



MONTEREY HIGHLANDS

ELEMENTARY SCHOOL



School Office Reminders

Dear Parents/Guardians/Caregivers,

It is our pleasure to welcome you as a new member of our Husky Nation family and to welcome back our returning families.

Below are some general guidelines and reminders for your quick reference from our Front Office and Administration:

- Please make sure to update the Parent Portal or call the office to report any changes to the child's residential address, legal guardians' phone number, and to maintain accurate and updated emergency contact information. **Each student can have up to 3 emergency contacts under their profile!**
- Only parents / legal guardians will be allowed to request early check-outs for their student(s). Emergency contacts are only for emergencies and cannot request early check-outs.
- If you are unable to pick up your child and must send someone from the emergency contact list, please contact the School Office a day in advance. You will be given guidance on the alternative steps to follow.
- Early check-outs before 09:00 am will be marked as absences even if the student was in class on time.
- Students need to be in class no later than 08:00 am daily; failure to do so will result in the student being marked as tardy. Students will be marked **Truant Tardy** if they are 30+ minutes late. Providing a doctor's note will excuse the tardy.
- Excessive tardiness, as well as excessive absences, will result in truancy letters and further steps. Students on a permit will receive permit warning letters for poor attendance.
- If your student is absent, please make sure to contact the office staff at (626) 570-6220 to report a same-day absence.
- It is school policy not to accept drop-offs to preserve the integrity of instructional time. Office staff will not be able to take any food, water, homework, projects, Chromebooks or backpacks that the student forgot at home. **The only exception would be reading glasses that are necessary for the student to see properly!**
- For birthday celebrations... school staff will only accept non-edible goody bags if advised by the teacher ahead of time. Please understand we have many students with food allergies, and we want to make sure we **celebrate safely!**
- Chromebooks issued by the school are District property and **intended for school work only!** The expected life span of a device is 3 - 5 years.

- Any misuse and mishandling of the device will result in the device being held in class under teacher supervision. If the device was mishandled or damaged, charges may be imposed.
- Please note that we are **very limited** on device inventory. Please encourage your child to take care of their device.
- In case of a problem with the device, please make sure your student reports it to their homeroom teacher. Office staff work with the Tech department on repairs.
- Monterey Highlands School and AUSD request students to wear uniforms. Parents may request a uniform waiver but students must always follow AUSD dress code. For more information, visit our school website → Parent Resources.
- If the uniform waiver has been approved by administration, students need to abide by the criteria of AUSD dress code. **Failure to comply with AUSD dress code will result in revoking the waiver and students will have to wear uniforms.**
- AUSD follows the “Off and Away” policy regarding mobile devices (cell phones, smart watches...). This means all personal devices must be turned off and placed away inside their backpacks from the moment the student steps onto campus until they step off of campus at dismissal. **Using the devices during school hours will result in confiscations for a period of time. Students could be asked to turn in their devices to the office, daily, if they fail to comply with our policies.**
- At Highlands, we **love our Volunteers!** Please submit your volunteer application to our Home School Coordinators, Ms. Ana Leblanc & Ms. Lisha Liu, starting the first day of school. **Even if you are a returning volunteer, you still need to submit your application at the beginning of every school year!**
- Arrangements must be made with your child's teachers for the date/time of volunteering at least 48 hours in advance. If the teacher does not notify the office staff of your expected visit, the office will not be able to check you in. Also, the office will not call the classroom and interrupt instructional time.
- Please make sure to have your ID available upon check-in!
- If you need to meet our admin (Principal or Assistant Principal), please call the office in advance. An appointment will be set up based on their availability.

Our staff is always available to assist you and answer any questions or inquiries you may have, so please feel free and comfortable to call, email, or stop by if you need any assistance!

Thank you!

-Monterey Highlands Front Office

Phone: (626) 570-6220

E-mail: highlands@ausd.us