

Highland Elementary Student Handbook

2015-2016 School Year



Name: _____

At Highland, we see ourselves as a community. We work together, we play together, and we live together. That's a community!

So, while we are all here each day, there are certain things that we must expect from one another in order to make sure that we function as a successful, safe, and caring community.

This student handbook is set up so that we all have the same expectations for one another- students, staff, and families alike.

Before you come to school each morning, we want you to think of three important ideas:

- 1) **Come to school with a purpose. Each day is a chance to grow your brain, and you only get 180 days in school- no more, no less. Use each day to its fullest!**
- 2) **Be ready to make those around you better- with your words and your actions!**
- 3) **Be a courageous leader! Stand up for what you believe in, and stand up for what is right- even when no one is looking!**

At Highland, we use the 7 Habits to help us become more successful learners, and more effective individuals.

The 7 Habits are just that- habits. You only get better at using them if you practice at it each day! It's not magic! Each of the 7 Habits have to be practiced until you begin to do them without thinking about it.

Sometimes we get into bad habits by doing things that are NOT good for us- for example, not doing our homework. We want to change those types of habits and replace them with ones which will lead you to success well beyond your days at Highland Elementary! It starts with you. No one can make you change. You have to choose to make those changes yourself! We're here to help you though!

In fact, your Highland Staff is also working to practice the same 7 Habits each day right by your side! We want to model them for you!

Here are the 7 Habits so you can always refer to them. Knowing each one is important, but it's not enough. You have to PRACTICE each one, each day to really begin to make them habits!

7 Habits of Highly Effective Students

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| 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 |

"THE HIGHLAND WAY"

Remember, you can only be in charge of one person....YOU! That can be good, but that can also be frustrating. However, there is no excuse for others treating you disrespectfully or putting your safety at risk.

We expect each person in our community to come to Highland ready to make those around us better through our words and actions each day.

At times however, people make mistakes. We are all guilty of saying something, or doing something to others that we wish we hadn't. Unfortunately, these choices can lead to hurt feelings and worse.

So, we want you to know how to effectively deal with others who make a mistake- saying or doing something that does not fit with what's expected of a Highland Leader.

Step 1: Confront the individual and tell them to "Please stop." Explain to this person what you don't like, and how it makes you feel.

This is where most issues should STOP. It is the job of the other person to "Seek First to Understand," and stop what he/she is doing that is hurtful to you.

Step 2: Repeat yourself again. "I told you to STOP. If you do not, I will go and get help from an adult."

Step 3: If the individual is still choosing not to listen to your request, it is time to go and get support from the nearest Highland adult. This is where the Highland adult will help address the issue, support you to talk to the other student, and decide if further steps need to be taken. In the end, we want everyone to be safe, and know that their voice is being heard and supported.

Our goal at Highland is to help support you in learning how to solve issues that arise. In order to be successful in life, we all must learn to best deal with situations of conflict in productive ways.

Here are the steps the Highland adult will ask you to follow in order to address the issue:

- Cool off when upset.
- Speak directly to each other.
- Speak assertively, honestly, and kindly.
- Listen carefully to the other(s) and accurately paraphrase his/her/their words.
- Propose solutions and agree on a solution to try.(Win-Win)

Habit 1: Be Proactive:

What does this mean to you? What are YOU going to do specifically to practice this habit?



Habit 2: Begin with the End in Mind:

What does this mean to you? What are YOU going to do specifically to practice this habit?



Habit 3: Put First Things First:

What does this mean to you? What are YOU going to do specifically to practice this habit?



Habit 4: Think Win-Win:

What does this mean to you? What are YOU going to do specifically to practice this habit?



Habit 5: Seek First to Understand, Then to Be Understood:

What does this mean to you? What are YOU going to do specifically to practice this habit?



Habit 6: Synergize:

What does this mean to you? What are YOU going to do specifically to practice this habit?



Habit 7: Sharpen the Saw:

What does this mean to you? What are YOU going to do specifically to practice this habit?

Habits only become habits if you practice them every day! Time to get started!



It's important that you understand what is expected of you in each area of Highland, so you can model what it looks like for others. That's being a leader! These expectations were developed by your fellow student leaders, so look for the signs around the school!

A Leader in the Morning Line-Up and Bus Lines

Looks like:



- Hands to yourself!
- Quiet, safe feet.
- Staying in line. (This isn't recess!)
- Having a quiet conversation with your classmates in your line who are standing next to you.
- Paying attention to the person in front of you who will soon be leaving when your teacher comes to greet and pick you up.

Sounds like:

- Kind, respectful words that make others better.
- Conversation voices, not yelling.

A Leader in the Hallways:

Looks like:



- Staying to the right!
- Hands to sides (not touching the walls!)
- If in line, stay behind the person in front of you.
- Good eye contact with those who you pass.
- Smile at others (it makes a difference!)
- 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 in the hallway pods.

A Leader on the Playground:

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- Proactive!
- Showing sportsmanship always- friendships are more important than winning a game out at recess in the end.
- Take care of our Highland play equipment- everyone has to use it.

Sounds like:

- Kind, respectful words
- Conversation voices, not yelling.
- Listen for the whistle, and head in quick to line up as soon as you hear it!

*Time-outs will be given for unsafe choices at recess.

A Leader in the Commons/Highland Café:

Looks like:



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

Sounds like:

- Talking use restaurant-level voices.
- Use "please" and "thank you."
- Use kind, respectful words.
- Quiet voices during clean-up and line-up times.

*Be the classroom who earns the "Highland Golden Table Award" each day!

Being a Leader in the Bathrooms:



Looks like:

- Doing your business, washing your hands, and heading back to class quickly. You have learning to do!
- Respecting others' right to privacy.
- Respecting property such as the stalls, mirrors, soap, and towel dispensers. We all have to use these each day!
- Picking up after yourself- paper towels in the garbage, flushing. Don't make our custodians clean up after us!

Sounds like:

- Whisper voices. Your voices echo in the bathroom and students are learning in the hallways. This is not the time to talk with friends. Model what's appropriate for others!
- Quiet feet.

Being a Leader in the Office:



Looks like:

- Visiting for a purpose. (Example: The nurse's office is for kids not feeling well, and not for getting out of work. Ask your teacher for a short break instead!)
- Synergizing to solve problems.
- Seeking first to understand.
- Waiting your turn.
- Respecting others' 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.

Pledge to be a Highland Leader

I understand these expectations in this student handbook and agree to not only follow them, but to model them for others around me each day.

Signed: _____

School goals that I want to REACH!

1.

Accomplished! Date: _____

2.

Accomplished! Date: _____

3.

Accomplished! Date: _____

***Don't stop here! Keep setting goals and accomplishing them!**

Personal goals that I want to REACH!

1.

Accomplished! Date: _____

2.

Accomplished! Date: _____

3.

Accomplished! Date: _____

***Don't stop here! Keep setting goals and accomplishing them!**