

Highland Elementary School Hours

Grade Hours

Pre-K A.M. hours 8:50-12:05

PM Pre-K 12:30-3:05

Head Start, Kindergarten-5th Grade 8:50-3:05

Breakfast

Breakfast is served from 8:25-8:45 each morning. Children who are eating breakfast at school may enter the cafeteria. They will be dismissed to the classroom at 8:40 when the first bell rings.

Lunch Schedule

Grade	Lunch Time	½ Days
5	11:00–11:25	10:15 – 10:35
2	11:15-11:40	10:35 – 10:55
1	11:25-11:50	10:55 – 11:15
4	11:50-12:15	11:15 – 11:35
3	12:00-12:25	11:35 – 11:55
K	12:25-12:50	11:50 – 12:10

Cafeteria Account

Each student has a cafeteria account. Students are encouraged to prepay for breakfast and lunch so they do not need to bring money daily.

Breakfast: \$1.00 for paid students .30 for reduced-price eligible students
Lunch \$1.75 for paid students .40 for reduced-price eligible students
Milk is .40

Office Hours

The address for Highland is 3100, Medway Street, Silver Spring, MD, 20902. Highland Elementary School office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. with the exception of holidays. Please call (301-929-2040) or come by the office with any

questions or concerns you may have. Our fax number is 301-929-2042. The Highland Elementary School secretaries are Miriam Stewart and Carol Waldecker.

Attendance and Tardiness Procedures

School attendance laws of the state of Maryland require that children must attend school on a regular basis. By state law, regular school attendances the responsibility of the parents and the school. School authorities must enforce this law. Parents, at the same time, have the responsibility to see that regular school attendance is maintained. Students must arrive on time to start class at 8:50 a.m.

Please call the school office (301) 929-2040 by 9:30 each day if your child will not be able to attend school or will be late for school. Please give the following information when calling: name of student, grade, name of teacher, length offend reason for the absence.

When students are tardy, they must be signed in at the office before proceeding to class. Do not drop off your child in front of the school or take them directly to their classroom. Parents will be contacted if their child has been absent or tardy an excessive number of times.