



# Parent Handbook 2015-2016

\*\* For additional and ongoing new information please visit  
our website at [www.Bend.k12.or.us/highlakes](http://www.Bend.k12.or.us/highlakes)\*\*

Updated September 3, 2015

# High Lakes Staff 2015-2016

## Office

Susan Heberlein, Principal 355-1702  
Linda Burley, Assistant Principal 355-1705  
Nancy Stuart, Office Manager 355-1701  
Denise Bunday, Secretary 355-1703  
Laura Brown, Nurse 541-948-5292  
Heidi Odman, FAN Advocate 355-1715  
PTA 355-1708

## SPECIALISTS

Barbara Bouck, PE 355-1749  
Sarah Ruzicka, Music 355-1744  
Renee McCoy, Media 355-1734  
Chris Seidel, Technology 355-1721

## GREEN LAKE-1st & Kindergarten

Kassandra Mooney, 355-1777  
Patti Guyer, 355-1773  
Gaile Pascua, 355-1776  
Larissa Thompson, 355-1771  
Heather Wiggins, 355-1750  
Whitney Daugherty, 355-1774

## YELLOW LAKE-2nd & Kindergarten

Sarah Billeter, 355-1770  
Angela Drew, 355-1784  
Heather Faast, 355-1780  
Amy Sheffer, 355-1781  
Michele Vincent, 355-1751  
Ryan Gillette, 355-1761

## RED LAKE-3<sup>rd</sup> & 4<sup>th</sup>

Ben Baxter, 355-1783  
Lori Craft, 355-1756  
Kelli Offenhauser, 355-1763  
Allison Steinbaugh, 355-1753  
Joanie Valley, 355-1757  
Emily Howe, 355-1754

## BLUE LAKE-4<sup>th</sup> & 5<sup>th</sup>

Jen Winans, 355-1787  
Katy Colt, 355-1766  
Rod Davis, 355-1760  
Tom Lence, 355-1764  
Nick Smith, 355-1767  
Tom Scott, 355-1786

## SPECIAL Services

Crystal Ludecker, ERC 355-1725  
Jorie Felciano, Speech 355-1720  
Sue Tomcho, ERC Assist 355-1726  
Carole Nase, ELL 355-1758  
Jill McKae, School Psych. 355-6905

## CUSTODIAL

Kevin Gotcher, Engineer 355-1746  
Dave Howey, PM Custodian 355-1746

## NUTRITION SERVICES

Shelli Peters, 355-1740

## EDUCATIONAL ASSISTANTS

Joan Ross, School EA  
Deena Thelen, EA  
Trisha Grover, Kindergarten EA  
Courtney Beaulieu, Kindergarten EA

## **Site Council**

Susan Heberlein, Principal  
Linda Burley, Assistant Principal

### **Teachers**

- Sarah Billeter
- Kelli Offenhauser
- Open

### **Classified**

- Open

### **Parents**

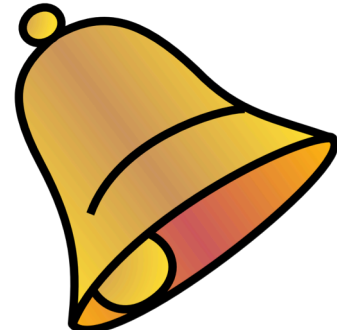
- Tom Bahrman
- Aisha Gaut
- Dan Orton
- Lisa Smith
- Kaari Vaughn

## **PTA**

Anne Westerhoff -----President  
Jamie Goldman - VP Communications  
Jen Souza ----Secretary  
Dan Rife----Treasurer  
Brandi Tol----Events Coordinator  
Rick Olegario----Membership/Outreach  
Allison Cogen----Fundraising Co-chair  
Heidi McHugh----Fundraising Co-chair

Contact your PTA:  
HighLakes@PTAmail.net  
[www.highlakespta.com](http://www.highlakespta.com)

## 2015-2016 Daily Schedule



Breakfast	8:30
First Bell	8:50
School Begins	9:00
Kindergarten recess	10:00 - 10:15
1 <sup>st</sup> & 2 <sup>nd</sup> grade recess	10:15 - 10:30
Kindergarten Lunch	11:50 - 12:10
Recess	12:10 - 12:25
1 <sup>st</sup> grade Lunch	12:00 - 12:20
Recess	12:20 - 12:35
2 <sup>nd</sup> grade Lunch	12:10 - 12:30
Recess	12:30 - 12:45
3 <sup>rd</sup> grade Lunch	12:20 - 12:40
Recess	12:40 - 12:55
4 <sup>th</sup> grade Lunch	12:30 - 12:50
Recess	12:50-1:05
5 <sup>th</sup> grade lunch	12:35- 12:55
Recess	12:55 - 1:15
Kindergarten recess	2:15 - 2:30
1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> grade recess	2:00 - 2:15
4 <sup>th</sup> & 5 <sup>th</sup> grade recess	2:15 - 2:30
Kindergarten	2:15 - 2:30
1 <sup>st</sup> & 2 <sup>nd</sup> grades	2:00 - 2:30
3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup>	
End of school	3:30

**\*\*Release time for School Improvement Wednesday is 2:00 PM**

# School Policies, Procedures and Resources...



## Breakfast/ Lunch Program

A School Breakfast and Lunch Program is available. Free & Reduced price meals are available to qualified families.

**Breakfast** \$1.50, Free & Reduced Breakfast Program - Free

**Lunch** \$2.25, Free & Reduced Lunch Program - Free

**Milk or Juice** \$ .75

**Adult Lunch** \$3.50 **Adult Breakfast** \$2.00

Parents have the ability to deposit money into their child's account or check meal account balances at <https://blpay.bend.k12.or.us/>. Parents will first create an account using an email address and a password of their choice. To add students and deposit money you will need your child's student ID number, last name and school name. Credit card or Visa/Master debit cards are accepted. There is a \$1.50 fee for this service. Parents are invited to come and have breakfast or lunch with their children at anytime. High Lakes follows the nutritional policy set by the School Board. "It is the intent of the Board that district schools take a proactive effort to encourage students to make nutritious food choices. The superintendent shall strive to ensure that nutritious foods are available as an affordable option whenever food is sold or served on district property or at district sponsored events. This shall include encouraging parents and volunteers to provide healthy options at informal class and/or school events to celebrate special occasions." Nutritional Services now offers healthy snack choices that can be purchased for school activities for \$1.50 per serving. For more information call 541-355-1151.

Food products for classroom functions must be prepared by a licensed production kitchen or bakery. **No homemade items are allowed.**

## Transportation

Transportation is available for most children, depending on the distance from school and their individual needs. You may look up your child's bus stop on-line at the Bend La Website at [www.bend.k12.or.us](http://www.bend.k12.or.us). If you have any questions please call the Transportation Department at 541-383-6100. The following items are not allowed on school buses: balloons, live or dead animals or insects, flowers in glass vases, potted plants in ceramic or glass, baseball bats, skateboards (unless in approved, enclosed bag), food or drinks. Please see district policy for further information.

Walking students: We are asking that ALL students who walk home use a designated crosswalk. Students on bikes, skateboards and on foot MUST use crosswalks at ALL times for SAFETY! Students who ride bicycles need to bring and use a bike lock.

Younger students should be with an adult. For safety reasons, all students must be picked up and dropped at the front of the school.



## Absences

As noted in the District handbook, “Make certain your child’s attendance at school is regular and punctual and that all absences are properly excused.” We request that you email or write a note for the absence. This needs to be done the morning of the absence by 9:30 am. “Absences are excused for illness, emergencies beyond student control and for other reasons where satisfactory arrangements are made in advance by a parent or guardian. All other absences are unexcused or truant.”

## Health Policies

If your child has had a fever or has been ill the night before or the morning of school, please keep them home. Children are expected to be outside before school and at recess. If your child is taking medicine and is not well enough to go outside for recesses, please keep him/her at home. Report student absences to: 541-355-1700 or

[highlakes.attendance@bend.k12.or.us](mailto:highlakes.attendance@bend.k12.or.us)

When the weather and/or wind chill factor drops below 18 degrees the students are kept indoors.

## Medication

Medications at School: Children are not to transport any medication to school. Parents must come to school and fill out an ‘Authorization to Dispense Medication’ form for prescriptions or over-the-counter medications to be administered by the office staff. Keep medication to a minimum for school. Antibiotics that are to be given 3 times a day can be given at home.

## School Safety

All Bend La Pine Schools require guests to enter and exit our schools through the main (front) doors of the buildings during staff working hours. These hours are 8:00 AM to 4:00 PM. All securable fencing will also be locked during those hours in an effort to establish a single point of entry for visitors to each school. All visitors must stop at the front desk, sign in and put on a visitors badge.

After school, children will exit the building through the front doors unless they are riding the bus. Please notice the red fire lanes around the school. You must remain in your car if you are in these areas.

## Communication

Communication between home and school is essential to the success of each child. As a school, we want to work with families to keep the lines of communication open. We encourage you to communicate directly with your child’s teacher and to contact us with any concerns, ideas, and/or suggestions. Many of our teachers send home a classroom newsletter. New this year, newsletter information will be updated regularly on the High Lakes website which can be accessed at [www.bend.k12.or.us/highlakes](http://www.bend.k12.or.us/highlakes). We will no longer be sending home a newsletter. Also, please “like” us on Facebook at <http://www.facebook.com/highlakes>.

## Toys & Electronics

Please do not allow your child to bring electronic equipment (Gameboys, iPods, etc.), or toys to school. They are distracting in the educational setting, and could be tempting for other children to take. Any of these items brought to school will be taken away for the rest of that day. Parents may have to come and pick those items up at the school.



## Cell Phone

If your child has a cell phone, it has to be stored in their backpack on the silent mode or turned off. The cell phone can be used after school hours.

## After Hour Child Care

For before and after school child care options please contact **Bend Metro Park & Recreation** at 541-389-7275 or **The Boys and Girls Clubs** at 541.617.2877.

## Classroom Interruptions

We want to keep classroom interruptions to a minimum during the school day. It is our policy not to interrupt classrooms with a phone call unless it is an emergency. Please only make phone calls to the teacher before or after school. Our day begins at **8:50AM**. If your child is late, have them sign in at the office. Send a note to your child's teacher in the morning regarding after school instructions, bus changes, etc.

## Volunteer Opportunities

Volunteer Opportunities are available in a variety of roles, such as working in a classroom, listening to children read, and assisting with special school projects. Please ask your child's teacher how you can become involved. You must complete a Volunteer Application prior to working with any students. Signing up to become a volunteer for Bend LaPine Schools is easy – Simply access our online submission application at <https://volunteer.bend.k12.or.us/> or access the volunteer link under the Forms section on the Parents tab on our district website. Most background checks are completed within 24-72 hours. Once you are “cleared”, you are good for two years! Also, if you plan to transport students on a field trip, you must complete a ‘Proof of Liability Insurance form. All Volunteers and Visitors must stop by the office to sign in when you are volunteering or visiting at High Lakes.

High Lakes also has a very active Parent Teacher Association (PTA). There are many different ways that parents can become involved. The PTA provides opportunities for our school to bring parents, staff, and students together for activities and school projects. Please email [highlakes@PTAmail.net](mailto:highlakes@PTAmail.net) for more information.



## **Family Support & Clothing**

A Family Access Network (FAN) Coordinator is available to assist families with social service needs and to make connections with community support systems. If your child is in need of winter clothing or necessities, please inquire at the front office to contact our school's FAN coordinator.

## **District Dress Code Guidelines** (CODE: JFCA-AR):

Footwear appropriate for school activities must be worn at all times. Flip-flops and shoes with high heels or open toes are not appropriate for the playground. Please have children bring gym shoes (no black soles) on the days that their class is scheduled to go to P.E. Clothing and jewelry shall be safe and not include profanity or sexually suggestive material and shall not advocate racial, ethnic or religious prejudice, depict drugs or alcohol, or any illegal activities. "No article of clothing, or manner of wearing clothing, which is distracting/disruptive to the educational program shall be worn on campus or at school activities. All clothing shall be worn in a reasonable manner that does not expose underwear, midriffs, or buttocks". Shirt straps should be no less than one inch wide. At High Lakes we have a no hat policy for all students. Each Friday students have the option of wearing a hat.

## **Homework Policy**

The average number of minutes of homework that you can expect for your child is approximately 10 minutes per night for every grade level, i.e., 5<sup>th</sup> graders, 50 minutes. Home reading is required of all students.

### **Homework Purpose:**

Research states at the elementary level that homework does indeed have a purpose for our students. According to Harris Cooper, one of the country's leading homework researchers, homework "develops good study habits, fosters positive attitudes toward school, and communicates to students the idea that learning takes work at home as well as at school." Homework, however, does not show to improve academic success at the elementary level. Teachers will assign homework to communicate with families what their child is learning in class. This homework will prepare, practice, or extend what the student is currently learning. It will not be individualized for students who are above or below grade level because according to research, the home assignment should be the same for the entire class. Parents can help children by providing regular homework time and a quiet place to work. You can encourage a love of reading by reading to and with your child, asking questions, discussing ideas or having your child re-tell a story. If you feel like your child needs more homework or more individualized practice, please refer to the High Lakes Homework website at [www.bend.k12.or.us](http://www.bend.k12.or.us). Select schools, then High Lakes Elementary and then academics. Here you will find fun, interactive math fact fluency activities as well as many other practice and enrichment activities in other subject areas.



## **Student Technology**

“Bend La Pine Schools believes that electronic communications is a tool for lifelong learning and that by providing these services we will promote educational and organizational excellence.” “District procedures are in place to protect students, to improve the user experience, to develop processes for the reporting of abuses and to prevent their recurrence.” “The inappropriate use or abuse of electronic information resources can be a violation of Bend LaPine schools polity, local, state and federal laws and can result in the loss of privileges and/or prosecution. Guidelines and policies regarding the use of electronic information resources are available online at <http://www.bend.k12.or.us>”

## **Positive Behavior Interventions & Supports**

### **What is PBIS?**

Positive Behavior Support (PBS) is a researched based approach used at our school to support student's success. PBIS is a system for supporting students' academic success by making schools safe, predictable and supportive of all students. The school staff implements routines that help all students be successful with their behaviors. We pay attention to understanding why a student may be showing challenging behaviors and create personalized strategies to help that student succeed.

### **How is PBIS used in our school?**

PBIS uses strategies that are respectful and tailored to teach student's behavior, learning and communication style and strengths. We set the following expectations for all students to follow at our school: BE SAFE, BE KIND, and BE RESPONSIBLE. We regularly teach and model these standards and students are recognized and rewarded when these expectations are carried out. Furthermore, we identify the purpose and function of a student's challenging behavior and teach how to practice positive behaviors to take their place, as well as positive coping strategies.

### **Be Safe! Be Kind! Be Responsible!**

#### **Student Management Philosophy**

Every child has the right to learn and be safe at school. Discipline is guided with the child's best interest in mind. Every attempt is made to honor the dignity and self-respect of each child, family, and staff member in discipline situations.

When disciplining a child, our staff is committed to:

- Empathy and natural consequences replacing punishment whenever possible
- Misbehaviors being used as opportunities for learning individual problem solving strategies to lead to personal growth
- Involving the children in the decision-making process regarding consequences to encourage self-control
- Utilizing the proper authorities to handle criminal acts

#### **Criteria for Suspension from High Lakes**

- Weapons, drugs, fighting, repeated insubordination, theft, repeated physical contact, vandalism, threats, sexual or obscene behaviors, harassment or unsafe behaviors that are habitual
- Any criminal act committed by a person who, in the judgment of the school administration, has demonstrated “a pattern of behavioral problems at school indicating the potential for further violence”

## Zero Tolerance Policy

The Bend-La Pine Schools have a zero-tolerance policy regarding students possessing, concealing, or using weapons or look-alikes on school grounds or at school activities. The consequences for students possessing, concealing, or using a weapon can result in expulsion for a calendar year and a referral to law enforcement, even in elementary school. Please help us ensure these items do not come to school, including outside the school day. Even with no intention to harm, having these items at school or on school grounds could result in the required consequences. Please ask your child to share knowledge of any unsafe item at school to an adult so that we may take appropriate action. If you have any questions about the district policy please consult the district handbook that is given out each year. You can also find the policy on the website, [www.bend.k12.or.us](http://www.bend.k12.or.us), under the School Board tab. Click on "Policies"

The Safe Schools Alliance is a county program comprised of members from local schools, law enforcement, mental health, and the community who are working together to provide safe and secure school environments through community and interagency partnerships. Their purpose is to: Identify violent criminal offenders; Remove them promptly from school; Insure a risk assessment is performed to protect both the offender and the school community.

## Effective Behavioral and Instructional Support System (EBISS)

**The EBISS** team is committed to ensuring that each child makes significant academic progress. To do this, we continuously review information that tells us how each child is progressing. Grade level teams and support staff review all students' progress in the area of reading and math three times a year. The teams use data to decide which students are doing well in the core classroom instruction and which students may need supplemental intervention in addition to their core classroom instruction.

When students receive supplemental small group instruction, we check their progress frequently. We use "decision rules" to look at the students' progress and decide if the child needs to have different supplemental instruction. The first step is to change instruction for the child. This could look different for each child. If, after a period of instruction, there is still a concern, we will plan an individualized intervention. If the EBISS team has determined that the changes in instruction have been unsuccessful according to the decision rules, then a SET Team referral will be made. This team is comprised of the school's experts in special education and specially designed instruction.

## TAG

Students have several opportunities during the year to be identified as **Talented and Gifted (TAG)**. The classroom teacher will assess the student's level and rate of learning and provide the appropriate instruction. PEP's (Personal Education Plans) will be implemented. The district offers a self-contained TAG program for 4th & 5th graders at Juniper Elementary, and for 6th graders at Cascade Middle School. If your child qualifies for TAG, more information on these self-contained classes will be sent to you in the Spring.