible. The decision to close is made by the Superintendent based on information provided by representatives from transportation agencies, the weather bureau, city and county law enforcement and DPS Transportation. If school is cancelled, this information will be communicated in the following ways:

- The Communications Office will immediately notify local television and radio stations, which will broadcast regular announcements of school closures. You can also visit [the DenverChannel.com](http://theDenverChannel.com), 9News.com, KDVR.com and denver.cbslocal.com. Notifications in Spanish will be made on radio newscasts on 1150 AM, 1280 AM and 1090 AM..
- Emergency school closures are posted on dpsk12.org immediately.
- Announcements to close or delay school will also be posted to the district's [Facebook](#) and [Twitter](#) pages.
- A message denoting the closure will also be left on the school districts closure hotline at 720.423.3200, as well on the DPS Transportation hotline at 720.423.4600.

Professional Development Days

Professional Development days have been incorporated into the school calendars. This time will be used for teachers to work in teams to set specific goals for student achievement. Students will not attend school on these days.

Visitor Information

All guests, including parents, family members, visitors, volunteers and room helpers, **must provide photo ID**, sign in, and pick up a visitor/volunteer badge at the front office. Badges must be worn at all times while you are in the building. Please take special note: younger children are not allowed to visit classrooms with their parents during instruction time.

Custody Paperwork

Please let the office know of any concerns about family custody situations involving your child/ren. In order for our office to support the needs of your family, we must have current documentation on file each school year.

Keep Us Current

It is extremely important for parents to keep the school informed of any changes in emergency, doctor, and home or work phone numbers during the year. Current information is a necessity for the safety of your children. Our records must be kept up to date.

Classroom Parties

There will be three classroom parties during the year (Winter, Valentine's, Year-End). Each party will last between 45-60 minutes. Guidelines and specific details for each celebration will be at the teacher's discretion. Our Nutrition Parent Committee will be supporting teachers with a class sign-up sheet for parties that provide students with a more balanced set of snack options. Please speak with your child's teacher before bringing any food items. ALL food brought to school must be store bought in accordance with DPS Policy. **While you are planning your treats please try to avoid bringing peanut products to school. Some children are extremely allergic to peanut products.** We ask that you **not bring red, purple, or orange punch** to school for parties or activities. These colors of punch stain the carpet when spilled. Younger children are not allowed to visit classrooms with their parents, but may join their brother or sister during lunch with a parent.

Birthdays

Classrooms will not celebrate individual student birthdays at school during the school day. Classrooms will host three birthday celebrations during the school year: Fall Birthdays, Winter Birthdays, and Spring/Summer Birthdays. Our Nutrition Parent Committee will be supporting teachers with a class sign-up sheet for parties that provide students with a more balanced set of snack options. **While you are planning your treats please try to avoid bringing peanut products to school. Some children are extremely allergic to peanut products.** We ask that you **not bring red, purple, or orange punch** to school for parties or activities. These colors of punch stain the carpet when spilled. Younger children are not allowed to visit classrooms with their parents, but may join their brother or sister during lunch with a parent. **Individual** birthday parties should be scheduled off campus and after school hours.

Outside School Invitations

Invitations to birthday parties, etc., should not be sent to school unless addressed to everyone in the class (due to hurt feelings).

Lost and Found

Personal property that your child/ren brings to school should be clearly marked with the owner's name. The Lost and Found box is located in the cafeteria. The office staff can direct you to this location. Students may check the Lost and Found for lost items at any time other than class time. Lost and Found items will be displayed on a regular basis so that students can claim lost items. Small items (example: glasses, keys, etc.) are located in a Lost and Found box in the office. Unclaimed items are given to charity twice a year. Although the school takes every precaution to safeguard private property, no responsibility can be assumed for articles brought to school.

Internet and World Wide Web Policy

At High Tech Elementary we believe in the educational value of technology. Denver Public Schools Board Policy EGAEB - *Internet Policy* will be used as guidelines regarding student expectations. Students will need to have a signed copy of the proper form (on file) in order to use computers at school. This form will be made available to all new students as part of the registration packet. To review DPS Policy EGAEB, please visit the district website at <http://www.dpsk12.org/policies/>

Pets

For safety and health reasons, animals are not to be brought onto school grounds. This includes pets on a leash. Denver City Ordinances prohibit having dogs or other animals on the playground. Please respect this ordinance even after school hours and on weekends. We recognize that some dogs are service animals and are exempted from the above policy. However, please be cognizant of potential student allergies and/or fears children may have of strange dogs. A pet may be gentle at home but unpredictable when coming into contact with numerous children.

Nutrition Information

The lunch menu will always be on our website, but you can also visit the District website at <http://enterprisemanagement.dpsk12.org/food-services/menu/>, halfway down the page locate the link for K-8 menu. Click on the link to see the menu for the month. The District also has a new improved Online Payment website. Please go to <https://www.mylunchmoney.com/> to set up your account. Otherwise, make checks payable to High Tech Elementary School (please include phone number). Cash money sent to school should be in an envelope with the child's name, classroom number and lunch number.

Anyone needing financial assistance (even temporarily) may fill out an application for free or reduced meals at https://mealapps.dpsk12.org/Ifserver/DPS_FRA_EFORM_ENG. Applications can be obtained from the Cafeteria Manager or by calling 720-423-5624. (Remember a new application must be submitted yearly at the beginning of the school year. Applications are not carried forward from school to school or year to year.)

Snack

In collaboration with the High Tech Nutrition Parent Committee, High Tech has instituted a school-wide snack policy. Snacks must be fresh fruit or veggies. Please do not allow your child to bring candy, gum, or drinks (other than water). Teachers will determine "snack time" and procedures for their classroom. Students may bring a snack to eat during their scheduled snack time. There is absolutely NO sharing of snacks. Students will not be allowed to eat their snacks while playing on the playground. (This will prevent choking hazards and littering.)

Attendance

Students, parents and the faculty share responsibility for attendance. All students enrolled in DPS are required to attend class in accordance with Colorado Compulsory Attendance Law §22-33-104, C.R.S. Attendance in class is an integral part of the educational process, and students are required to be in attendance every day school is in session. Parents, guardians, and legal custodians of students are obligated by state law to ensure the child's attendance. If unexcused absences exceed four or more days in a one-month period or 10 unexcused absences in one semester, a letter will be sent to parents. Please read DPS Policy JE-R Student Attendance Procedures. Every month the school social worker reviews student attendance and sends letters to parents for those students whose absences are excessive. The definition of "excessive" changes throughout the school year based on number of school days but parents can expect to receive the first letter after 5 absences or 5 tardies.

Tardies

It is important that children arrive on time for school. A "tardy" child not only disrupts the class when arriving late, but he/she misses an important part of the academic learning time. When it is unavoidable and a child is tardy, he or she must check in with the school office before going to class. The office will add his/her name to the lunch list as well as remove it from the "absence" list. The student also needs to take an "admit" slip to the teacher. To excuse a late arrival in advance, please call the attendance line.

Early Departure Information

If a student needs to be taken out of school before the end of the school day, an adult is required to sign the child out in the office. The office staff will call your child to the office. If anyone other than the parent, guardian or family members listed on Infinite Campus (IC) is to pick your child up from school, prior arrangements must be made with the office. We will request an I.D. from anyone who picks-up a child, and all are required to sign students out each time they leave early.

Excused Absences

The following are considered excused absences: temporary or extended illness, injury, or physical, mental, or emotional disability; family emergencies; absences excused by the principal through prior requests of parents or guardians; absences pursuant to school release permits under District policy JHD; absences which occur when a student is in custody of a court or law enforcement authority; or any other absence approved by administration or designee.

Unexcused Absences

The following will be considered unexcused absences: those resulting from suspensions and expulsions; those absences lacking prior approval from the principal.

Notification of Absences

Parents are required to phone the attendance line or the primary office at 720-424-2100 to report the absence of their child. The absence should be phoned in by 8:30 A.M. on the day of the absence, or the preceding day. Attendance messages may also be left on the attendance hotline at any time. Parents should leave the following information: Parent's name, child's name, teacher's name, dates of absence and reason for absence.

Scheduling Vacations While School is in Session

Parents are encouraged to schedule all vacations during school calendar breaks. Throughout the day, students are exposed to a variety of experiences that contribute to their learning. When a student misses a significant amount of school for vacations, it is difficult for him/her to fully make-up what was missed. Instruction is adjusted daily based on student needs; therefore, teachers generally will NOT be able to provide make-up work prior to a scheduled vacation. Although much classroom time cannot be replicated, work that can be done independently will be provided upon the student's return.

Make-up Work for Student Absences

Students are responsible for obtaining the assignments missed and completing them. If parents want to pick up missed school assignments at the end of the day, it is necessary to call the office by 9:00 A.M. This allows the teacher the entire day to gather the appropriate materials. Please support our goal of high levels of instruction at all times by choosing not to interrupt class time to obtain missed assignments. This is disruptive and subtracts valuable instructional time.

SAFETY INFORMATION

Safety at School

High Tech has emergency plans for fire, natural disasters, and unwanted intruders. Drills are conducted regularly so that students will know what to do in an emergency. Quiet, orderly behavior is expected during all drills.

Accidents

Most injuries occurring at school require minimal assistance, which will be administered by office personnel. If a more serious accident occurs, the school office personnel will make every attempt to contact the student's parents at home or at work. If the parents are unavailable, the authorized emergency contact person will be contacted. It is imperative that the office has at least one emergency contact person that is not a parent. **It is extremely important** that current information is given to the office personnel so that your records are always up to date.

Walking/Bicycles

We strongly encourage parents to walk their children to school once or twice to familiarize them with the route from your home. Please teach your children to use the crosswalks and obey all traffic regulations. Bicycles must be walked on the school grounds and should be locked to the bicycle racks during the school day.

For safety reasons, skateboards, scooters, and rollerblades must be dismounted when entering school property. They must be turned into the office and will be placed in a storage bin. All skateboards, scooters and rollerblades must be stored in these bins during the day and may not be left in hallways or classrooms. **The school does not assume responsibility for lost or stolen bicycles, skateboards, scooters and rollerblades.**

Playground Equipment

The playground and school ground areas are reserved for school use during school hours. Please plan your family visits to the playground area outside of school hours. Anyone on school property will be asked to leave when school children are present, due to safety concerns.

Personal Items from Home

During school hours, school personnel provide playground and sports equipment. Therefore, for safety reasons and to prevent loss and theft we ask that students not bring personal equipment, toys, games, ipods, MP3 players, tablets, cards, etc. from home to school unless given permission from a school authority. **The school will not assume responsibility for personal items brought to school.**

Weather Delays

High Tech weather-delayed start time will be one hour later than normal start time. This includes Morning Preschool. Buses will be delayed by one hour for elementary schools. School will end at the normal time 3:45 P.M.

SCHOOL COMMUNICATION AND INFORMATION

Display of Information

School calendars, District resources, and services provided to the community are some of the items available for your information. They will be available in the front office.

School Newsletter

Our School newsletters will be paperless (hard copies of newsletter are available upon request). You may access our monthly newsletter by going online to our school Canvas Learning Management System (LMS). The newsletter contains information regarding what's happening at High Tech; principal's information; committee news; and any information affecting the whole community.

Electronic Communication

All teachers have a classroom webpage on the Canvas Learning Management System that is updated on a regular basis. You may also contact teachers through their DPS email address. Example of Staff E-Mail Addresses: Firstname_Lastname@dpsk12.org (example: Amy_Gile@dpsk12.org).

Back-to-School Night

In an effort to provide parents with a clear understanding of classroom expectations and school information, High Tech will host a Back-to-School Night. The intent of this evening is to give families an overview of the classroom and provide an opportunity for parents to meet teachers. This evening is an important part of your involvement in your child education.

BACK-TO-SCHOOL NIGHT - FRIDAY, AUGUST 22, 2014 SCHEDULE:

4:00-5:00 Open House (Tour the new building)

5:00-5:30 Grades ECE -K (In classrooms)

5:30-6:00 General Session in Cafeteria – Principal presentation

6:00-6:30 Grades 1-2 (In classrooms)

6:00-7:00 Ice Cream Social

Communication/Parent Concerns

It is our desire to provide an atmosphere of open communication that encourages parents to share positive comments about their child's education, as well as issues and concerns. Experience shows that effective communication resolves most issues. We request that parents contact their child's teacher if they have concerns. It is important that the child, parent, and teacher have an opportunity to openly discuss any concerns before pursuing other avenues of resolution.

Parent Teacher Conferences

Two formal Parent-Teacher Conferences are scheduled during the school year. Parent Teacher Conferences provide an opportunity for parents to meet with the classroom teacher to discuss their child's progress. At the Parent/Teacher Conference, specific student data and observations about daily work habits will be shared with the parents. If you wish to have additional conferences to discuss your child's progress, please feel free to make an appointment with the teacher.

Use of School Telephones

- To speak with a High Tech staff member you may leave a voicemail message and it will be placed in the teacher's email.
- Staff members return calls during planning times and before or after school.
- Parents should feel free to call the school any time. The school office staff will make every effort to deliver important messages to students if calls are received by 3:00 P.M.
- Students may use the phone to contact parents for emergencies or as requested by a staff member.

- We believe students need to learn responsibility and to plan ahead. Students will not be allowed to call parents to bring forgotten homework, musical instruments or to arrange after school plans. **All plans for after school activities must be made prior to coming to school!** We ask for parental support with this policy.

Student Fee/School Supplies

There are registration fees for each student attending school for the use of technology materials. We hope that this does not pose much a hardship, particularly for families with more than one child in school. Please note that families qualifying for free and reduced meals will be exempt from this fee. We charge a nominal amount for books that are damaged beyond normal use. Lost books are to be paid for in full. Students are expected to provide a few basic supplies. Your child's teacher will inform your child what supplies will be needed. You can also find the list of supplies on our website <http://hightchelementary.dpsk12.org/>

EXPECTATIONS FOR STUDENTS

High Tech expects all students to follow the student expectations that are outlined in this handbook. Our expectations are aligned with the District's Code of Conduct. This document can be found on either the District's website, or on High Tech's website.

Dress Code Standards

All students who attend High Tech Elementary are encouraged to dress appropriately for the educational setting. **It is essential that students dress according to the weather**, as they will be expected to participate in outside activities throughout the year. For the safety of children, we ask that if students wear their boots to school, but bring other shoes to change into once they are in the building. All students should bring tennis shoes to wear on the weeks that they have physical education.

We believe a student's behavior and attitude are related to his or her appearance. Students who present a safety hazard or disrupt the educational learning process because of their dress will be required to call home and request parents bring a change of clothing. Please note that the final decision of appropriate dress will be left up to the principal's/ assistant principal's discretion. It is our desire to foster good grooming and good judgment. With this in mind, parents please convey the following guidelines to your children:

The following items will not be allowed:

- Cropped tops (the shirt or blouse must be long enough to be tucked in at the waist)

- Tank tops, halters, spaghetti straps, muscle shirts, or strapless tops
- Clothing, jewelry, buttons or other items with inappropriate words, logos, or pictures. This includes cigarettes, drugs, and alcohol.
- Clothing that reveals a student's undergarment.
- Leggings or tights that are not covered by shorts or skirts of appropriate length
- Short shorts/skirts, low riding shorts or pants,
- "Sagging," pants (the wearing of pants below the waist line)
- Cutoffs or gym shorts
- Hats, caps, hoods, or sunglasses worn in the building (with the exception of designated activity days)
- High platform shoes (heels should be no higher than one inch)
- Students may not come to school with colored hair (must be natural color), except on designated school spirit days (crazy hair day).

**Specific pictures of what the uniform options look like can be found on the school website.*

Personal Belongings

Problems often arise when personal items are brought to school that are hazardous, disruptive, or interfere with school procedures. We ask that children secure the permission of the teacher before bringing toys or collectibles to school. Money and other valuables should only be sent to school when there is a designated need. No trading of cards or other collectibles will be allowed at school. The school will not be held responsible or liable for personal items that are lost, stolen, or broken. Absolutely no lighters, matches, knives, guns, weapons (or replicas) will be permitted.

Cell Phones

Due to the increase in the number of elementary students with cell phones, a cell phone use policy is required. Students will not be allowed to have cell phones on during the school day. Student cell phones must be stored in their backpacks during the school day. If the student is found with a cell phone, it will be taken away. The cell phone will stay in the front office until a parent is able to pick it up.

PLAYGROUND EQUIPMENT RULES

All rules are based on principles of safety

The following pages contain playground rules for the safety of all High Tech students. These are school wide rules, not just those of the physical education classes. Please read them and understand we will monitor all students carefully whenever we are with them.

SWINGS:

1. One person per swing.
2. Students should sit on the swing seat.
3. Swing forward and back (not side-to-side.)
4. No flips or up-side-down swinging.
5. Never jump out of a swing.
6. Never spin the swings over the top bar.
7. No flipping the swing.
8. When all swings are occupied, students may count out loud to 100 (slowly) while waiting for a swing.

SLIDES:

1. Only one person at a time on the slides.
2. Students will slide down feet first, while sitting or lying on their backside.
3. No running up or down the slide.
4. Students will not flip over top bar on the slides.
5. Keep dirt and rocks off the slide.

BARS:

1. Keep two hands on the bar.
2. No cherry drops.
3. No students will be allowed to walk/stand on top of bars.

GENERAL PLAYGROUND RULES

- Running is allowed on the field, but you must not interfere with any of the organized games like football, soccer, etc.
- Only skipping and walking are allowed on the blacktop unless you are playing basketball.
- Students need to stay in the playground area, always in sight of an adult.
- Shoes must be worn at all times.
- No piggyback rides, carrying others, or pyramids.
- No throwing or kicking rocks, wood chips, or snowballs.
- You must stay on the black top only, if you do not have snow boots on.
- Tag is allowed as long as students are “touch tagging” only. As soon as a student begins tagging by pushing, hitting, punching, or other aggressive moves, he/she will be removed from the game and asked to sit out. The student may lose the privilege of playing tag in the future.

- Soccer balls and footballs are the only balls to be kicked (in the field only).
- All games are to be played by the official school rules.
- Food is to be eaten in the lunchroom. No candy or gum is allowed on the playground.
- Only school issued equipment is allowed on the playground.

The following pages contain specific information on behavior expectations in common areas.

ARRIVAL AND DISMISSAL EXPECTATIONS

1. Arrive at school with a positive attitude.
2. Treat the landscaping around the school gently.
3. Follow directions from the adults supervising the area.
4. Arrive on time.
5. Walk to designated arrival and wait for your teacher.
6. Leave school grounds within 5 minutes of dismissal.
7. Use sidewalks and crosswalks.
8. Dismount bikes, skateboards, scooters, and rollerblades when on school grounds.
9. Walk at all times.

CAFETERIA EXPECTATIONS

1. Enter quietly.
2. Allow anyone to sit next to you.
3. When signal is given, use voice level 0.
4. Follow directions from the adults in the cafeteria.
5. Get your tray, milk and utensil when first going through the line.
6. No exchanging or sharing food (keep all food to self).
7. Sit with feet on floor (when able), bottom on bench, and facing table.
8. Keep eating area clean.
9. Raise hand and wait to be excused.

PLAYGROUND EXPECTATIONS

1. Play fair.
2. Include others.
3. Be a good sport, whether you win or lose.
4. Follow directions from the adults on the playground.
5. Use hallway pass to leave the area.

6. Care for and return equipment.
7. Be aware of your feelings and use calming strategies.
8. Seek adult support when needed.
9. Walk to and from the playground.
10. Stay within boundaries and be aware of activities around you.
11. Use playground equipment appropriately.
12. Stay away from unfamiliar people.

RESTROOM EXPECTATIONS

1. Give people privacy.
2. Use voice level 1.
3. Use bathroom appropriately.
4. Flush toilet after use.
5. Wash hands, and keep water in the sink.
6. Put towels in the trash.
7. Return to room (or line) promptly with pass.
8. Keep feet on floor.
9. Get adult help for spills.

LIBRARY EXPECTATIONS

1. A moderate sound level should be maintained.
2. Students may check books out for one week.
3. No books may be checked-out until all overdue materials are returned.
4. Lost or damaged books are the financial responsibility of the student and his/her parents.
5. Students may come to the library when their class is scheduled and during open library times.
6. Open library times are those when no other classes are scheduled.

HALLWAY/STAIRS

1. Hold the door for the person behind you.
2. Use voice level 0.
3. Visually appreciate hallways displays.
4. Allow for personal space in line.
5. Walk with your hands at your side.
6. Walk with quiet feet.
7. Walk facing forward in a straight line.

8. When not with an adult, take the shortest route possible.
9. Get a pass before leaving the classroom.
10. Stay to the right, and allow other classes to pass.
11. Keep hands, feet, and objects to self.
12. When walking as a class, stop at corners and wait for directions.

ASSEMBLY AND SPECIAL EVENTS RULES

1. Enter and exit in an orderly manner.
2. Use voice level 0.
3. Keep hands, feet, and objects to self.
4. Follow directions from the speaker and respond appropriately.
5. Use polite audience manners.
6. Sit flat on bottom, keep hands and feet to self.

EVENING PROGRAMS RULES

1. Children may not attend evening programs without adult supervision.
2. The enforcement of the above assembly rules for an evening program is the responsibility of the parent.

RECOGNITION

The High Tech **P**ositive **B**ehavior **I**ntervention **S**upport Program (PBIS)

We have established our school touchstone to guide and reward students for making good behavioral choices. The students at High Tech will “SOAR” to success. We will have students who are **S**afe, **O**utstanding, **A**ccountable and **R**espectful to others, themselves, and their community.

Safe: We create a safe place for everyone.

Outstanding: We strive to be exceptional role models.

Accountable: We come to school ready and excited to learn.

Respectful: We always respect ourselves, others, and our community

Responsible citizens are created when we hold students accountable for their actions and interactions with others. For this reason our “SOAR Expectations”Safe, Outstanding, Accountable, and Respectful, District Core Values, and the High Tech Motto Character Traits are integrated into a single framework for expected behavior. Students will be

recognized throughout the year publicly via the SOAR Assemblies, newsletter, or the classroom







Tier I

Our staff recognizes students who model the school expectations on a daily basis by presenting Class Dojo Points or HTES Wooden Nickels. The SOAR School Store will be open once a week for students to purchase school supplies, spirit gear, and special opportunities with their Dojo Points/Wooden Nickels.

Tier II

Once a month, teachers will recognize students who have earned 100 points or more in their Class Dojo. These students' will have their names placed on the SOAR 100 Club wall and will have their names read over the morning announcements. Once every six weeks, each classroom will select the 2-3 students who have exemplified one of the SOAR Expectations and/or the High Tech Character Traits. These students will be recognized during our SOAR Assembly and have their names posted in the main hallway and will also be listed in the school newsletter.

S.O.A.R. AT HIGH TECH

	SAFE	OUTSTANDING	ACCOUNTABLE	RESPECTFUL	VOICE LEVEL
Arrival and Dismissal 	Use sidewalks and crosswalks Walk or carry bikes, scooters, and skateboards when on school grounds Walk at all times	Arrive on time Leave school grounds within five minutes of dismissal	Walk and wait at assigned arrival and dismissal areas Arrive in proper school approved uniform Check out with teacher before leaving	Arrive at school with a positive attitude Take care of school grounds Follow directions from adult supervising the area	3 (group conversation)
Cafeteria 	Keep food to yourself Sit facing the table, feet on the floor, bottom on bench	Use your manners; yes, no, please and thank you Allow anyone to sit next to you Clean up after yourself Keep your place in line	Eat more, talk less Follow directions from adults in the cafeteria Keep eating area clean Get your tray, milk and utensils when first going through the line	Raise hand and wait to be excused Enter and exit lunch room, walking with arms crossed When instructions are given use voice level 0	2 (two person conversation)
Playground 	Walk to and from the playground Stay within boundaries and be aware of activities around you Seek adult support when needed Stay away from unfamiliar people	Include others Use kind words Help each other Share	Use playground equipment appropriately Care for and return equipment Use hallway passes when leaving the playground Follow rules	Play fairly Be a good sport, whether you win or lose Talk out your differences	3 (group conversations)
Hallway 	Walk Arms folded Keep hands, feet and objects to yourself	Walk quietly and safely to your destination When not with an adult take the shortest route possible Allow for personal space	Stay to the right and allow other classes to pass Get a hall pass When walking as a class, stop at the corners and wait for instructions	Walk facing forward and in a straight line Hold the door for the person behind you Respect work on walls Respect other classrooms	0 (no talking)
Restroom 	Wash hands Keep feet on the floor Keep water in the sink	Clean up after yourself and others Alert an adult of any problem Use bathroom equipment appropriately	Wave once under the soap Wave once under the paper towels Return to room promptly	Flush toilet after use Give people privacy	0 (no talking)
Auditorium Special Events 	Keep hands and feet to yourself Enter and exit auditorium walking with arms crossed	Applaud, cheer, or laugh when appropriate	Follow directions from speaker and respond appropriately	Focus on performance Listen to the speaker Use polite audience manners	0 (no talking)

ACADEMIC PROGRAM

Curriculum

The curriculum is designed for excellence, to foster a love of learning, and to nurture curiosity in our students. Academic classroom programs in the basics: Reading, Writing, Spelling, Mathematics, Social Studies, and Science are supplemented by teachers in Physical Education, Music, Library, and Technology. We pride ourselves with academic excellence.

Our staff works hard to provide a curriculum which offers a challenge to each student, yet assures that all students learn certain concepts. We are also concerned about the social/emotional growth of children and believe their self-concept must be positive to insure good progress at school. If you are interested in more detailed information about the curriculum, please visit the District website, or call the school office.

Common Core State Standards

A Common Core State standard is a statement that describes what a student should know and be able to do. <http://www.corestandards.org/>

Assessment

Our philosophy of assessment is that it is not a product, but a process. Progress monitoring and ongoing assessment will be the norm and will help us determine whether goals are being achieved and students are working toward proficiency. Assessment is not just a synonym for testing. Rather, it involves a variety of sources of data which help to identify performance levels, set goals, and measure progress toward these goals.

All teachers at High Tech use assessment tools and resources to identify student proficiency. Some items which may appear in the students Body of Evidence are as follows:

- Teacher observation
- Daily Assessments
- Surveys completed by students, parents, and teachers
- Classroom assignments
- Student self-evaluations
- Classroom tests
- District Interim Assessments
- Reading Curriculum Based Measurements
- Developmental Reading Assessment (DRA II) (all students in grades K-6.)
- Writing Samples assessed using Writing Alive Rubric

- Math in Focus Unit, Midyear, and end of year assessments
- State Assessments

Specials

High Tech students, grades ECE-5, attend a “specials class” for 45 minutes each day. The specials rotation includes physical education, art (To be added in 2015), and music. Specials classes provide students with fundamental experiences to enrich their learning and their lives. These classes reach a diversity of learning styles, provide opportunities for children to engage in a variety of activities, and enable students to succeed in areas outside of the classroom.

High Tech students in grades K-5 will attend a project-based learning (PBL) instructional block each day for 45-minutes. During this block students will rotate between social studies, library and technology. All class sessions will focus on the current PBL unit of study. At the end of each unit, students will participate in a showcase event that allows students to display and share their final, technology-enhanced project.

HOMEWORK

Purpose and Guidelines

The High Tech staff and parents view homework as an integral part of the school experience. Active, successful student participation in homework supports our beliefs of how children learn best. Homework benefits students not only by promoting academic success, but also by providing valuable opportunities to build important character traits.

The best way to build character traits is to have the opportunity to practice them. Regular homework assignments help students learn responsibility, perseverance, self-discipline, and time management. Perhaps most significantly, students grow in their independence by being able to successfully complete school related tasks with a minimum of direct help.

An important High Tech goal is to promote a desire for lifelong learning within each child. Through frequent and successful participation in homework, students discover that learning takes place all the time, in school and at home. Not only do students have the opportunity to practice new skills and concepts at their own pace, they may also explore and broaden their own particular interests through creative homework assignments.

In reflecting the High Tech beliefs about our school and community, homework also supports our emphasis on community collaboration and partnership. Through regular homework assignments, parents stay informed about our school's philosophy, curriculum, and objectives. Parents provide positive support by establishing an atmosphere conducive to students' successful completion of homework. This is an indispensable opportunity to show children how much we value education. Lastly, both parents and students benefit as homework provides important opportunities for strengthening parent-child interaction.

The goal of homework at High Tech is valued as an important and meaningful part of the learning process as well as helping students meet or exceed the Common Core Standards. It is expected that students, teachers, and parents will work together to instill good habits of mind beginning at an early age.

The outcomes of homework are:

- To reinforce skills previously taught
- To practice basic skills
- To enrich and stimulate interest in content
- To develop and improve learning and study skills
- To encourage responsibilities
- To synthesize learning
- To research upcoming topics in advance of new instructional units

Some reasons that homework may be given are:

- Completion of assignments
- Preparation for the next day's work
- Make-up work due to absence
- Parent request
- Student request
- To practice skills in literacy and numeracy

Research clearly indicates that for homework to have any improvement factors it must be done by the student with at least 85% accuracy.

Time Allotment

There are a variety of recommended allotted times for homework across the nation. However, there is an indication that excessively long periods of daily homework are often counterproductive. Throughout the week, homework will vary in time depending on specific classroom assignments and work production during the school day. Typically, homework will average between 10-60 minutes a night, depending on the student's grade level, ability, and time-on-task while doing homework. At High Tech, teachers will use

discretion and good judgment about the types and amounts of homework assigned each night. Remember, one critical component of homework should be reading each night for at least 15 minutes.

Below you will find a sample listing the amount of time students might spend on doing homework. Please take note that homework increases in both time and complexity as students move through each grade. Homework typically happens Monday through Thursday. We do not assign homework over the weekend or while students are off track unless it is clearly communicated to parents in advance. Teachers are expected to communicate their homework expectations to parents as well as work closely with the parents when parents feel homework is excessive.

A sample homework time allotment may look like this:

Kindergarten and Grade 1: 10-15 minutes, one or two days per week

Grade 2: 10-20 minutes, two days per week

Grade 3: 15-25 minutes, two days per week

Grade 4: 15-30 minutes, two to three days per week

Grade 5: 20-30 minutes, three to four days per week

Types of Homework

Homework assignments will vary from day to day, from teacher to teacher. While **reading** is an appropriate "standing" assignment, as is finishing incomplete work for the school day, over the course of the school year you might also see:

Practice:

These are assignments which are often given on a day-to-day basis, offering students opportunities to practice and master new skills which have been presented in the classroom. Writing spelling words, using them in sentences, and completing a math worksheet are examples of practice homework.

Preparatory:

These are assignments that provide students the time to review background information to gain the maximum benefits from an upcoming lesson or to prepare for an upcoming quiz. Reading a chapter in preparation for discussion or quiz is an example of preparatory homework.

Extension:

These are assignments that enable students to transfer specific skills and concepts to new situations. Conducting an experiment at home or evaluating a new piece of

writing for one of the Six Traits (ideas, organization, voice, word choice, sentence fluency, conventions) are examples of extension homework.

Creation:

These are assignments that challenge students to apply higher order thinking abilities as they integrate skills and concepts from many different subject areas to produce a major original project. Most often these are long-term assignments. Creating a diorama of a Civil War battlefield, producing a book of art and poetry, and creating a multimedia project on the computer are examples of creation homework.

**THE ROLES OF TEACHERS, PARENTS AND STUDENTS
IN THE HOMEWORK PROCESS**

Teacher's Role

- Post Homework on Class Website.
- Provide clear assignments and expectations for homework experiences.
- Incorporate homework as a meaningful part of instruction.
- Ensure that homework assignments are valued and evaluated.
- Have a system in place to communicate with parents and students regarding homework expectations, support parents in their role so they will be able to best assist their child/ren by asking questions, by setting up supportive home study environment, by utilizing time management and appropriate parent input.
- Periodically seek feedback regarding homework (e.g., through conferences, newsletters, surveys.) a minimum of two times per year.
- Set up a system by grade level for parents to monitor homework completion weekly.
- Teach and model the use of the High Tech Student Assignment Book in grades 3-5, and monitor use of the assignment notebook.

Parent's Role

- Allow your child to unwind after school.
- Consider homework as a non-negotiable (extracurricular activities should not preempt timely completion of homework).
- Encourage proper study habits.
- Provide a regular time and place for homework.
- Gradually release the responsibility for the completion of homework tasks to the child.

- Monitor and acknowledge homework completion.
- Monitor the time and effort spent completing homework.
- If time spent is less than allotted, ensure that additional time is spent on reading, math facts, etc.
- If time spent is frequently more than allotted, communicate this with the teacher.
- Follow the teacher's homework expectation system.
- Sign off on homework completion according to the grade level system.
- Monitor use of the assignment notebook.
- Show confidence in your child's ability; **never** do your child's homework for him/her.
- Encourage your child to report to you on long-term assignments and projects.
- Hold your child accountable for getting homework to and from school.
- Contact your child's teacher if assignments are not arriving home.

Student's Role

- Be responsible for having appropriate materials at home and at school.
- Spend allotted time completing homework.
- If finished early, devote remainder of allotted time to reading, math facts, etc.
- Be responsible for completing homework and returning it to school on time.
- Communicate any homework concerns with parents and teacher.
- Discuss his/her learning and thinking with their parents and teachers.
- Know homework assignments before leaving school.
- Demonstrate pride in homework by focusing on quality.

HIGH TECH ELEMENTARY SCHOOL

Parent/Student Handbook Signature Form

Dear High Tech Parents/Guardians:

The High Tech policies, procedures, rules, and behavior expectations are stated in this handbook. This very important information allows our school to operate smoothly. These expectations and procedures will be discussed with the students at school. Now, we are asking you to read the High Tech Parent/Student Handbook and Discipline Policy and discuss it with your child. Please print this page, complete, sign and return the bottom portion of this page to your child's teacher or to the office. This will acknowledge that both your child and you have read the handbook and understand the policies, procedures, and expectations.

Your support and cooperation are greatly appreciated. Please call the school if you have any questions.

Sincerely,

Dr. Amy Gile
Principal

Lisa Ortiz
Assistant Principal

(Complete, clip, and return to High Tech Elementary School)

HIGH TECH ELEMENTARY SCHOOL

Parent/Student Handbook and Discipline Policy

My child(ren) and I have reviewed the High Tech Parent/Student Handbook and Discipline Policy, including the school expectations and dress code. We have read and understand the parent pick-up and drop-off procedures and agree to follow them. We understand that students are not to arrive or be dropped off at school before the designated time. We understand that if school items are lost or property is damaged by our child(ren) we are responsible for payment of items/ property.

Student Signature

Grade

Date

Parent Signature

Student Signature

Grade

Date

Parent Signature