

# OUR VISION

We Believe

We Learn

We Succeed

We Lead for Life

#hpChoose2lead

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## Dear Highland Park Elementary School Family:

Welcome to Highland Park Elementary School. We are excited about the 2022-2023 school year and the many learning opportunities for our students. We recognize that our students would not be successful without the support of their parents/guardians, and we are most appreciative of all you do.

### Our goals for this year are:

- To recognize and celebrate the cultural and socioeconomic diversity of our students
- To maximize the potential of each student
- Increase student attendance
- To develop community trust and support
- To support our school with competent, committed and caring staff.

These goals are essential in providing a quality education for all of our children. We ask for your help as we strive to meet these goals.

### Want to join the Highland Park Tiger Family?

- Join your child for lunch.
- Join Volunteers in Public Schools (MIPS).
- Meet regularly with teachers to monitor your child's progress.
- Schedule a classroom visit with the principal and teacher.
- Participate in all activities throughout the year.

Thank you for choosing to send your child to Highland Park Elementary School. We want you to feel welcome at our school and we want to involve you in the educational opportunities for your child. We look forward to working together to make it an OUTSTANDING year!

**Jennifer Cross, Principal**  
**Highland Park Elementary School**



# SCHOOL PRACTICES & PROCEDURES...

Students will receive information about the student handbook and code of conduct. The handbook contains detailed information about policies at elementary schools in TISD. It is also available on the TISD website – [www.txkisd.net](http://www.txkisd.net). In addition, here are a few important things you will want to know about Highland Park Elementary School.

## SCHOOL DAY TIMES:

**Doors Open: 7:20 a.m.**

**First Period Attendance Recorded: 7:50 a.m.**

**Students Dismissed: 3:10 p.m.**

## ARRIVAL AND BREAKFAST IN THE MORNING:

**7:20 a.m. to 7:40 a.m.**

**Pre-K, Kindergarten and First grade students should be dropped off at the back entrance on West 24<sup>th</sup> Street.**

**Second, Third, Fourth and Fifth grade students should be dropped off at the front entrance on West 25<sup>th</sup> Street.**

**Bused students are dropped off at the cafeteria entrance on Walnut Street.**

**Do not drop off students before 7:20 a.m. There is no supervision for students prior to 7:20 a.m.**

## DON'T BE LATE!

**The bell rings at 7:50 a.m.** and students are marked absent from first period if they arrive after that time. Students enter their classrooms at 7:40 a.m. and should be ready to begin class at 7:50 a.m. It is very important that your child be on time and ready to learn. Children who enter class late are not prepared to begin on time and often fall behind in their work.

## ABSENCES:

When your child is absent, please call the school with an explanation or write a note when he/she returns to school. There are no tardies. Students are counted absent for first period after 7:50 a.m. If your child comes to school after 7:50 a.m., he/she is counted absent from first period. The State of Texas has very strict laws for absences, even if the absence is only for one period. Students may not be promoted to the next grade if they have more than 18 absences in a year. Parents will be summoned to court and possibly fined for excessive student absences. (More information is available in the Student Handbook.)

## DISMISSAL IN THE AFTERNOON:

**3:10 p.m.**

School is dismissed at 3:10 p.m. Students will not be allowed to leave before 3:10 p.m. unless it is for a medical appointment or a family emergency, and you must sign your child out in the office. Parents cannot go directly to their child's classroom and take the child out of school.

**Pre-K, Kindergarten, and First Grade** students will be dismissed at the entrance on West 24th Street.

**Second through Fifth Grade** students will be dismissed through the main entrance by the office on West 25th Street, if picked up by car.

If you choose to park your car and pick up your child, please park and walk up to the west door by the gym to get your child. Your child will be considered a "WALKER" and will be dismissed from this location. Please do not walk up to the front or rear entrance for your child as these are for car riders only.

You should wait at the designated pick-up area outside the building until students are released.

## REMEMBER . . .

There is no supervision for students after 3:25 p.m. TISD has very strict guidelines about students who are not picked up on time and Child Protective Services will be called. (See guidelines in the Student Handbook.)

## PLEASE OBSERVE TRAFFIC PATTERNS:

Please observe the one-way signs on West 24th Street and West 25th Street and travel in the directions indicated. Walnut Street will be closed to all traffic. This street will be for buses only.

Do not leave your cars unattended in the street. Do not block any lanes of traffic. One lane must remain open at all times for local traffic and emergency vehicles.

## BUS RIDERS:

TISD provides bus service for eligible Highland Park Elementary School students. You must fill out a bus service request in the office.

Reminder: Riding the bus is a privilege. If students do not follow the bus rules, they will lose their bus riding privileges.

## CHANGES IN PICK-UP ROUTINE:

**For the protection of your child, any changes in a child's pick-up routine must be submitted in writing to the child's teacher, or the office must be notified by phone, prior to 2:30 p.m.**

In order to ensure safe dismissal and transition of your students, the Highland Park Elementary office will be closed from 2:30 p.m. until 3:10 p.m. daily.

## LEAVING DURING THE SCHOOL DAY:

Because our instructional time is so valuable, we request that you do not pick up your student early except for medical appointments or family emergencies. **All mid-day or emergency pick-ups must be cleared by calling the front office before or from your vehicle upon arrival. Students will be brought to the vehicle.**

## PARKING:

**Visitors should only park in legal parking spaces on city streets.** Do not leave your car unattended in the street when picking up students. If necessary, additional parking is available in the Highland Park Baptist Church parking lot.

## VISITING ON CAMPUS:

Visitors are welcome in our school. For the safety and protection of our students and staff:

- **All visitors must sign in at the front office and must wear a VISITOR identification tag while on campus.**
- **Please use the front entrance since all outside doors remain locked during the school day.**
- **Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval. These visits will not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.**
- **Visits will not be permitted during student assessments to ensure the privacy of students.**

- **Campus playground areas are restricted and visitors are not permitted.**

To protect and maximize learning time, we request that parents not engage the teachers in conversation during class time. We love to talk with parents, but parents should make appointments with teachers during their conference periods or speak with teachers after school.

## PARENT INFORMATION:

Parents will receive a school newsletter periodically during the school year. Stay connected to school news and events via:

**Facebook – [facebook.com/TexarkanaISD](https://www.facebook.com/TexarkanaISD)**

**Twitter – [twitter.com/TexarkanaISD](https://twitter.com/TexarkanaISD)**

**Instagram – [instagram.com/texarkanaisd](https://www.instagram.com/texarkanaisd)**

**Website – [www.txkisd.net](http://www.txkisd.net)**

## REPORT CARDS:

**Report cards will be issued each six weeks. Progress reports will be sent home every three weeks.** An early dismissal parent conference day will be scheduled in October.

## SCHOOL SUPPLIES:

School supply lists can be found in the office or on the TISD website – [www.txkisd.net](http://www.txkisd.net).

## PARENT/TEACHER CONFERENCES:

**If you would like a conference with a teacher, please send a note to your child's teacher or call the school office at 903.794.8001 to schedule an appointment.**

Teacher Conference Periods:

Kindergarten.....	8:20 - 9:10 a.m.
First Grade.....	10:15 - 11:05 a.m.
Second Grade.....	9:20 - 10:10 a.m.
Third Grade.....	12:40 - 1:30 p.m.
Fourth Grade.....	11:10 a.m. – Noon
Fifth Grade.....	1:40 - 2:30 p.m.

## MEAL INFORMATION:

As part of the Community Eligibility Program (CEP) for the National School Lunch Program (NSLP) and School Breakfast Program (SBP), Highland Park Elementary provides **FREE** Breakfast and Lunch for all students on their campus. **However, we do ask that you complete the Household Income Form in your student's First Day Packet and return to the campus for continuation in this program.**

For adults who wish to have lunch with their student, Breakfast is \$3.10 and Lunch is \$4.90.

No food deliveries for students will be accepted.

## LUNCH TIMES:

Kindergarten.....	11:10 a.m. - 11:40 a.m.
First Grade.....	11:50 a.m. - 12:20 p.m.
Second Grade.....	12:10 - 12:40 p.m.
Third Grade.....	11:35 a.m. - 12:05 p.m.
Fourth Grade.....	12:10 - 12:40 p.m.
Fifth Grade.....	12:45 - 1:15 p.m.