

# Highland School Guidelines

Please read carefully and keep handy for reference.

**ABSENCES/TARDIES** – The OFFICE must always be notified of absences, vacations, early dismissals or late arrivals (more than 1/2 hour late), by calling 630-719-5835. The phone is on from 8:00 a.m. – 4:00 p.m. You may leave a message on the machine after 3:45 p.m. If you send a note to a teacher regarding an absence or vacation, you must also call the office. Students KAM-6 who arrive after the 8:25 must stop in the office for a pass.

**MESSAGES** - Phone calls to the classroom, while school is in session, are not permitted. **Messages received before 11:30 a.m. will be picked up by teachers during their lunch break.** Any messages left after lunch will be picked up right before the end of the day by patrol students and delivered to teachers.

**HOMEWORK REQUESTS** - If a student is absent more than 1 day and you want to request homework, you may do so when calling in the absence. The office will send a homework request to the teacher. Homework requests must be made in the morning, to give teachers time to gather the work. You can pick up the requested homework in the office, or request that it go home with a friend or sibling.

**STUDENT LUNCHES AND BELONGINGS** - Any student lunch or belonging (boots, snow pants, fruit snack, instruments, homework etc.) brought to school after the start of the school day (**8:25 a.m.**) must be left on the table in front of the principal's office. It will be the responsibility of the student to check this table. **ALL LUNCHES MUST BE CLEARLY LABELED WITH THE CHILD'S NAME, GRADE & TEACHER.**

**EARLY DISMISSAL** - Occasionally, it becomes necessary to have your child excused from school early for such things as doctor appointments, family emergencies, etc. If you have advance knowledge of an early dismissal, please notify your child's teacher in writing, and call the school office. Please come to the office to sign your child out, at that time we will call down to the classroom.

**WAITING FOR YOUR CHILD BEFORE/AFTER SCHOOL** - Please do not pass the gym. Waiting in the hallway outside of the classroom is very distracting to students and teachers.

**INVITATIONS AND GIFTS** - Invitations to parties may not be distributed at school nor are gifts to a birthday party allowed to be brought to school. Please use the PTA directory to make these contacts.

**RIDING THE BUS** - Students must be a bus rider to take the bus. Students who live in the bussed area are not allowed to walk home. We discourage students from taking a different bus to go to a friend's house after school. If it is necessary for your child to do so, please send a signed written permission slip to give to the bus driver. Please note what bus number the student usually rides, and the stop they will be getting off. **Students, who are not bus riders, are not allowed to take the bus to a friend's house. Parents must provide the transportation.**

**All Teachers have reviewed these procedures with their students in class. All students are aware of checking the table in front of the principal's office for items from their parent's. With all of us working together we can instill independence and responsibility in all students at Highland School.**

Please be sure to check the Fling or the webpage, [www.dg58.org](http://www.dg58.org) for important information before calling the school office.