

March 2013

Parents,

The Highlands faculty and staff members would like to take this opportunity to thank you for your diligence and patience over the past few weeks as we have implemented the school's *Updated* Arrival and Dismissal Plan. While all are pleased with the parent group's overall response to and consistent compliance with the various changes, please take a few minutes to review the list of reminders below.

EMERGENCY CONTACT LIST

To ensure the safety and well-being of all students, your child will **ONLY** be released into the care of the adults authorized to have access **if he/she is sick and is sent home by the school's nurse or at the time of dismissal**. Emergency Contacts can be reviewed in Family Access, on the Student Information screen. If the information listed on the Student Information screen needs to be updated, please contact Ms. Artis at: Katherine.Artis@fortbendisd.com.

EARLY PICK-UPS (AFTER 2:45 p.m.)

Students will NOT be allowed to leave their classrooms for dismissal after 2:45 p.m. unless the classroom teacher has received prior, written notification from the parent. Additionally, Front Office staff members will be unable to accept phone calls requesting that a child's dismissal plan be changed after 2:45 p.m.

EARLY PICK-UPS

At all times, a signed note/ e-mail should be sent to school when it is necessary for your child to leave before school is dismissed.

With the understanding that the issuance of monetary fines and citations from the Truancy Department are triggered by excessive time spent out of school, which includes partial day absences, ***unless specified in writing that someone other than the custodial parent/guardian will be picking the child up from school, the student will NOT be released into the care of any other adult, even if he/she is listed as an Emergency Contact.***

Prior written notification only... E-mails sent at the time of the pick-up will NOT be accepted, nor will phone calls requesting that such allowances be made.

CAR RIDER SIGNS

Only the school issued 2012-2013 car rider sign will be accepted as proper identification when picking students up at dismissal. Signs that were previously distributed or signs made at home will not be accepted.

COLONIST PARK WALKERS

Colonist Park Walkers/ Bike Riders will be released for dismissal at ***3:15 p.m.** This change will go into effect Monday, March 18th. This 5 minute delay should:

- ✓ Increase visibility for staff members as students exit the building and begin walking home
- ✓ Provide students with an opportunity to cross Colonist Park with considerably less traffic
- ✓ Allow for a smoother transition of care as students link up with their siblings and/ or parents waiting for them on the corner or along the designated walking paths

Reminder... Parents are not allowed to park or stop their vehicles along the Colonist Park Circle Drive or on the side of the street opposite of the school.

*If you should find that waiting an additional 5 minutes causes a hardship, consider changing your child's dismissal to that of a car rider.

Office Circle Drive~ Pre-K, 1st and 2nd grade

Cafeteria Circle Drive 3rd, 4th and 5th grade and Family groups... Grades 3-5 and their younger siblings