Highland Oaks Elementary

Student Handbook 2024-2025

where

"Our *Hearts* are in the NEST"

5252 Annandale Drive
Memphis, TN 38125
(901) 416-0330 / (901) 416-0328 Fax
Highland Oaks Elementary / Homepage (scsk12.org)

Marchera James, Principal
Jamond Klines, Assistant Principal

This student planner belongs to/Pertenece a:

Name/Nombre: _____

Address/Direccíon: _____

Phone/Teléfono: _____

Teacher/Maestro: _____

Shelby County Schools offers educational and employment opportunities without regard to race, color, national origin, religion, sex or disability.

Dear HES Parents and Guardians,

As we prepare to embark on a new academic year together, I hope this message finds you rested, rejuvenated, and eagerly anticipating the journey ahead. I want to take this opportunity to express my sincere appreciation for your steadfast dedication, passion, and support in serving our students and school community.

Reflecting on our achievements and growth over the past year, we acknowledge that there are challenges ahead, and our primary goal is to emerge stronger and more united as a community. Your commitment to excellence, resilience in the face of challenges, and dedication to our shared mission will profoundly impact the lives of our students.

As we transition from the summer break back into the rhythm of school life, I encourage each of you to uphold the core values that will guide our actions throughout the year. These values are more than just words; they are principles that shape our interactions and define our community:

- Respect: Treat yourself, others, and our school environment with dignity and consideration. Listen actively, speak kindly, embrace diverse perspectives, and care for our school facilities.
- Responsibility: Take ownership of your actions, learning, and contributions to our school community. Be punctual, prepared, and engaged in your child's education. Encourage them to complete assignments on time, follow school rules, and actively contribute to resolving conflicts.
- Safety: Prioritize safety in all activities. Encourage your child to follow safety protocols, respect personal space, use equipment correctly, and promptly report any concerns. Let's work together to create an environment where everyone feels safe and supported.
- Results: Strive for measurable outcomes and continuous improvement. Whether it's academic achievements, personal growth, or organizational success, let's commit to evaluating our progress and refining our strategies to achieve excellence.

These principles will guide us as we collaborate to create a safe, nurturing, and inclusive environment where every student can thrive. With our collective efforts and dedication, I am confident that we will make this academic year a resounding success.

As we prepare for the upcoming school year at Highland Oaks Elementary, we want to inform you of important campus policies and procedures that ensure the safety and well-being of all students.

First and foremost, we want to clarify our policy regarding outside food deliveries to students at HES. In order to maintain a focused and safe learning environment, outside food deliveries will only be permitted for special occasions such as birthdays, school-based accomplishments, or school-wide activities. All other food deliveries must be approved by the principal and will be

extremely limited. Please understand that deliveries disrupt the flow of the instructional day and can impact the learning experience for all students.

Next, while HES does not enforce a uniform policy, we do require students to adhere to our dress code policies. Consistent violations of the dress code may result in the school implementing a standard uniform requirement.

During drop-off and pick-up times, we kindly ask that parents remain in their vehicles and follow the directions provided by our safety team stationed outside during morning and evening arrivals. Your cooperation in this matter ensures a smooth and safe traffic flow on campus.

It is essential that the school has accurate contact information for each student, and we ask that all school-wide forms are completed promptly to facilitate effective communication throughout the year.

We are excited to offer various opportunities each month for parents and students to participate in enriching activities aimed at fostering well-rounded students. Details about these activities can be found in your child's weekly folder and on the school's website.

Thank you for your partnership in your child's education. I look forward to working closely with each of you to support our students and achieve our shared goals.

With Owl Pride,

Principal James and AP Klines

Learn. Lead. Leave a Legacy!

2024-25 Student Calendar

2024

First Semester-87 days

AUGUST

5	First Day for Students | 1st 9 Weeks Begins

SEPTEMBER

2	Labor Day (Students Out)
5	Parent-Teacher Conferences (4-7 p.m.)

OCTOBER

4	1st 9 Weeks Ends
7-11	Fall Break (Students Out)
14	Students Return | 2nd 9 Weeks Begins

NOVEMBER

5	Election Day (Students Out)
11	Veterans Day (Students Out)
25-29	Thanksgiving Break (Students Out)

DECEMBER

18-20	1st Semester Exams
20	1st Semester Ends | 2nd 9 Weeks Ends
23-31	Winter Break (Students Out)

2025

Second Semester-92 days

JANUARY

1-3	Winter Break, cont. (Students Out)
6	Students Return | 3rd 9 Weeks Begins
20	Dr. Martin Luther King Jr. Day (Students Out)

FEBRUARY

13	Parent-Teacher Conferences (4-7 p.m.)
17	Presidents Day (Students Out)

MARCH

7	End of 3rd 9 Weeks
10-14	Spring Break | (Students Out)
17	Students Return | 4th 9 Weeks Begins

APRIL

18	Spring Break II | Good Friday (Students Out)

MAY

21-23	2nd Semester Exams
23	Last Day of School | 4th 9 Weeks Ends

JUNE

JULY 2024

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST 2024

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER 2024

M	T	W	Th	F
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9	10	11	12	13
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OCTOBER 2024

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21	22	23	24	25
28	29	30	31	

NOVEMBER 2024

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18	19	20	21	22
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DECEMBER 2024

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9	10	11	12	13
16	17	[18	19	20]
23	24	25	26	27
30	31			

JANUARY 2025

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20	21	22	23	24
27	28	29	30	31

FEBRUARY 2025

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MARCH 2025

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31				

APRIL 2025

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MAY 2025

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19	20	[21	22	23]
26	27	28	29	30

JUNE 2025

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23	24	25	26	27
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LEGEND: 1st Day of School Students | Students Out (Full Day) | ☆ Parent Conferences | Start of Quarter | End of Quarter | [ ] Semester Exams

The information contained in this handbook is subject to review and change as necessary. Revised 7/24/24.

Calendario Estudiantil 2024-25

2024

Primer Semestre-87 días

AGOSTO	
5	Primer Día Para Los Estudiantes | Las Primeras 9 Semanas Del Trimestre Empiezan
SEPTIEMBRE	
2	Día del Trabajo (no hay clases para estudiantes)
5	Conferencias de Padres y Maestros (4-7 p.m.)
OCTUBRE	
4	Las Primeras 9 semanas del Trimestre Terminan
7-11	Vacaciones de Otoño (no hay clases para estudiantes)
14	Estudiantes regresan | Las Segundas 9 Semanas Del Trimestre Empiezan
NOVIEMBRE	
5	Día de Elección (no hay clases para estudiantes)
11	Día de los Veteranos (no hay clases para estudiantes)
25-29	Día de Acción de Gracias (no hay clases para estudiantes)
DECIEMBRE	
18-20	1er Examen Semestral
20	El Primer Semestre Termina | Las Segundas 9 Semanas Del Trimestre Terminan
23-31	Vacaciones de Invierno (no hay clases para estudiantes)

2025

Segundo Semestre-92 días

ENERO	
1-3	Vacaciones de Invierno (no hay clases para estudiantes)
6	Los Estudiantes Regresan | Las Tercera 9 Semanas del Trimestre Empiezan
20	Día Feriado por Dr. Martin Luther King Jr. (no hay clases para estudiantes)
FEBRERO	
13	Conferencias de Padres y Maestros (4-7 p.m.)
17	Día del Presidente (no hay clases para estudiantes)
MARZO	
7	Las Terceras 9 Semanas del Trimestre Terminan
10-14	Vacaciones de Primavera (no hay clases para estudiantes)
17	Estudiantes regresan | Las Cuartas 9 Semanas Del Trimestre Empiezan
ABRIL	
18	Vacaciones de Primavera II/Viernes Santo (no hay clases para estudiantes)
MAYO	
21-23	Exámenes del Segundo Semestre
23	Último día de Clases Para los Estudiantes | Las Cuartas 9 Semanas del Trimestre Terminan

JULIO 2024

M	T	W	Th	F
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29	30	31		

AGOSTO 2024

M	T	W	Th	F
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12	13	14	15	16
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26	27	28	29	30

SEPTIEMBRE 2024

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16	17	18	19	20
23	24	25	26	27
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OCTUBRE 2024

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14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVIEMBRE 2024

M	T	W	Th	F
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4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECIEMBRE 2024

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	[18	19	20]
23	24	25	26	27
30	31			

ENERO 2025

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRERO 2025

M	T	W	Th	F
3	4	5	6	7
10	11	12	☆13	14
17	18	19	20	21
24	25	26	27	28

MARZO 2025

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

ABRIL 2025

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAYO 2025

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	[21	22	23]
26	27	28	29	30

JUNIO 2025

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
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LEYENDA: Primer día de Clases Estudiantes | Estudiantes fuera (día completo) | Vacaciones de Verano | ☆ Conferencias de Padres | Comienza el Periodo | Termina el Periodo | [ ] Exámenes del Semestre

GENERAL POLICIES AND PROCEDURES / Política y Procedimientos

https://www.boarddocs.com/tn/scsk12/Board.nsf/Public?open&id=policies

3000: SUPPORT SERVICES

3001
Multi-Hazard Emergency Planning for Schools

3002
Emergency Closing

3004
Student Transportation Services

3006
School Nutrition Management

3007
Student Wellness

3008
Safe Drinking Water

3010
Reproduction of Copyrighted Materials and Distribution of Political Materials

3011
Energy Management and Resource Sustainability

3012
Records Management

3013
Inventory Management

6000: STUDENTS

6001
Academic Honesty

6002
School Admissions

6003
Confidential Student Information

6004
Field Trips

6007
Admission of Foreign Exchange Students

6009
Attendance Zone Policy

6010
Enrollment of Students Beyond Compulsory Education Age

6011
Attendance of Students Beyond Compulsory Education Age

6012
Compulsory Attendance

6013
Participation in School Programs

6014
Attendance and Excuses

6015
Pregnant and Married Students

6016
Truancy

6019
Student Rights and Due Process

6020
Students of Legal Age

6021
Student Dress Code

6022
Student Conduct

6024
Cell Phones and Personal Communication Devices

6026
Appeals Related to Student Discipline

6027
Searches and Interrogations

6028
Tobacco Use or Possession

6029

Textbooks and Instructional Materials

6030
Gangs and Non-School Related Social Clubs

6031
Student Acceptable Use and Internet Safety

6032
Grade Classification for High School Students

6034
Participation In Commencement Exercises

6035
Honorary Diploma

6036
Valedictorian and Salutatorian

6037
Medical Homebound Instruction Program

6043
Healthcare Management

6046
6046 HARASSMENT, SEXUAL HARASSMENT, DISCRIMINATION, INTIMIDATION, BULLYING OR CYBERBULLYING

6047
School Fees and Debts

6048
Parental or Guardian Notice to School of Child's Criminal Record

6049
Assignment of Students to Classes

6050
Student Conduct on School Buses

6051
Interscholastic Athletics

6052
Pledge of Allegiance - National Anthem

6053
Isolation or Restraint of Students Receiving IDEA Special Education Services

6054
Section 504 Grievance and Due Process Procedures

6055
NON-TRADITIONAL SCHOOLS (Including Alternative Schools or Programs)

6056
Alcohol and Drug Use

6057
Physical Relocation of Students

6058
Child Custody-Parental Access

6059
Registered Sex Offenders

6060
School Day

6061
Student Congress

6062
Unsafe School Choice

6063
Gifts

6064
Student Clubs and Organizations

6065
Student Government

6066
Student Volunteers

6067
Supervision of Students

6068
Student Equal Access

6069
Recognition of Religious Beliefs, Customs, and Holidays

6070
Prayer and Period of Silence

6071
Anti-Hazing

ADDRESS AND PHONE NUMBERS (Please update as needed)

(Favor de actualizar su número y dirección cuando se cambia)

Please keep the school office and your child's teacher informed in writing of any changes in address or phone numbers. This includes home, work, cell, and emergency contacts. This is very important in case of an emergency and if the school dismisses early due to inclement weather.

ACCIDENT AND FIRST AID

(Favor de darnos información importante de la salud de su niño)

School personnel are authorized to administer first aid only for minor injuries occurring at school. Please fill out the clinic card and emergency form on your child. In case of illness or serious injury, the parents will be notified immediately. It is the responsibility of the parent to help the school maintain accurate information on student emergency cards. The school needs information concerning street addresses, home telephone numbers, parent's work numbers and emergency numbers, including the doctor's number. **If during the course of the school year any information from the emergency card changes, the parent is responsible for informing the school regarding any changes.**

ARRIVAL AND DEPARTURE PROCEDURES

A safe campus requires the cooperation of everyone; therefore, the following information is provided for you.

SCHOOL HOURS (HORARIO DE LA ESCUELA)

8:15 School begins / *El día escolar empieza*
8:15 Tardy- ***Students who arrive after this time will need to be checked in by a guardian in the office.*** *Si llegue después, se considera tarde y uno de los padres tiene que pasar por la oficina antes de dejar a los ir al salón.*
3:05 Car riders dismissed / *Los que van en carro salen*
3:10 Day care riders dismissed / *Los que van con un cuido de niños salen*
3:15 Bus riders dismissed / *Los que salen en el autobus salen*
3:15 Walkers and bike riders dismissed / *Los que caminan o van en bicicleta salen*

School begins promptly at 8:15 am. Please have your child at school on time. The school building opens at 8:00 am. **Students should not come to school prior to 8:00 am as supervision is not provided before that time.** *Estudiantes no deben venir a la escuela antes de las 8:00.*

SCHOOL DISMISSAL

School dismissal begins at 3:05 pm. The front of the school is for drop-off and pick-up of children. Parents who pick up students after school must wait outside the building. Children are not permitted to get students from other classrooms. Once students have been dismissed, they will not be allowed to re-enter the building. This will ensure student safety and maintain security within the building.

If your child needs to be dismissed early, please follow these instructions *(Si su niño tiene que salir temprano de la escuela)*:

- Send a note to your child's teacher specifying the time of checkout *(Manda una nota al maestro con la hora que van a recoger el niño).*
- A parent/guardian must check out the child through the reception desk. A photo identification card is required *(Debe pasar por la oficina para recoger al niño temprano y debe proveer identificación con foto).*
- Your child will not be allowed to walk home during the day if he/she becomes sick. A parent/guardian must check out your child *(Si el niño está enfermo, no puede caminar a la casa, alguien tiene que venir a rocogerlo).*

- ***Early checkout ends at 2:30 pm (Students checked out prior to 3:15 pm miss valuable teacher instructionand ultimately effect the school's chronic abse) No se puede recoger temprano al niño entre las 2:30 y las 3:15.***
- Siblings under the age 18 are not allowed to check out their younger siblings *(Hermanos no se pueden recoger a los niños si tienen menos de 18 años).*
- *Only individuals listed on the student data form/Emergency Contact list will be allowed to check a child out from school. (With the appropriate identification.)*

Please cooperate with the school by not calling and requesting a different way of afternoon transportation. It is confusing for students when last minute changes are made. The safety of your child is our primary concern. When calls are made to the school, it is difficult to verify the caller. Therefore, if a change must be made, discuss it with your child the night before and send a note providing specific information to the teacher. Dismissal procedures begin at 3:05 pm. Students will not be called to the office for checkout after 2:30 pm. Please review the communication from the main office for more detail.

Rainy day dismissal may cause student and traffic congestion. To ensure that your child arrives home as dry as possible, provide him/her with an umbrella, raincoat, or poncho to be kept at school or in the backpack. In the case of a storm or heavy rain, walkers will be dismissed as normal unless the teacher is notified to hold students the car rider line for pick up.

ATTENDANCE:

Regular and punctual attendance is a very important part of your child's education.
A written note from the parent or guardian is required when a child returns from any absence. Students will be given one day per absence to make up work for each day of school missed for excused absences. *Ex. If a child missed 3 days, the student will have 3 days to make up work. (Es importante que los niños asistan a la escuela regularmente para recibir la mejor educacíon posible. En el caso que están ausente, debe mandar una nota el día que regresen con el nombre del estudiante, la razón de la ausencia, la fecha(s) de la ausencia y la firma del padre.)*

A student is considered tardy if he/she arrives at school or class after 8:15 am. Students who arrive at school after 8:20 am must be signed in by a parent or guardian at the front desk. A late student must have a Tardy Slip issued by the office before he/she can enter class.

A note explaining the absence, tardiness, or early dismissal is required. The note should include the child's name, the date(s) of the absence, the reason for the absence, tardiness, or early dismissal and the parent's signature.

Please refer to the Shelby County Handbook for reasons that are acceptable as excused absences. To assist in the area of make-up work and to minimize interruptions to the instructional program, make-up work is provided when the child will be out two or more days. Parents requesting assignments will contact the office and ask the teacher to call about the make-up work. Please make arrangements with the teacher to pick up your child's work.

⇒ **ABSENCES (SCS Policy #6014)**

Excused absences as defined by the state regulations are *(Ausencias escusadas):*

- Death or serious illness within the student's immediate family *(Muerte o enfermedad grave de un miembro familiar inmediato);*
- Official representative of the school in school-sponsored activity *(El niño es representante de la escuela en una actividad aprobado de la escuela);*
- Illness of student *(Estudiante está enfermo);*

- Special recognized religious holidays regularly observed by persons of their faith *(celebraciones religiosas reconocidas regularmente de personas de una religión);*
- Legal court summons not the result of the student's misconduct *(citación judicial que no es por razones de conducta del niño);* or
- Extenuating circumstances created by emergencies over which the student has no control, as approved by the principal *(Emergencias fuera del control del niño, aprobado por el director).*

A written statement from the parent or guardian is required within two (2) school days of the student's return to school explaining the reason for each absence; otherwise the absence will not be excused. *(Debe proveer la nota explicando las ausencias dentro de dos días de regresar a la escuela.)*

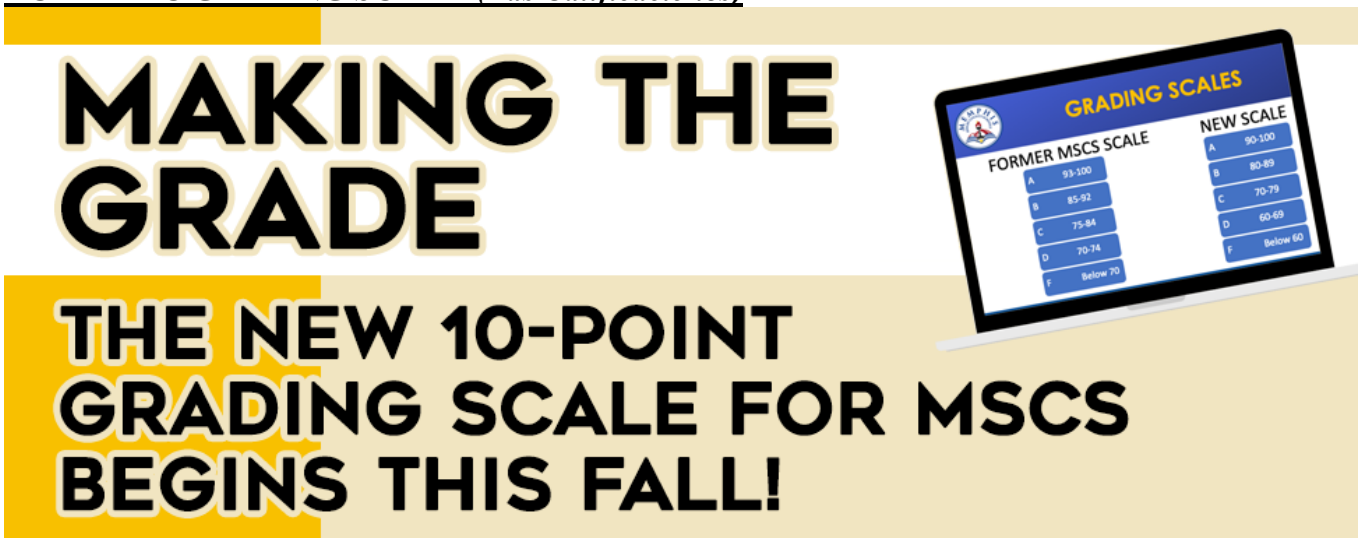
NOTE: Verification may be required to justify absences. Policy #6014. The principal has the right to require verification from an official or other source to verify the absences as excused.

⇒ **TRUANCY (SCS Policy #6016)**

Unauthorized or unexcused absence from school is considered truancy. This includes the student's absence from any scheduled class, study hall, or activity during the school day. Parents will be notified of each incident of truancy. A list of students with five (5) or more unexcused absences will be forwarded to the Attorney General's Office. State law states that a fine of up to $50.00 may be assessed against the parent or guardian whose child has five (5) or more absences.

Parents of students with five (5) or more unexcused absences will be notified each 20-day period. A continuing problem of truancy will result in a referral to Juvenile Court for violation of the compulsory attendance law in Tennessee.

ACADEMIC GRADING SCALE *(Las Calificaciones)*



Due to a recent change in Tennessee state law (**Public Chapter No. 1080**), MSCS has adopted a new 10-point grading scale for students enrolled in grades 1-5 (**Policy 5014**) and 6-12 (**Policy 5015**). The new grading scale will go into effect this fall, beginning with the 2022-2023 school year.

GRADING SCALES

FORMER MSCS SCALE		NEW SCALE	
A	93-100	A	90-100
B	85-92	B	80-89
C	75-84	C	70-79
D	70-74	D	60-69
F	Below 70	F	Below 60

Looking Toward the Future

MSCS and many other Tennessee schools adopted the 10-point scale to level the playing field for students who will soon apply for awards, scholarships, and other academic opportunities.

Academic Advantages

Colleges and universities already use this grading scale, and it motivates students to strive for Honors/Advanced Placement courses.

MSCS is focused on access, equity, and student success across every grade band!

BIRTHDAY/PARTY CELEBRATIONS

HES will no longer allow in school birthday celebrations. You may still bring your child food to celebrate their birthday! **We only ask that you not give any type of food to the other children in the classroom or cafeteria. PARENTS WILL NOT BE ALLOWED TO BRING LUNCH TO STUDENTS.**

Party invitations can be distributed in class if the child is inviting all the girls or all the boys or inviting the whole class. Your child **may not** hand out birthday invitations to a few select children as this causes hurt feelings and disrupts the classroom, taking away from instructional time. If you wish to invite only a few children to a birthday party we ask that you use the student directory to mail party invitations to fellow classmates and friends.

The Health Department requires that any treat such as cupcakes, brownies, etc. must be store bought items.
(En resumen, no pueden pasar invitaciones a fiestas. Si quiere ofrecer un dulce a los niños en el salón de su niño, debe llevar dulces comprados y preparados en una tienda. No se puede dar dulces hecho en casa a los niños.)

BUS TRANSPORTATION

Bus service is provided for students who live more than 1.5 miles from the school. **Students may only ride the bus that serves their home address and may only get on or off the bus at their assigned stop. Students may not ride another bus home with a friend.** Students should be at their assigned bus stop 5 minutes before the scheduled pick-up time. Students are expected to observe the same conduct on the bus as in the classroom.

•Speak in a quiet voice and use appropriate language.
•Students must sit in their assigned seat, with their back and bottom on the seat and keep hands and feet in their space.
•Be courteous and cooperative with the driver.
•Keep the bus clean and be respectful of school property.
•Eating or drinking is not allowed on the bus (water bottles must be emptied before boarding the bus.)
•Electronic devices, live animals and tobacco products are prohibited on the bus.
•Backpack size is limited to one the students can pick up and hold in their lap.

Misconduct on the bus will result in disciplinary action. Our number one priority at Highland Oaks Elementary is the safety of all children. Disciplinary action can include discipline referrals and bus suspensions depending on the severity of the infraction.

Video cameras are installed on every bus and are viewed by the bus coordinator upon request. For student confidentially purposes, parents are not permitted to view bus videos. It is imperative that the bus rules provided be reviewed with each child and signed by the parent. Bus rule forms will be returned and maintained by the teacher.

CAFETERIA

All school lunches are served in the Owl's Café. Both breakfast and lunch are provided to all students at no cost. Each child has a student number that is assigned at the beginning of the school year. This number is used at the point of service and identifies your child to the cashier.

FOOD SERVICES

Food that is to be shared with other students must be purchased from a commercial bakery or store to eliminate the potential for any health problems. Providing lunch for the entire class **is not** allowed under Shelby County policies. Also, please remember that Highland Oaks Elementary is a gum free campus.

Please remember that many students have allergies and are allergic to all kinds of foods and additives that are in food that we eat daily. DO NOT share any food with other children in the lunchroom as this may cause a life-threatening emergency!

CAFETERIA PROCEDURES FOR FIRST TWO WEEKS OF SCHOOL

Please be aware that our school is growing and we will need to keep seat availability for our classrooms first. If seating is available, parents and guests are always welcome for special occasions no more than one time per semester.! Teaching our children how to act responsibly in the cafeteria is our focus during the first two weeks of school. Teachers and staff will help students practice and understand cafeteria procedures to encourage our children to take the time to eat and to make good choices in the lunchroom.

CAFETERIA RULES

- Students may not throw or play with food.
- Students may not swap food. This is a safety issue.
- No food, opened or unopened, may be taken from the cafeteria.
- Students must remain seated in the cafeteria.

- Students must raise their hands for assistance.
- Students must eat quietly for the first ten minutes of their lunchtime.
- Students must talk softly after they have completed their lunch.
- Students must clean up their area.
- Students must keep hands to themselves.
- Students may not save seats.
- Students must line up in a quiet and orderly manner.
- Students should display good table manners.

CALLS AND MESSAGES

School telephones are not available for students use during regular or after school hours unless, a school administrator has approved it. Please make sure your child has homework, etc. each day. We know everyone forgets something occasionally, however, there are approximately 800 students at Highland Oaks, and it is impossible to let all students call home if they forget something. Please make sure your child knows how he/she will get home daily. This minimizes classroom interruptions. The school will not accept phone calls daily from parents leaving messages as to how students are to get home.

CAR RIDER PROCEDURES

Students who are car riders may be dropped each morning at 8:00 am and picked up each afternoon starting promptly at 3:15 pm in the parking lot on the south side of the building. **Students must not exit the car until supervising school personnel are present to supervise this process and to make it as safe and smooth as possible.** Please remember that children who are car riders must be dropped off and picked up in the south parking lot area. Parents of students with special education needs, or day care buses can drop children off at the front of the school. If you choose to drive your child to school, the following procedures must be followed to ensure the safety of all of the children:

- Drive slowly (5 m.p.h.) and cautiously through the car rider line. Always be aware of ALL children when on school campus.
- Parents must pull all the way up in the car line when arriving at school. Please be courteous by not leaving large spaces/gaps between cars. **If you need to accompany your child into the school building, park in a visitor space, enter the building from the front parking lot and check in through the front office.**
- Administrators, teachers and educational assistants supervise student's arrival and dismissal in the car lane. They will load and unload cars during the official arrival and dismissal time.
- Students will load and unload at the curb only, exiting the car from the passenger side door. Students will not be allowed to walk to or from a parked car in the parking lot without an adult.
- Cars must be placed in park before your child exits or enters your car. This protects your child as well as our staff.
- **The use of cell phones is not allowed while in the car rider line.** Your full attention is needed for the safety of all the children. Administration, faculty, and staff will address those using cell phones to protect our students
- Parents must stay in the car. Do not exit the car to load or unload your child. If assistance is needed it will be provided by school personnel.
- Please be sure your child is ready to exit your vehicle before you go through the drop-off line. This will keep the line moving and prohibit delay.
- NO animals or pets on campus. If animals are in the car during car line please be sure they are properly restrained in your car (windows up, etc.) for protection of students and staff.
- Faculty and Staff will go into the building promptly at 8:00 am. Parents will then need to drive around to the front of the building and check their child into school through the front office.

BAD WEATHER DURING CAR RIDER DISMISSAL OR ARRIVAL

In the event that it is raining too hard and/or is lightning outside during dismissal time, children will be held inside the school until the weather passes for their safety. THIS WILL ONLY occur during an emergency storm that is too severe for children to walk in the open. PLEASE BE PATIENT when bad weather happens even if it means your child may need to stay in the car for awhile or will not be dismissed until the weather passes! Please remember to not let any child out of a vehicle unless adults are there to supervise the children.

CARE OF BOOKS/COMPUTERS/ SCHOOL PROPERTY

Textbooks and library books are the property of the Shelby County School Board of Education. They are provided to educate children. It is the student's responsibility to take care of his or her textbooks. At the beginning of each school year, students and parents sign "Textbook Receipts", which issue responsibility for the care of textbooks assigned to the students. Textbooks are either issued "NEW" or "USED." It will be the student's responsibility to know where his/her textbook are at all times. I**f a book is lost, students/parents will be responsible for paying for the book.**

Damages will also be assessed for markings in books, torn pages, water damages, etc. Each student is required to place book covers on school issued textbooks. Please do not use adhesive-backed book covers, which damage school textbooks. These covers are to be removed when turning books in at the end of the school year to the classroom teacher.

STUDENT DEVICES

1. Parents/guardians and students will abide by all District policies, local, state and federal laws.
2. The device remains the property of MSCS. Devices will be returned at the end of the school year or when the student leaves the District. Parents and students must agree to return the device to the school in the same condition it was issued.
3. District devices issued to students and their families are required to go through compliance checks. Per District policy, all files stored on any District profile or devices are the property of the District and are subject to regular review and monitoring at any given time.
4. No one should eat or drink near the device.
5. Devices should be kept in their protective cases at all times.
6. Students are responsible for all content found on their device. Do not allow any unauthorized users access to your device.
7. Devices should be completely shut down when not in use. Devices should always be stored in a District-approved sleeve and/or backpack when transporting to home or class.
8. Students and parents/guardians will be held accountable for any damage caused to the devices that results from misuse or negligence per MSCS Board Policy #6047.
9. No stickers or markings of any kind are allowed on the devices or cases. They are not to be defaced, damaged or tagged in any way. This includes writing your name on the case.

CELL PHONES

Refer to Regulation 6207 Category C regarding the use of cell phones in your SCS Student Handbook. Students are banned from possessing any type of phone or personal communication device at any time during the regular school day. Students found in possession of any type of cell phone or communication device during the school day shall have the device taken from him or her and kept by the school Principal or designee until the parent is notified and the device is personally picked up at the school by the parent. The parent may pick up the device on the following Monday after the device is taken from the student. If the device is not picked up during the designated time on Monday, it cannot be picked up until the designated time on the following Monday.

For the purpose of this policy, possession means being found in any article of clothing, purse, book bag, carry bag, or in any location on school property other than the approved storage location as written and approved by school officials.

Any subsequent violation shall result in the device being taken from the student and retained until the parent personally picks the device up from the Principal or his/her designee on the following Monday and the student shall be given an out-of-school suspension of two (2) days.

A third violation of this policy shall be considered willful disobedience and defiance and the student shall receive a five (5) day out of school suspension.

Further violations will result in a long-term suspension.

CHECK-IN/CHECK-OUT PROCEDURES

Check-in procedures: Students arriving on campus after 8:00 am are tardy and must be accompanied by an adult to the office to check-in and receive an admission slip to class. Announcements and instruction begins promptly at 8:15 am. **Do not drop your child off at the front entrance to the school. You will need to accompany them to the office and check them in to school after 8:20 am.**

Check-out Procedures: Early checkout is discouraged unless it is an absolute emergency! No child will be checked-out at the office after 2:30 pm. We are preparing to end the day for a safe and orderly dismissal. If you know your child will be checking out early in the school day, please send a note to your student's homeroom teacher notifying her of an early checkout for your child. This will allow the teacher to prepare your child to be ready to leave when you arrive. The office will notify your child when you have arrived and they will be sent to the office. Please note that early dismissal affects the students overall attendance rate as well as the school's overall attendance score. **Please remember to list the names of everyone who has permission to check your child out of school on the student information card. We cannot release students to anyone not listed on the information card without written parental permission or verified by the administration.** It is the parent's responsibility to notify the office in writing of any changes in student/parent information on the registration card.

A picture Identification (Driver's License) is required of everyone that is checking out a student. This safety procedure is required each and every time for every individual. No checkouts will be allowed without proper ID.
If your student has special considerations such as limited custody, or shared custody rights, please notify the school each year. We make every effort to comply with court orders and parental wishes; however, because of the number of cases we handle, we must have the appropriate documentation with the judge's signature on file.

CHILD CARE

Highland Elementary School (HES) offers YCARE for all full-time students. Please refer to ymcamemphis.org for more in-depth information and registration. HES's YCARE is a tuition-based program.

CLASSROOM VISITS

We are delighted to showcase our daily activities. To minimize disruptions and ensure children's security, all visitors must enter through the front door, check in at the main office to receive a visitor's badge from the receptionist. Our new SCS security procedure requires registration in the Raptor Security System. Please present a valid driver's license at the office. All visitors must visibly wear a Highland Oaks Visitor's Badge on their lapel. School personnel are instructed to stop individuals without a visitor's badge. Visitors are not permitted in classrooms during school hours without prior arrangements with the administrator and teacher.

(Cuando entran, deben mostrar su identificación y llevar una tarjeta de ID. Es para la seguridad de todos los niños.)

COMMUNICATION

You can reach any Highland Oaks teacher by calling the school at (416-0330). Messages will be placed in teachers' mailboxes. Teachers check for messages in the morning, before lunch, and after school. Teachers aim to return calls the same day; otherwise, they will respond the next school day. Parent-teacher conferences cannot be held during arrival times to ensure proper supervision and instruction.

COMMUNICATION FROM SCHOOL

To keep parents informed about our school program and student progress, we use various communication tools:

- HES News (Weekly)
- Wednesday Folders
- School Messenger System
- Student Interim Progress Reports
- PTO newsletters
- Highland Oaks Website: http://www.scsk12.org/SCS/elementary/Highland_Oaks/Welcome.html
- Highland Oaks social media: Facebook, Twitter, Instagram
- Powerschool Parent Portal: School Website: https://scstn.powerschool.com/public/home.html

CONFERENCES

Parent-Teacher conferences are encouraged and can be initiated by parents or teachers. These conferences are scheduled before or after school or during a teacher's planning time. To schedule a conference, contact the teacher or the school office at (901)416-0330. Please inform the teacher of any questions or concerns beforehand to ensure adequate preparation. A parent conference record form will be used to maintain accurate records.

Shelby County provides one evening conference day per semester.:

- Thursday, September 5th (4-7pm)

- Thursday, February 13th (4-7pm)

Further details about parent conferences will be sent home in Wednesday folders.

(Puede arreglar una cita de conferencia en cualquier momento. Conferencias previstas están planificadas para el 5 de septiembre y el 13 de febrero a las 4-7pm.)

CURRICULUM NIGHT

At the beginning of each school year, there will be a meeting for each grade level with parents to discuss the curriculum program and policies. You will receive notification of the date and time through the school's newsletter, teacher's newsletter, and/or the School Messenger System.

CUSTODY ALERT / RELEASE OF CHILDREN TO APPROPRIATE PARTIES

If your child has special custody arrangements or other unique situations, please notify the school administration each year. We make every effort to comply with court orders and parental wishes; however, legal documentation must be on file each school year.

Si hay información específica sobre la custodia del niño, deben informarnos en la oficina.)

DISCIPLINE

Highland Oaks Elementary follows the philosophy of assertive discipline, which includes positive rewards and consequences agreed upon by students and teachers. Each teacher establishes, posts, and reinforces expected behaviors to enhance the learning process.

Our school-wide positive support goals are:

- Respect
- Responsbility
- Results
- Safety

Please discuss with your child:

- Using appropriate language and behavior at school and on the bus
- Avoiding name-calling or bullying behavior (verbal, physical, or cyber)
- Refraining from making threatening statements

All statements and behaviors are taken seriously, and appropriate disciplinary actions, including suspensions, may be implemented. A progressive discipline approach is used for bus and school conduct when expectations are not met.

Maintaining an effective learning environment requires cooperation from parents, teachers, and students. A copy of the School-Wide Discipline Plan is provided at the start of the school year for your information and feedback.

Our discipline system emphasizes self-discipline and responsibility, promoting positive, well-rounded students with strong work ethics and study habits. Each classroom uses a Positive Behavior Clip Chart

aligned with the school-wide system. Parents receive a copy of the classroom discipline plan during the first week of school.

DELIVERIES TO STUDENTS

Delivery of commercial products (balloons, flowers, etc.) to students is prohibited on the school bus or in the classroom. If delivered to the school, these items will be kept in the front office until the end of the day. Parents can pick them up for their child to take home.

Items like lunch, textbooks, supplies, assignments, clothing, projects, and glasses should be left in the school office for delivery by office staff.

DRESS CODE / ETIQUETA DE VESTIR

Maintaining student appearance begins with students and parents. Clothing and hairstyles should reflect neatness, cleanliness, and self-respect, creating a conducive learning environment. Students deemed inappropriately dressed or groomed may need to arrange for more suitable attire determined by the principal.

Acceptable attire includes:

- Pants of appropriate size worn at the waist
- Belts with pants having belt loops
- Waist-length sweaters and appropriately sized lightweight jackets for indoor wear

Unacceptable attire includes:

- Facial jewelry
- Tight or revealing tops, pants, or dresses
- Bare-backed or midriff-exposing tops, shirts, or dresses
- Tank tops or fishnet shirts
- Spandex shorts or shirts
- Transparent clothing
- Shorts, skirts, or dresses with slits more than four inches above the knee
- Sleepwear/pajamas
- Flip flops (shower shoes)
- Pants with holes
- Off-the-shoulder shirts
- Low-cut apparel, tank tops, tube tops, spaghetti straps, or fishnet mesh shirts
- Hats, hoods, or headgear in school buildings or where prohibited
- Sunglasses without a doctor's note and principal approval
- Clothing depicting violence, substances illegal for minors, gang affiliation, or derogatory remarks

ESL/ELL – Clases de inglés como idioma segunda

The ESL (English/Second Language) Program supports English Language Learners (ELL) from Kindergarten to 5th grade. Our ESL teacher, Mrs. Poindexter, collaborates with classroom teachers to help ESL students succeed in learning English.

(La Señora Poindexter es la maestra de inglés como idioma segunda, y trabaja con los maestros y con los niños para ayudarles a aprender mejor el inglés.)

EVALUATION OF STUDENT ACADEMIC PROGRESS

Shelby County provides parents with a report card every nine weeks. Please keep the report card and sign and return the envelope to your child's teacher. Students must be enrolled for at least half of a nine-week period to receive grades on that report card. Additionally, Highland Oaks sends out student progress reports midway through each nine-week period. These forms must also be signed and returned to the teacher.

- Student progress reports will be sent home during week 4 or 5 of the grading period.
- Report cards will be sent home following the completion of the 9th week.

FIELD TRIPS

To enrich our curriculum, students will take field trips to various locations via school buses throughout the year. You will receive advance notice of the time, place, and cost of each trip. State funds are available for students in the Federal Lunch Program. All money and permission slips must be submitted by the due date. Since field trips are considered an extension of the instructional day, all students are expected to participate. Parent chaperones cannot ride the bus and must meet the class at the field trip destination.

FIRE/TORNADO/EMERGENCY DRILLS

We prioritize your child's safety during normal school hours. Periodic fire, tornado, and emergency drills are conducted to ensure students learn and follow safety procedures effectively.

FUNDRAISERS

PTO fundraisers are essential to supplement our instructional materials. Tennessee's lower funding levels, combined with Shelby County's below-average education spending, necessitate our reliance on external sources. Participation in fundraisers or donations is optional, and you should not feel obligated to participate. Proceeds have historically supported computers, instructional technology, and educational materials. For any questions, please contact Ms. Marchera James, Principal, at 416-0330.

HEALTH CONCERNS AND YOUR CHILD (SALUD DE SU NIÑO)

Updated COVID-19 Guidelines: MSCS follows updated CDC and Tennessee Department of Health guidance. Students with COVID-19 symptoms should stay home until symptom-free for 24 hours. Please keep your child at home if they exhibit:

- A fever of 100 degrees or more
- Persistent cough
- Thick, yellow or green nasal or eye discharge
- Diarrhea
- Skin rashes or eruptions
- Red, swollen glands
- Earache, severe stomachache, headache, or sore throat
- Nausea, vomiting, or lethargy
- Head or body lice
- Ringworm (must be treated and covered before returning)

When on site, the school nurse manages minor accidents; parents are promptly notified of all accidents, illnesses, or fevers. Parents must provide emergency contacts for such situations.

HOMEWORK

Homework reinforces classroom learning and promotes skill mastery. Assigned homework aligns with grade-level expectations and cannot exceed 10% of the total grade. Students are expected to understand, complete, and submit homework on time. Additionally, all HES students are required to read nightly. Parents should support homework completion in a conducive environment, ensuring students take responsibility for their assignments.

- Students absent two or more days may request homework by submitting a request to the office before 9:00 am, available for pick-up after 1:00 pm.

HONOR ROLL AND STUDENT RECOGNITION

Principal's Honor Roll (1st – 5th): All A's in academic areas, E's and G's in all others. Academic Merit Honor Roll (1st – 5th): A's, B's, and S's in academic areas, E's and G's in all others. Citizenship (K – 5th): All E's in conduct including Art, Music, and PE, reflecting respectful, dependable, and cooperative behavior. Honors are awarded quarterly, with assemblies held in January and May. Yearly awards include the "OWLSOME" Award and Perfect Attendance.

INCLEMENT WEATHER POLICY

During severe weather, the school follows National Weather Service and local police guidance. Ensure your child's teacher has an Early Dismissal Plan with updated contacts. Listen to local media for school closure announcements; please refrain from calling the school for updates during emergencies.

LOST ITEMS

Label personal items (coats, hats, etc.) to prevent loss. Unclaimed items will be donated to charity at semester's end.

MEDICATION POLICY – POLÍTICA DE MEDICAMENTO

According to the Shelby County Board of Education policy, only the principal or their designee may administer medication to students. A form with written instructions, signed by a parent, MUST be on file in the office. Medication must be in its original container with the label displaying current dispensing instructions from the physician. Parents must deliver medications to the office and complete a permission form for prescription medications. Teachers are not permitted to dispense any medications. Medications requiring refrigeration should not be sent to school as appropriate facilities are unavailable. School personnel will not administer over-the-counter medications without a doctor's written prescription. Students are not allowed to carry any medications, including cough drops, vitamins, or aspirin, nor are they permitted on school buses.

MONEY

If you send money to school, please use an envelope labeled with the child's name, teacher's name, and purpose. Students should not bring money to school unless absolutely necessary.

PARENTAL CONCERNS/SUGGESTIONS

We value our Highland Oaks parents as important partners in our school community. Your suggestions, comments, questions, or concerns are welcomed and crucial to our success. When addressing school or program-related concerns, please follow these steps:

- First, discuss with the teacher.
- Consult with the grade level administrator if needed.
- Email the principal. If further assistance is needed, the principal will schedule an appointment within 24 hours.

PARENT DATA-INFORMATION

Please keep your contact information updated with home, work, cell, and active email addresses. This ensures we can reach you in emergencies or for health concerns. Notify the office promptly of any changes to job or emergency contact information.

PARENT PORTAL - POWERSCHOOL

Access your child's current grades and attendance online if you have internet access.
Visit http://ps.scsk12.org/public and use your confidential ID and Password, which will be sent home in early September. Monitor grades and attendance by entering your credentials and following the links.

PARENT TEACHER ASSOCIATION (PTA)

Our active and supportive PTA welcomes your involvement. Attend monthly meetings, participate in events, and join the PTA to enhance educational opportunities both at school and home. Membership applications are available during registration, the membership drive, curriculum night, or any PTA meeting. We encourage every parent to join; our goal is 100% participation!

SCHOOL PARTIES AND CELEBRATIONS

The Highland Oaks School wide calendar of events can be found on the school's website. Highland Oaks Elementary hosts two school-wide parties annually:

- Holiday Celebrations: December 2024
- End of the Year Celebration: May 2025

To ensure safety and focus on students during parties:

- Parties are only for students in the classroom; siblings are not permitted.
- Party times are 1:45 PM-2:45 PM. Parents assisting must check in at the front lobby for a visitor's badge.
- Teachers are responsible for activities in their classrooms.
- Health Department guidelines require store-bought treats (e.g., brownies, cupcakes) for food items. Valentine's Day activities include history, art, music, and card exchanges; please provide cards for all students. Parents must sign the "Permission to Party Form" prior students participating.

PERSONAL ITEMS

Label all personal items (clothing, supplies) with your child's name to prevent loss. Unclaimed items are donated annually.

PHYSICAL EDUCATION

Our program enhances endurance, flexibility, strength, coordination, and sports appreciation. Student participation is necessary for program benefits; soft-soled shoes are required. A doctor's excuse is required for non-participation.

FITNESS PLAYGROUND AND RECESS RULES

For safety:

- Respect others.
- No wrestling, tackling, or contact sports.
- Follow teacher-established rules and stay within assigned areas.

POWERSCHOOL

http://www.scsk12.org/registration/

PowerSchool enhances home-school communication. Check grades online, understanding grades may fluctuate early in each quarter due to limited assessments. Discuss your child's work and concerns with them first; contact the teacher with specific assignment inquiries.

PROCEDURES FOR STUDENT ENROLLMENT (PARA REQUISITOS DE INSCRIPCIÓN)

Basic enrollment requirements include:

1. Birth certificate copy
2. Social security card copy
3. Original health card
4. Transfer student records request copy
5. Last year's report card copy Kindergarten students have staggered entry dates starting August 5, 2024, and must be in the building on their assigned first date.

PROOF OF RESIDENCE FOR REGISTRATION

Annual proof of residency is required:

- Provide two acceptable items showing parent/guardian name and address (e.g., sale contract, tax receipt, MLG&W bill).

Ensure compliance with federal court desegregation orders for enrollment; guardians must have court-granted custody to enroll students residing with them.

At Highland Oaks Elementary, we love to involve our students in every way possible. Illustrating their creative work is one way we involve them and show how our students are special and talented. We need your help by providing written permission to present their names, photographs, work, etc. in our areas of

multimedia. Presentations include postings of work and/or photographs in the hallways, Internet web pages, magazines, school newsletters, and local newspapers. **Parents must grant permission for publication by initialing on the last page of this handbook and returning the form.**

MSCS BLACKBOARD SCHOOL MESSENGER

Periodically you will receive announcements from the school and district using the Rapid Notice Communication System. In addition to weather alerts, the new "SCS SCHOOL MESSENGER" communication system can link parents with all sorts of important information quicker than ever. The "MSCS SCHOOL MESSENGER" system will enhance the system's ongoing parent communication efforts, which presently include PowerSchool, system and school websites and regular school meetings, among other means. Using parents' home, cell and emergency contact numbers on file, and eventually email as well, the "SCS SCHOOL MESSENGER" system has the ability to send automated or voice messages for a variety of purposes, including: ***daily student attendance -- school and system-wide events -- system reminders, such as back to school registration -- system surveys -- and urgent school matters, such_as weather-related closings or school emergencies.***

RETENTION AND PROMOTION (SCS POLICY #6304)

Promotion or retention will be considered on the basis of documented data such as class grades, parent input, and what is in the best interest of the student. Appropriate school officials will make the final determination of whether a student is promoted or retained in the grade. When a student experiences difficulty in class work or homework assignments, parents/guardians will be informed.

SCHOOL COLORS, MASCOT, & MOTTO

The school colors are burgundy, gray, and black. The school mascot is the Wise Owl.

SCHOOL ENVIRONMENT

Each student at Highland Oaks Elementary should do his or her part to keep Highland Oaks Elementary School looking as clean and attractive as possible. Our school grounds, hallways, classrooms, restrooms, and cafeteria should be clean and neat at all times. Students should not litter and should keep hands and feet off the walls. Please dispose of litter in trashcans, not on sidewalks or school grounds.
****If a student damages school property, parents are responsible for any costs incurred for repair or replacement**.

SCHOOL DRESS CODE

Highland Oaks students do not wear a traditional school uniform. However; students must follow the dress code policy. This policy is outlined in detail on the SCS website under the policy tab. Sample violation letters have been posted in each classroom for the parents convenience.

SPECIAL EDUCATION SERVICES

Shelby County Schools offers a wide range of programs to meet the needs of students with disabilities. Eligible students from ages three through twenty-one are served in all schools. Resource programs are provided in every school and programs are also available to serve students who need extended instructional time in a special education setting. Speech therapists, Occupational Therapists and Physical Therapists are available in all schools. Specialists are available to work with visually impaired, hearing impaired and students with behavior problems. Detailed information regarding special education programs offered to students may be obtained by calling (901) 321-2710.

RTI2 Team

As soon as a student is identified as having a serious learning or behavior problem, a referral should be made to the Student Intervention-Team. Our school has anRTI2, which meets on a regular basis consisting of appropriate personnel appointed by the principal to study the problems that a student is having in school and to provide support to the teachers who are serving the student. All efforts at

remediating the problem within the regular program are tried before a child is referred for a psychological evaluation.

SUPPLY LIST

A supply list is provided on our website for each grade level or supplies can be purchased during registration. However, teachers may ask students to bring in additional items needed specifically for their homeroom. Highland Oaks VIP Folders are available for purchase at the schools front desk .

TRANSPORATION CHANGES

If you wish to change your child's dismissal procedure for the afternoon, you must submit it to your child's teacher in written form. Otherwise, students will be dismissed according to the information recorded on the registration form. **A verbal message to the teacher from a child is not acceptable.**

TRANSPORTATION POLICIES

All students will ride the bus assigned to their address. Students will not be permitted to ride any bus other than the one to which they are assigned. A list of bus rules will be distributed to each child during the first week of school. This list should be discussed with your child, signed, and returned to the teacher.

VOLUNTEER PROGRAMS

A parent volunteer program is available to all parents who wish to join. The volunteers serve the school in many important ways. A form with multiple opportunities for involvement will be sent home the first week of school. These opportunities are diverse and offer something for everyone. We encourage you to become a part of this program, which has volunteered hundreds of thousands of hours in service to our children.

WALKERS AND BIKE RIDERS

Students who walk to and from school are to stay on the sidewalk and are to enter the building by the northeast and southeast wing. In the afternoon, all walkers exit the building the same way they arrived. Bike riders are required to walk their bikes on and off campus, and to park their bikes in the bike rack. All bikes should be locked during the day and taken home each afternoon. Walkers and bike riders are escorted off campus by teachers. Walkers and bike riders must not cross over to the campus until the school-crossing assistant is at the designated crossing area. Once students leave the school campus, parents assume responsibility for their safety.

WEATHER – INCLEMENT WEATHER

Emergency drills are held on a regular basis. We want your child to be safe and feel secure when conditions or weather changes occur; we want to honor your wishes if anything unusual should happen. Please help with this by completing an Inclement Weather plan and discussing it with your child. This plan should be kept on file with your child's teacher in case of early dismissal due to inclement weather. Please consider all the options before you make your decision. Take into consideration traffic, weather, possible disrupted phone service and/or utilities. Listen to the radio, tune into local television station, or log on to the Shelby County Schools website (http://www.scsk12.org) for information on Shelby County School closings. This is quickest way to get information on school closings. We cannot release children to persons not listed on the registration form or inclement weather form that you completed without written parental permission. Remember that photo identification cards are required to check out a child.

If you happen to be at school during a practice emergency/safety drill, you will need to follow the instructions of the office personnel as to where you need to go for the drill. We cannot dismiss children during a drill, but will have them come to the office as quick as possible after the safety drill is completed.

Highland Oaks Elementary School Handbook
Parent Agreement Form

Dear Parent or Guardian,

We are asking each parent or guardian to sign and return this page of the handbook to your child's homeroom teacher. By signing this agreement, you are stating that you have read all the information contained within this Highland Oaks Elementary Student Handbook and agree to the policies, conditions, and requirements listed therein. The administration, faculty, and staff are familiar with all policies and procedures and will expect students and their families to abide by these conditions. Please complete this form, remove this page only, and return the page to your child's teacher. Please retain the Student Handbook for reference throughout the school year.

Child's Name_____Grade_____Teacher:_____
(Nombre de niño) *(Grado)* *(Maestro)*

Parent/Guardian Name:_____
(Nombre de padre/madre)

_____I have read all components of the School Handbook for Highland Oaks Elementary and agree with all policies, conditions, and requirements. Please initial:

_____I have read the school policies and procedures detailed herein *(He leido esta información).*

_____I have read publication permission information *(Sé la información de publicación);* and
_____**Yes**, Highland Oaks has permission to illustrate work and pictures of my child,
(Sí, tiene permiso publicar las ilustraciones y fotos de mi niño)
_____, through multimedia including hall postings, school's web page, magazines, school newsletters, and local newspapers; **OR**,

_____**No**, I do not give my permission for the above.
(No, no tiene permiso publicar)

_____I have read transportation policies and procedures, including bus transportation.
(Entiendo las reglas de viajar en el autobus.)

_____I have read Honor Award and Citizenship Requirements.
(Entiendo los requisitos de recibir premios de Honors Award.)

_____I have read the Dress Code Policy (SCS Policy 6205).
(Entiendo la etiqueta de vestirse.)

_____I have received a copy and have read the 2015-2016 Shelby County Schools Student Parent Handbook.
(Recibí una copia de la manual de política de Shelby County Schools.)

_____ _____
Parent/Guardian Signature Date
(Firma del Padre) *(Fecha)*