

Welcome Back, Highland Elementary Families!

Dear Parents and Families,

Welcome back to a new school year! We are excited to begin another year of learning, growing, and making wonderful memories together. Thank you for partnering with us to support your child's success. We look forward to a year filled with learning, friendship, and opportunities for every student to shine.

Listed below is our list of "Important Back-to-School Reminders" for Families to help ensure a successful start to the school year. Please read through them carefully.

We are so glad to have you and your family as part of our school community. **Here's to a fantastic school year!**

Respectfully,

Greg Garmen & Dave Kuehn
Highland Elementary Co-Principals

Important Back-to-School Reminders for Families

1. Meet the Teacher - Monday, August 31

Please sign up for a time on Skyward Family Access or call Highland School at 281-5600. All families are asked to bring school supplies this day.

2. Busing

A new Bus Request form needs to be completed for all students expecting to ride the school bus before the first day of school. Forms are available in the office, online, and at the bus garage.

3. First Day of School for K-5 is Tuesday, September 1 at 8:00 a.m.

First Day of School for School Readiness is Tuesday, September 8 at 8:00 a.m.

Please make appropriate arrangements to ensure that your child(ren) arrives at school on time each day. Arriving on time helps students take advantage of all learning opportunities and enjoy a healthy school breakfast. If your child arrives after the school day has begun, please escort them into the building and check them in at the main office.

4. Morning Drop-Off Procedures

We appreciate your patience and cooperation during morning drop-off as we work together to ensure the safety of all students. There is **ONE designated student drop-off area**, located on the east side of the school building at Door 9. Please follow all posted signage and directional arrows when entering and using the drop-off area.

[Drop-off Map](#)

5. After-School Student Pick-Up Procedures

There will be **TWO designated student pick-up areas after school**. We appreciate your patience as we work to ensure a safe and orderly dismissal for all students.

- **School Readiness, Kindergarten, and their siblings East-Side Door 9**
Pick-Up: Please follow the posted signage and directional arrows when entering and using this pick-up area.
- **1st-5th Main Entrance Door 6 Pick-Up:** The main entrance drive will become available for drive-through and student pick-up once **ALL buses have left the area**. Please park on Central Ave while you wait. This area is expected to open at approximately **3:00 p.m.**
- [Pick-up Map](#)

6. [Student Pick-up & Drop-off at Highland Elementary Video](#)

7. **Picking Up Your Child Inside the Building**

If you need to enter the building to pick up your child, park in the **east parking lot**. Please do not arrive before **2:45 p.m.**, as the main entrance will remain locked until that time. Once inside the building, parents must wait in the lunchroom.

- **School Readiness and Kindergarten:** Please enter through the Early Childhood Entrance, **Door #9**.
- **Grades 1–5:** Please proceed to the main entrance, **Main Door #6**.

8. **End-of-Day Messages and Communication**

Any messages that need to be communicated to your child(ren) through the main office must be received by **2:30 p.m.** This allows our office staff adequate time to safely and accurately deliver the message before dismissal. The end of the school day is a particularly busy time in the office, and we appreciate your help in planning ahead whenever possible.

9. **Electronic Device Reminder**

As a friendly reminder, **electronic devices, including cell phones and smartwatches, are not permitted in classrooms**. These devices should remain in your child's locker during the school day to minimize distractions and help students remain focused on learning.

10. **Students Walking or Riding a Bike to School**

Please remind students to use sidewalks whenever available and look both ways before crossing the street. Please remember to wear your helmet and park your bike in the bike rack along Highland School.

Thank you for your continued partnership, patience, and cooperation as we work together to provide a safe, welcoming, and successful school experience for all of our students.