

The following is a diagram of the functional subdivisions of High Mount School District 116:

*School Treasurer*

*Board of Education*

*Board Secretary*

*Superintendent*

*Principal*

*Lead Teacher*

Specific information pertaining to our school can be found at [www.highmountschool.com](http://www.highmountschool.com).

### **BOARD POLICY MANUAL**

The information contained in this handbook is an overview of the information contained in the High Mount School Board of Education Policy Manual. Parents and students are expected to abide by the policies set forth in this manual. The manual may be reviewed in the district office.

### **PHILOSOPHY OF EDUCATION**

The school district, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. This partnership shall empower all students to develop a strong self-esteem and to become responsible learners and decision-makers. The school district is committed to developing and using a visionary and innovative curriculum and a knowledgeable and dedicated staff.

### **HIGH MOUNT SCHOOL MISSION STATEMENT**

“The Mission of High Mount School is to empower students to achieve their best.”

### **SUPERVISION**

The administration shall have supervision over all school employees and students while on school grounds. They shall also be responsible for all activities that involve the use of the school building and grounds.

### **HOURS OF OPERATION**

\*The school office is open from 7:45 AM-3:45 PM.

\*The first bell sounds at 8:20 AM. The tardy bell sounds at 8:25 AM.

\*Students who are dropped off or walk may not arrive before 8:00 AM.

\*Dismissal time for students is 3:00 PM. The buses will also begin the routes at this time.

\*Students must be picked up by 3:15 PM (11:45 AM on early dismissal days).

### **COMMUNICATION**

The following steps must be followed to help solve a problem or complaint:

1. Contact the person involved
2. Contact the principal if there were unsatisfactory results with the person involved
3. Contact the superintendent if there were unsatisfactory results with the principal
4. Contact the school board president if there were unsatisfactory results with the superintendent

### **USE OF THE BUILDING**

Anyone interested in using the school facilities must obtain a Building Request Form from the school office. The request will be considered by the administration in accordance with School Board policy.

### **EMERGENCY SCHOOL CLOSINGS**

If the school is closed due to inclement weather or other reasons, local television stations will be notified by 7:00 AM.