

Hillcrest Welcomes you to the 2023-2024 school year!

Below are a few tips from our front office to help guide you through the year.

Office drop offs – Occasionally a student forget something from home and will need to have it dropped off. In order to keep our busy office running smoothly, all drop offs will be signed in at the front desk.

- 🌐 Homework will be time-stamped and placed in the teachers mailbox
- 🌐 For all other items, a pass will be sent to your student and they can pick up their item between classes

Outside Food / Drink – **OUTSIDE FOOD OR DRINKS** (fast food, Starbucks, QT etc.) are **NOT** permitted on campus. For the safety of our students **ALL FOOD or DRINK** deliveries will be turned away. **Lunch from home is the only exception.*

Cell Phones - may be used before and after school, during lunches or in between classes. To avoid classroom distractions cell phones must be turned off and placed in backpacks, purses or in the designated classroom area assigned by the teacher.

- 🌐 If there is an urgent matter or an emergency and you need to reach your student you can contact the front office and they will assist you. 623-376-3300
- 🌐 If your student needs to contact you there is a phone in the front office available to them.

Attendance – Direct Line 623-376-3390

- 🌐 Parents if your student is absent for any reason please call the **attendance line** as soon as possible to report the absence. Any absence not reported within 48 hours will be marked as unexcused.
- 🌐 If your student is **late** to school for any reason **YOU MUST** come into the office and sign your student in. If you do not sign them in they will be marked unexcused late.
- 🌐 Early Student Pick Up – if you have to pick your student up from school early you must come into the office and sign them out. For safety reasons we will not call a student down to the office until we have checked the ID of the person signing them out. Please do not call ahead and ask to have your student pulled from class, we will not pull students until we can safely identify who is picking them up.
 - 2:45pm is the latest time to sign your student out on 3:00pm release days
 - 1:15pm is the latest time to sign your student out on 1:30pm release days
 - 11:15am is the latest time to sign your student out on 11:35am release days

Your cooperation will help keep our school running efficiently and ensure the safety of our students.

Thank you!