

Highland Elementary School

"A Leader in Me School"

PARENT INFORMATION HANDBOOK



"Learning Today, Leading Tomorrow"

www.lkstevens.wednet.edu/highland

3220 113th Ave. NE
Lake Stevens, WA. 98258
425-335-1585

Welcome to Highland Elementary School!

We are pleased to have your family as a member of our learning community. Our primary goal at Highland is to help your child realize his or her greatness! As our stated purpose, we encourage our students and staff to take risks and seize opportunities to become creative problem solvers, compassionate leaders, and change-makers. We want our students to come each day with a purpose, and to empower them to be in control of their futures. As Dr. Stephen Covey says, “The best way to predict your future is to create it.

“We only get one chance to prepare our students for a future that none of us can possibly predict. What are we going to do with that one chance?” Realizing that we only get one chance is the very reason why we are proud to be a “Leader in Me” School here at Highland Elementary; one of a handful in the State of Washington and a growing number in our nation and beyond. We are excited to utilize the 7 Habits of Highly Effective Kids in order to help us model, encourage, and teach students to be both leaders of themselves and of their community. We believe the effective implementation of this leadership model will provide our students with a strong foundation for both the “hard” and “soft” skills they will need to compete in the 21st Century.

We use the 7 Habits as our foundation for school and classroom expectations. Students and staff together use the Habits to help us to be the most effective individuals possible each day. We invite and encourage our families to utilize the 7 Habits at home as well. Please partner with us, as together, we work to realize our full potential as a school community.

7 Habits of Highly Effective Students

| | |
|--|-------------------------------|
| Habit 1: Be Proactive- | You're in charge of yourself! |
| Habit 2: Begin with the End in Mind- | Have a plan! |
| Habit 3: Put First Things First- | Work first, then play! |
| Habit 4: Think Win-Win- | Everyone can win! |
| Habit 5: Seek First to Understand, Then to be Understood- | Listen before you talk! |
| Habit 6: Synergize- | Together is better! |
| Habit 7: Sharpen the Saw- | Balance feels best |

We hope that this handbook answers many of the logistical questions you may have about our school. You can also find more information at <http://www.lkstevens.wednet.edu/highland>.

If you have further questions you need answered, or thoughts you would like to share, please feel free to call our office at 425- 335-1585. In addition, you can contact either of us via email at:

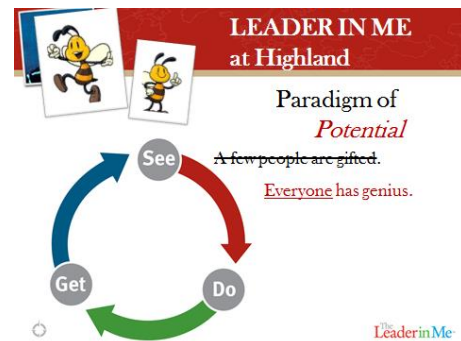
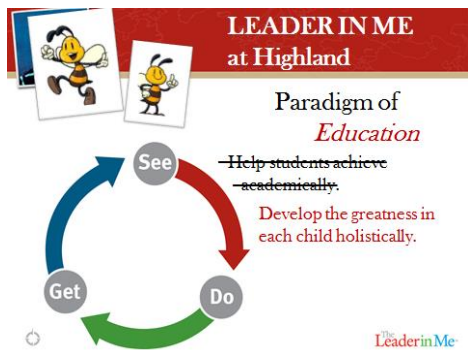
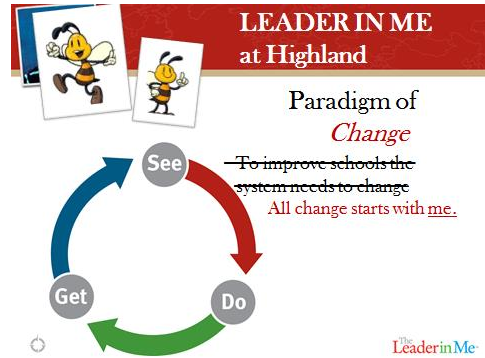
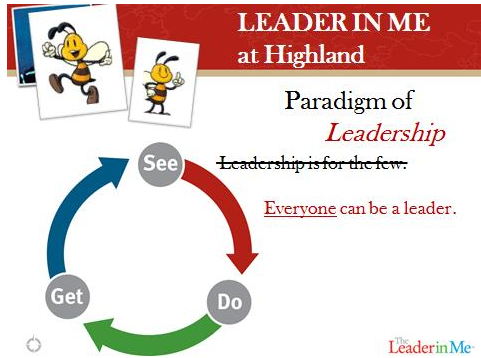
matt_pewitt@lkstevens.wednet.edu or sarah_danielson@lkstevens.wednet.edu

We look forward to making a difference with you and your child!

Respectfully,

Matt Pewitt, Principal, Sarah Danielson, Associate Principal

The Paradigm Shifts That Drive How Highland Operates....



GENERAL INFORMATION ABOUT HIGHLAND

SCHOOL HOURS

Teachers pick up their students who are lined up by classroom in back of the school by 8:40AM (first bell) and the second bell rings at 8:45 AM to signal the start of learning time. Dismissal begins at 3:00 PM. Morning kindergarten begins at 8:45 AM and ends at 11:25 AM, while afternoon kindergarten is from 12:15 PM to 3:00 PM. **We ask that students do not arrive before 8:30 in the morning since there is no supervision before that time.**

Early Dismissal Each Friday: It is very important to note that EACH Friday during the school year, students will be dismissed at **1:35 PM**. Please make sure your family has made the necessary arrangements for pick up on Fridays as this is a change to our normal schedule. It is imperative that this time be used for improving our instruction and assessment skills for the benefit of our students, and not for supervision. Thanks for your advanced planning with this!

ATTENDANCE

Regular school attendance is **ESSENTIAL** to your child's progress. However, if your child is running or temperature, please keep them home. **If your child must miss school due to illness or for some other reason, please call the school at 425-335-1585 before 8:45 AM to let us know that they will be absent.** When your child returns to school, please send a note with the date and reason for their absence. Thank you for communicating with us so we can stay compliant with state attendance laws, and work with you to ensure success for your child with good attendance habits.

LEAVING SCHOOL EARLY

We value your child's learning time and work to minimize disruptions to it. If you need to have your child dismissed early, **please send a note** indicating what time you will be picking your student up. All students must be signed out through the office and must be on the child's contact list. Your child will be called from class when you arrive to pick them up.

EMERGENCY CONDITIONS

In the case of severe or hazardous weather conditions, stay tuned to local news stations for information regarding school closure or late-start times.

It is sometimes necessary to change the bus routes due to inclement weather. Please listen to your local radio/TV station for information regarding alternate bus routes, limited transportation or late start/early release times. *A list of alternate bus stops/routes will be sent home at the beginning of the school year. Please keep this handy to use when the weather turns hazardous.*

DROPPING OFF AND PICKING UP STUDENTS

Parents are asked to drop off their child in the parking area located in front of the school. In order to make the drop-off/pick-up area as safe and efficient as possible, we ask adhere to the following: **In the AM**, please wait to drop off your child as close to the flagpole as possible. Say your good-byes before you stop, make sure your child has his/her backpack and items ready to grab, and pull up to the curb to let him/her out onto the sidewalk. We do not want students out in the middle of the lane. Please make a right turn out of our parking lot to help us keep traffic flowing. **In the PM**, the first vehicle in the parking lot needs to pull up to the flagpole, up against the curb. Subsequent vehicles can pull in right behind against the curb. Please avoid signaling your child to come out to your vehicle unless you are against the curb. And...thanks in

advance for your patience! Remember, our goal is to get everyone on their way in the safest and most efficient way possible.

Please do not drive into the south parking lot from 8:30-8:50 AM or from 2:40-3:05 PM as our buses use this area to pick-up/drop-off during those times. If you plan to park, please use the parking lot in the front of our building, or the street unless you plan to arrive before/after those times. Also, please respect the 'Handicap' parking spaces in front of the building.

On-time pick-up and drop-off: Although we understand issues come up from time to time, frequent late drop-offs or pick-ups will be referred to school administration and a meeting will be requested to create a plan for on-time pick-up/drop-off.

SCHOOL BREAKFAST, LUNCH AND SNACKS

Breakfasts are \$1.75 and lunches are \$2.75 per day. Milk is available for \$0.50. A free or reduced-price lunch program is available for those families who qualify. Details are sent home with all students at the beginning of the year and are available throughout the year from our office. If your child brings a lunch from home, please remember that glass containers are prohibited. The school day can be long for some students. You may want to send a *healthy snack* from home for your child. Please check with your child's teacher.

We encourage families to prepay for student lunches utilizing the website: www.mealtime.com If you send in a check to school, please write your child's name on the lower left hand corner, and make checks out to Highland Elementary School. Questions? Contact the office who will put you in touch with our lunch cashier.

STUDENT DRESS

Student dress is the responsibility of the student and parent. At Highland, it is expected that students wear clothing that is appropriate for our weather (indoor recess is called only in extreme weather conditions), and also in consideration of the wide range of activities we have in a day.

Clothing with profanity, suggestive comments/designs, advertisements for alcohol, tobacco or drugs are not acceptable. Shorts may be worn only if the shorts are no higher than the fingertips when arms are held at the student's side. Halters, "spaghetti" straps, tank tops, and clothing that expose the torso are not considered appropriate, as they are a distraction to the educational process. T-shirts under spaghetti strap tank tops are okay.

Hats may be worn at Highland as long as they do not cause a distraction to the educational environment. However, individual teachers may have their own classroom policies/practices which students are expected to follow once in the classroom setting.

LOST AND FOUND

Please be sure to mark all of your child's clothing and other belongings (such as lunch boxes, backpacks, coats) with their first and last name. Lost and Found items are located adjacent to our cafeteria. It is a good idea to check there when you are visiting the school - there are always many items waiting to be claimed. Items that are not claimed at the end of each trimester are donated to local charities.

PERSONAL ITEMS

Personal items such as toys, electronic games, card collections, radios/CD players, cell phones etc. may not be brought to school. Unauthorized items will be collected by staff members and returned to the student at the end of the school day. The school is not responsible for lost or damaged personal items brought to school.

BICYCLES

The streets surrounding our school can be very busy- especially in the mornings and afternoons around arrival/dismissal time. If your family does choose to have your student ride a bike or scooter, please make sure they have a helmet on and obey all traffic rules. Additionally, students will need to have a lock in order to secure their bike. For safety reasons, bike riders are asked to walk their bikes or scooters off of campus.

RIDING THE BUS

Your child's safety is the top priority for our bus drivers. It is expected that students will act in a safe and appropriate manner when riding the bus. The bus drivers will review the bus rules at the beginning of the school year and periodically during the year. **Bus privileges will be suspended if students are not able to be in charge of themselves, or ensure the comfort and safety of those around them.** Parents are encouraged to supervise their children at the bus stop both before and after school. This will ensure your child's safety in arriving to school in the morning, and home in the afternoon.

It is our policy that students who normally ride the bus will NOT be allowed to walk home unless we have written permission from you. If a student does not have a signed note from home, they will be directed to ride their regular bus. Students who do not usually ride the bus will also need to bring a note from home in order to do so.

RECESS

We typically have two recesses per day in our schedule for students. There is a recess attached to lunches, and an additional recess in the morning or afternoon depending upon your child's grade level (see school schedule at the front of this handbook).

When inclement weather does occur, a decision will be made regarding whether to hold "rainy day recess," where students have recess in their respective classrooms with supervision provided by our recess supervisors. Our goal is to always get kids outside when it is appropriate. We have a covered area, and at times close the grass fields down to student play. However, please have your child dress appropriately for weather in the Pacific Northwest!

HIGHLAND PTA

Highland PTA is a very active organization that provides many exciting events and programs for our students and families throughout the school year. We would love to have you join us! Details about membership are sent home at the beginning of the year. They are also available in our office at any time for our new families joining Highland after the school year begins.

PARENT ADVISORY COUNCIL

We utilize our Parent Advisory Council to help us gather parent input into our leadership model. The Parent Council also helps to plan and organize parent/family education around the 7 Habits so families are better able to partner with us in our goal of helping each of our students to realize their full potential as leaders.

PARTY INVITATIONS/GIFTS/TREATS

Treats can be sent to school with your child for his/her birthday celebration. However, please make sure to first contact your child's teacher in order to make arrangements. In a very busy school day, it's important that a teacher can plan accordingly for this additional event. Please make sure the treats are store-bought only to comply with district and health department requirements.

To ensure the emotional well-being and a positive learning attitude for our students, please contact your child's teacher to discuss the distribution of party invitations. Problems occur in the classroom when some students receive an invitation to a party and others do not.

We ask that flowers and balloons not be delivered to the school for students. We realize that this is a nice way to recognize your child on their special day; however, these beautiful flowers and balloons cause a disruption to our classrooms and interfere with the learning process. It is with regret that we cannot deliver them until dismissal time, and your child really isn't able to enjoy them at school. It is best if flowers, etc. be delivered to your child's home rather than the school. Thank you for your understanding of this!

SCHOOL SUPPLIES

A list of school supplies is posted on our web page: www.lkstevens.wednet.edu/highland as well as on our district's website. After the year begins, our office manager will be happy to provide you with a list.

VISITING SCHOOL

We welcome and invite you to visit and/or volunteer at Highland. However, to ensure the safety of our students and to avoid disrupting the learning environment, we ask that you make prior arrangements with the teacher before visiting a class if it is not a normal, established routine with the teacher.

All visitors to Highland must sign in and out at the office and pick up a visitor's badge when they enter the building. Thank you in advance for understanding the reason for our policy, while still creating a welcoming environment to our building.

COMMUNICATION BETWEEN SCHOOL/HOME

PARENT-TEACHER COMMUNICATION

Good communication between school and home is essential for the success of our students. We encourage you to contact your child's teacher whenever you have questions or concerns about school.

You may call the office (425-335-1585) to talk with your child's teacher or to leave a message for them. The best time to reach a teacher is between 8:15-8:35 and 3:05-3:20. We take pride in our prompt response to your calls. You can also email your child's teacher. Email addresses are located on our website. Another great source of information is our school website and teacher newsletters.

HIGHLAND WEDNESDAY FOLDERS

Each Wednesday your student will come home with a folder containing important papers. Please make time in your busy day to look through the contents of that folder. Please sign the folder on the appropriate date and return it to your child's teacher/classroom the following day.

LEADERSHIP "SLIPS"

We want to ensure that families are kept in the loop when those moments or opportunities to learn something new emerge during a given school day. We call these slips Leadership "Slips" for a reason.....they are indeed simply "slips." We recognize and understand these mistakes are a vital part of the learning process as your child learns how to be in charge of him/herself. Just as students are expected to take risks and make mistakes on his/her math work in class, mistakes will be made in other areas. We learn from these "slips" and work to utilize the 7 Habits so we don't continue to make the same ones over and over. Families are an important part of this process, and families can not support their child if they are not made aware of these "slips." **Please understand the intention of these slips is to communicate these issues with you if and when they arise. They are first and foremost a communication tool, and we ask that you approach Leadership "Slips" in the same manner if one does come home with your child- as an opportunity for growth and reflection.**

We ask that you take a moment, discuss the Habit which may have been forgotten, and that led to this “slip.” Help us support your child in learning from this occurrence, and goal set with him/her on how to make the necessary adjustments so this “slip” does not continue to occur. We ask that you sign the Leadership “Slip” and support your child in returning it to his/her teacher the next day. If a student does not bring the slip back signed the next day, they will spend their recess in the office coming up with a plan to get it back to school the next day. We greatly appreciate your time and support with this! ☺

HABIT HURRAY SLIPS

Great things happen each day here at Highland, and our students exhibit wonderful behavior, acts of kindness, and sound decision-making. It would be nearly impossible to recognize all of these great decisions every day, but our staff members are committed to doing so as much as we can. That is why we developed Habit Hurray Slips to send home to families when we recognize an act or a pattern of behavior that needs an extra special recognition. Every student demonstrates these victories in different ways, at different times, but we want to acknowledge and celebrate these as much as we can!

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled for all students in October and March. Information about conference dates, schedules, and dismissal times will be sent home as conference time approaches.

REPORT CARDS

Report cards are another method of communicating your child’s progress at school. Our teachers use a variety of assessments on a semester schedule. Report cards will be sent home one week after the end of the first semester, and again at the end of the school year. (February and June)

HEALTH AND SAFETY ISSUES

MEDICATION/HEALTH CONCERNS

If your child needs medication during school hours, the medication may be dispensed by the school personnel or self-administered. If your child is self-medicating it is the parent’s responsibility to notify the secretary or school nurse. The student may only have dosage for one day and it must be in the original, labeled container. The medication is to be accompanied by a **Medication Authorization Form signed by the parent and doctor** indicating the name and dosage of the medication, and dates and times it is to be administered. *This authorization must accompany over the counter medications such as Tylenol as well as prescription medicine.*

If the medication is to be dispensed by the school, it will be kept in the health room and you may send more than one day’s supply. **The parent and doctor must complete a Medication Authorization form** (available in the office) **before any medication may be administered or taken at school.** Parents must transport all medicine to school if it is to be administered by the school.

If you have any concerns about your child’s health that relate to school, please feel free to call our school nurse at 425 335-1585.

EMERGENCY INFORMATION

Emergency Card: It is very important the school be kept informed of a student’s current home telephone number, address and emergency contact information. Emergency Information cards will be sent home in the

fall. We ask that parents fill one out for each child and return it to school as soon as possible. Any time there is a change in this information, please send a note to school with your child.

If a student is injured at school, the school nurse or a trained staff member will give him/her first aid. Parent/guardians will be notified immediately in case of serious injury or illness. If a parent cannot be reached, the person listed as an emergency contact will be called. Children who have a temperature of 100 degrees or higher or who are vomiting will not be allowed to remain at school. **We ask that you keep your child home a full 24 hours after fever or other symptoms return to normal.**

SAFETY AND EMERGENCY DRILLS

The LSSD and Highland Staff have developed an **Emergency Response Plan** for use when the school is confronted with a natural disaster or emergency. We conduct regular drills for the procedures we would take in the case of fire, earthquake, intruder/lockdown, or bus incident.

HIGHLAND'S CURRICULUM, SPECIAL PROGRAMS, AND HOMEWORK

THE CURRICULUM

The Common Core Standards drive our instruction each day, and lay out the grade level expectations for our students. The district-provided curriculum and tools allow our teachers to reach those standards with our students, along with supplemental materials such as on-line learning programs and resources. Within those standards, we work to both enrich and reteach as necessary based upon the need of our students.

PROGRAMS TO MEET THE NEEDS OF EVERY CHILD

It is our belief that each student can be successful at Highland. Our goal is to meet the learning needs of each student within the regular instructional program. We also provide special programs such as **Highly Capable, LAP Reading, Special Education, and English Language Learners**. It is sometimes necessary to change a student's schedule to enable them to be more successful in their learning. We will notify you if your child is eligible for these programs or if we anticipate a program change.

We also understand that students need support in different areas outside of the learning arena. As a result, we also provide a social coaching program led by our school counselor and proactive coach. We utilize a check-in/check-out model where our counselor and/or proactive coach (Mrs. Palacios) checks in with students who may need support in the morning, during, and at the conclusion of the school day. Specialized plans for students can be developed and monitored by the student, teacher, counselor, and family. Social coaching lessons can be taught, and follow-up support provided in order to ensure students are implementing what they are practicing during lessons.

In addition, our counselor offers support groups for students who may be going through difficult or stressful situations such as divorce or family changes/loss. Please contact our counselor, David Jespersen directly if you need assistance.

Some students may need additional behavioral supports. As a result, a teacher or parent can request that their child be brought to our Proactive Support Team. This team meets weekly as needed, and will work to brainstorm ideas and supports to meet the individual needs of the student in need. This team will work with the teacher and family to support their child in finding success.

CO-CURRICULAR AND EXTENDED LEARNING PROGRAMS

Before and after-school programs are sometimes offered for Highland students during the school year by staff.

Co-Curricular Opportunities: Clubs such as Highland Striders (before-school running club) and Cubinators (Rubiks Cubes), Highland Swatters (badminton club), Jump Rope Club, Cheer/Dance Club, are just a few examples of the clubs we offer to students here at Highland. Flyers are sent home from time-to-time in Wednesday Folders regarding available co-curricular activities, advertised on the Highland webpage, and advertised to students at school as well.

Extended Learning Opportunities: These are before-school opportunities provided to students who are identified by staff to extend the learning day. Some students simply need additional time to learn, or a different type of instructional model. Families will be communicated with directly by a staff member in this case.

COUNSELING PROGRAM

Our full-time counselor, Mr. David Jespersen, provides a variety of special programs to help meet the needs of our students. These include class presentations, 7 Habit activities to supplement our classroom curriculum, small support groups, and individual conferences. Mr. Jespersen is also in charge of 504 Plans- developing and working with students, their families, and teacher in monitoring these plans to ensure student's needs are being met. Parents are urged to contact Mr. Jespersen regarding student guidance and family support needs at any time. 425-335-1573 or david_jespersen@lkstevens.wednet.edu

HOMEWORK

Homework is a part of your child's learning experience because it allows them to practice important skills and to develop good study habits. Homework should extend the learning from the classroom, and not be new to them. If your child experiences difficulty with homework, please make a note of it to your child's teacher, as this is a signal to her/him that additional instruction is needed. Projects are wonderful opportunities to practice Habit 2- Begin with an End in Mind. Students can break up the project (with support) over a given timeline and create a plan to do small pieces of it each night.

The length of time your child spends on homework varies with each grade level. Generally speaking, first graders can be expected to spend about 10-20 minutes per night, second graders from 20-30 minutes, third graders 30-40 minutes, and fourth and fifth graders, 40 minutes to an hour. Each teacher sets the guidelines for homework in their classroom. Your support and encouragement with your child's homework is appreciated. As always, do not hesitate to contact your child's teacher if you have questions or concerns regarding homework.

STUDENT CONDUCT AND DISCIPLINE

As mentioned, we utilize the 7 Habits of Highly Effective Students as our foundation for expectations of student behaviors and choices. Each classroom, in addition to each student at Highland develops their own mission statement.

We believe this is important because we want each student to come to school with a purpose and clarity. We also want them to develop a clear understanding of who they are, and what they stand for. We believe this to be vital to every student's success. Otherwise, students quickly forget that they are here each day to grow themselves and their skills while focusing on making others better around them.

We have developed, with input from our student leadership team, a clear set of expectations for each location on our school campus on how to be a leader, what a leader looks and sounds like, and what's expected in order to be successful. These expectations will be taught and reinforced throughout the school year utilizing a variety of methods; many led or with the help of our students. We believe it is important for students to learn how to be leaders in charge of themselves, to lead by example, and to hold one another accountable to these expectations in a compassionate and respectful manner.

We believe that classrooms work best when students manage their own behavior in a responsible manner. Each classroom teacher will provide parents with information about specific classroom expectations that fit within the framework of our school-wide expectations.

Leadership "Slips" and *Habit Hurrays* (mentioned above) are used to communicate with families as needed.

If a student continues to struggle with his/her behavior after exhausting normal classroom interventions, the classroom teacher and/or school administrators can refer a student to our Proactive Support Team which meets as needed on a weekly basis to create additional levels of building support/communication in support of a child struggling with behaviors. Parent(s) can be invited into this meeting to be a part of the problem-solving process.

Bullying/Harassment: The Lake Stevens School District is committed to a safe and civil education environment for all students, employees, parents/legal guardians, volunteers, and patrons free from harassment, intimidation, and bullying. "Harassment, intimidation, or bullying" means an intentional written message or image, including those that are electronically transmitted- verbal, or physical act, including but not limited to, one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

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

The teacher and/or school principal should be immediately notified of any act rising to the level of bullying/harassment.

Major Discipline Problems: A record is kept of all major discipline problems and the actions taken to resolve them. Whenever possible, we attempt to apply a natural consequence to infractions of the rules. We treat each discipline incident as an opportunity for learning. Actions taken in the discipline process are in keeping with Lake Stevens School

District's Discipline Policy. A copy of this policy is available on the district website. Parents are notified whenever a major discipline incident occurs, or if there is a pattern of repeated minor incidents.

DRUG FREE CAMPUS

Highland Elementary and the Lake Stevens School District strive to make school a safe place for all our students. The unlawful possession, use, or distribution of illicit drugs or alcohol on school grounds is strictly prohibited. The unlawful use of alcohol and illegal drugs is seriously harmful to the health and education of children. All students must comply with this rule or face corrective actions including, but not limited to, short or long-term suspension or expulsion.

The school can assist in arranging access to drug and alcohol counseling, treatment, rehabilitation and re-entry programs. If you have any questions or would like assistance please contact the school counselor or Matt Pewitt, principal.

WEAPONS ON CAMPUS

It is against the law to bring any object to school that is considered a weapon. Weapons can include knives, firearms (including BB or pellet guns), throwing stars, clubs, fist packs, metal knuckles, sling shots, etc.
If a student brings a weapon to school or uses any object as a weapon to create harm or threat towards another person, they may be suspended or expelled from Highland. *Law enforcement agencies must be notified and involved in every instance of weapons on school property.*

Examples of the Highland Communication Forms:



A Leadership "Slip"
Home-to-School Communication Program
Highland Elementary School

Name: _____ Date: _____

Tomorrow is a new day. However, today I wasn't the leader I am striving to be. Below is the habit I forgot to use today that can help me to be successful. I need to set a new goal for tomorrow (and my family can help me!)

- | | | | |
|----------------|---------------------------|----------------|---------------------------|
| _____ Habit 1- | Be Proactive | _____ Habit 5- | Seek First to Understand, |
| _____ Habit 2- | Begin with an End in Mind | | then to be Understood |
| _____ Habit 3- | Put First things First | _____ Habit 6- | Synergize |
| _____ Habit 4- | Think Win-Win | _____ Habit 7- | Sharpen the Saw |

How I fell short today: (Place comments on back)

My goal for tomorrow to be a successful leader:

Student Signature: _____
Parent Signature: _____
Teacher Signature: _____

A "Habit Hurray!"
Home-to-School Communication Program
Highland Elementary School



_____ is showing real growth in leadership here at Highland! I would like to take a moment and celebrate this with you! Understanding that the 7 Habits lead to success, this is the habit I noticed being used:

- | | | | |
|----------------|---------------------------|----------------|---------------------------|
| _____ Habit 1- | Be Proactive | _____ Habit 5- | Seek First to Understand, |
| _____ Habit 2- | Begin with an End in Mind | | then to be Understood |
| _____ Habit 3- | Put First things First | _____ Habit 6- | Synergize |
| _____ Habit 4- | Think Win-Win | _____ Habit 7- | Sharpen the Saw |


Date: _____ Teacher Signature: _____

Teacher Comment:

HIGHLAND ELEMENTARY LEADERSHIP EXPECTATIONS FOR OUR STUDENTS:

These expectations were developed by our student leadership team, and these posters can be found throughout our building to help remind our students and staff of what is expected of them each day.

Being A **Leader in The Commons** At Highland Elementary



LOOKS LIKE...


- Use the same type of manners you would at a restaurant.
- Sit respectfully facing forward at your tables.
- Get up from the tables only after getting permission.
- Raise your hand if you need something.
- Eat your food respectfully while allowing others around you to do the same.
- Eyes on the speaker, and mouths closed when someone is talking to the group.

SOUNDS LIKE...

- Talking using restaurant-level voice.
- Use please and thank you.
- Kind, respectful words (Say and do what is right, even when no one is looking)
- Quiet during transitions such as clean-up time.

Created by our Highland ASB Student Leaders

Being A **Leader in The Hallway** At Highland Elementary



LOOKS LIKE...


- Staying to the right.
- Hands to sides.
- If in line, stay behind the person in front of you.
- Good eye contact with those who you pass.
- Smile at others.
- Hold the door for others.

SOUNDS LIKE...

- Whisper "Good morning or afternoon" if someone says it to you.
- Say "Excuse me" if you are trying to get by someone who may be in your path.
- Walking silently otherwise to respect others' learning going on.

Created by our Highland ASB Student Leaders

Being A **Leader in The Morning/Bus Line** At Highland Elementary



LOOKS LIKE...


- Staying In line.
- Having a quiet conversation with the neighbor standing next to you.
- Quiet, safe feet.
- Safe hands to yourself.
- Pay attention to the person in front of you who will soon be leaving.

SOUNDS LIKE...

- Kind, respectful words, (Remember, do and say what is right, even when no one is looking!)
- Conversation voices, not yelling.

Created by our Highland ASB Student Leaders

Being A **Leader in The Office** At Highland Elementary



LOOKS LIKE...


- Visiting for a purpose.
- Synergizing to solve problems.
- Seeking first to understand.
- Waiting your turn.
- Respecting other's privacy for being there.
- Being respectful of what is going on in the office.

SOUNDS LIKE...

- Using "Please," "Thank you," and "Excuse me"
- Quiet, clear, confident voice when you ask for something.

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Being A **Leader in The Bathrooms** At Highland Elementary



LOOKS LIKE...


- Doing your business, washing your hands, and heading back to class quickly.
- Respecting others' right to privacy.
- Respecting property such as the stalls, mirrors soap and towel dispensers.
- Picking up after yourself- paper towels in garbage, flushing.

SOUNDS LIKE...

- Whisper voices.
- Quiet feet.

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Being A **Leader on The Playground** At Highland Elementary



LOOKS LIKE...

- Using play equipment safely.
- "Synergizing"-include everyone and work together to sharpen the saw.
- Finding "Win-Wins" always- remember to find solutions where everyone wins.
- "Sharpening the Saw"-remember that recess is about having fun and getting exercise.
- Being responsible for yourself by being proactive.
- Showing sportsmanship always-friendships are more important than winning a game out at recess.
- Taking care of our Highland equipment-everyone has to use it.

SOUNDS LIKE...

- Kind, respectful words, (Remember, do and say what is right, even when no one is looking!)
- Conversation voices, not yelling.

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