



# HIGHLAND ELEMENTARY SCHOOL

2605 Longwood Drive, Reedsport, Oregon 97467

Phone: (541) 271-3616, Fax: (541) 271-3618

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1. **7:40-7:55am our parking lot will be closed to cars. Once all the buses have delivered students we will open the bus lane to parents/guardians.**
2. School starts at 8:05am; please help your child arrive to school on time. Regular attendance can build your child's confidence and sets them up for academic success.
3. The tardy bell rings at 8:10am; all late students need to check in at the office before going to class. Four unexcused tardies equals one unexcused absence.
4. Please call the office by 8:30am if your child is going to be absent. **You will receive an automated call about your child's absence if you do not call our office before 9am.**
5. The school day ends at 3:21pm. The bus lane will be closed to parents/guardians from 3:15pm to approximately 3:35pm. We will open the bus lane to parents/guardians AFTER the buses have departed. Please wait for your child outside. ***If you need to change your child's afterschool plans, you must inform the office BEFORE 2:30pm.***
6. The security of our students is of the highest importance; therefore, **All visitors must sign in at the office. Help keep our students safe by signing in, wearing a visitor's badge and making us aware of any unknown visitors. Background checks are required for all parents/guardians wanting to watch their students in swimming, help in the classroom/chaperone field trips. (Forms are in the office).**
7. Breakfast and lunch is provided for FREE for all students. If your student has any dietary restrictions we need to have a doctor's note on file to make meal accommodations.
8. Please put your child's name and room number on all articles of clothing that might be left at school. (Backpacks, sweaters, coats, hats, gloves/mittens, swim suits & towels.)
9. Electronic device will not be allowed in the possession of students during the school day. This includes cell phones, iPads, Kindles etc. unless there is a special function and the use is approved by the teacher/principal. (Ref: Student Handbook pg. 13)
10. Toys- stuffed animals, trading cards (i.e. Yugioh, Pokeman), laser lights, fidget spinners and permanent markers are not allowed at school. (Ref: Student Handbook pg. 19)

**\*We value open communication between home and school. If you have any questions please do not hesitate to contact our office or reach out to your student's teacher.**

*Leaders, Striving for Excellence*