



HIGHLAND

ELEMENTARY

Highland Elementary

Parent Guide

Highland Elementary School

330 Brame Road - Ridgeland, MS – 39157 – www.hes.madison-schools.com

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Foreword

This handbook has been prepared for your convenience and guidance; consult it often. In it you will find outlined many of the school's procedures.

Interpretation of Policy

The Madison County Schools Student Handbook holds governing policy of school-based decisions. All students and parents must execute a Student Handbook Acknowledgement Form. This handbook will be provided by the classroom teacher and is available online at www.madison-schools.com. The following document is a site-specific guide for Highland Elementary.

Access to Campus

Please use the main entrance of our building. The side entrance is reserved for buses, teacher and day care parking. Highland Elementary is not a walk to school campus.

- No motorized vehicles on campus
- No bicycles on campus

Last check out must be in the building by 1:30 p.m. Hard deadline for checking out students is 1:30 p.m.

Active Parent

Families of children should register for an Active Parent account. Access to daily grades, test grades, and attendance records are available via this account. Contact your child's grade level counselor for assistance with registration.

After School (on-site) Activities


Students participating in after school activities on the campus should be picked up at regular dismissal time and then return for the lesson/class/session enrolled.





Appearance and Dress

A full policy on Appearance and Dress is found in the MCS Student Handbook. Please note the following are **prohibited** at:

- Rolling backpacks
- Unnatural hair coloring
- Smart watches
- Cell phones
- Hoodies (worn on head)
- Hats
- House shoes
- Excessive makeup

Apps to Download | App Name Purpose Symbol

| | | | |
|-----------------|-----------------|--|---|
| MSB Parent, USA | My School Bucks | Pay Activity Fee Pay Technology Fee Pay Pathways Fee Load Lunch Money |  |
|-----------------|-----------------|--|---|

| | | | |
|---------------------------------|---------------------------------|---|---|
| Bus Zone | Bus Zone | Receive notifications from Durham |  |
| Madison County Schools | Madison County Schools | School Calendar News Website Social Media |  |
| Remind: School Communication | Remind: School Communication | Stay connected with news from your child's teacher |  |
| Active Parent | Active Parent | Teacher assignment Check grades Attendance record |  |

Arrival to Campus

- Doors open at 7:00 a.m.
- Students are tardy if not in the building at 7:35 a.m.
- Doors close and lock at 7:35 a.m.

Students who are not in the circle drive and out of the car when the bell rings, must enter the front entrance of the school with a parent to be signed in. This documentation will ensure your child is marked tardy rather than absent, as teachers promptly take attendance at 7:35 a.m. Students will be marked tardy after 7:35 a.m.

Parents must accompany students arriving after the bell into the office for check in. Your child's safety is important to us. It is imperative that no child be dropped off after teachers have entered the building and school doors have been closed. You may want

to check that your car clock, watch, etc. is set to the same time as Highland Elementary's clocks.

Automated Calls

Imperative information – weather cancellations, closures, bus changes, etc. – will be communicated via automated call from Madison County Schools and/or Highland Elementary.

Automobile Identification

Place provided 2025-2026 "QR" sticker on the lower upper passenger side corner of front windshield. Cars without a sticker displayed will be required to pull to the side, park, and enter the front office to pick up your child.

Class Placement Changes

Highland Elementary administration will not welcome requests for class placement changes. Students are intentionally placed to meet each of their individual needs. Placement concerns should be directed to your child's grade-level counselor.

Classroom Visits

Highland Elementary does not permit classroom visits outside of special events. Parents are encouraged and welcome to visit during lunch, parent reader, and for special events.

Deliveries to Campus

Office staff members manage all student deliveries. Parents will not be allowed to take an item to the classroom or call the child from class to receive an (non-emergency) item.

Students may not receive deliveries such as balloons, flowers, gift bags, or supplies at Highland Elementary. **Students may not receive commercial food deliveries.**

Dismissal from Campus

- The last opportunity to check a student out early is 1:30 p.m. Any parent arriving after 1:30 p.m. will be directed to pick up their child in the car rider line. Last check out must be in the building by 1:30 p.m.
- Students dismiss at 2:15 p.m.
- Car riders will dismiss in the loop at the front entrance of the school at 2:15 p.m.
- A carpool QR code is required to pick up from the car rider line.

- Day Care riders and bus riders will dismiss from the left side parking loop at 2:20 p.m.
- Dismissal is typically delayed on rainy days; we appreciate your patience.
- State issued identification is required for check outs.

School bus management is provided by Durham School Services. Visit the app store to download their app, Bus Zone.

Excuse After Absence

Parents are required to send a written excuse or use <https://hes.madison-schools.com/about-us/attendance>. Students with 15 absences, will be required to submit a medical excuse for every additional absence per the Madison County Schools Student Handbook policy. Excuses may not be given via phone call or verbally from a student.

Injury/Illness

Our school nurse is on campus daily from 8:30 a.m. – 1:30 p.m.

If a student becomes ill at school, arrangements will be made for the child to be picked up. No medication will be given unless the appropriate paperwork is filed with the school nurse. If a student sustains an injury, it should be immediately reported to the teacher. A written accident report will be completed for any major injuries occurring during the school day.

Students may not bring medication to school.

Invitations

We are unable, per Madison County Schools Student Handbook policy, to distribute birthday invitations at school.

Learning Management Systems

Highland Elementary utilizes Clever and Canvas for the delivery of online instruction in a small group setting.

Lunch

School menus are posted at <https://madison-schools.nutrislice.com/menus-eula>. The classroom teacher will communicate the lunch time for your child's class via their class schedule.

You are welcome to join us for lunch. Wait in the main hall and step in line with your child as the class files through. Students are required to return to the classroom with their class and parents should exit the building through the front office.

- Student lunch \$4.00 Reduced lunch (application basis) \$0.40
- Charged lunch fees must be paid in full.
- Students are unable to access microwaves for lunch. Please utilize a thermos for lunches that should be served warm.
- **Soft drinks are not allowed in student lunch boxes.**
- Ice cream, baked chips, and cookies will not be purchased from lunch accounts this year. Children must have cash for these items.

Make-up Work

Highland Elementary will follow the MCS policy for make-up work. Please see the MCS Student Handbook for details.

Madison County Schools Handbook

The MCS Student Handbook governs school policy. Parents and students were provided QR codes to read and review the MCS Student Handbook. Parents and students must return the Elementary School Student/Parent Agreement page to the student's teacher.

MCS & HES Calendar

Any change of dates will be communicated by your child's teacher via Remind, Power School, and/or email.

Medication

Do not send any medication to school with your child. Should your child need medication throughout the day, please bring to the school nurse with the Medical Permission Request Form found online.

To locate the form: www.madison-schools.com

Click the following:

- Parent in the middle of the webpage
- Medical Forms
- Medication Permission Request Form

MySchoolBucks

This is the website or app to pay all required fees and lunch payments.

Parent Orientation

August 19th | 5 -7 p.m. Title 1 meeting in the cafeteria at 5 p.m. with orientation to follow in your child's classroom.

P.B.I.S.

Positive Behavior Interventions and Supports

BE BLUE reinforces our three school expectations: **1. Be safe 2. Learn Actively 3. Uphold Excellence 4. Earn and Give Respect.** We will spend time daily teaching our students how to treat others with kindness and respect. We ask that you assist us by looking at your child's daily PBIS log and reinforce these expectations at home. Please review the school wide expectations with your child and make sure that he/she understands them and how the expectations will help us all to have a great year.

HOUSE Systems

Highland Elementary uses the **Ron Clark Academy House System** to build community, strengthen relationships, and create a positive school culture. The system gives students a sense of belonging by placing them in Houses that promote teamwork, leadership, and school spirit. It also encourages healthy competition, celebrates character and achievement, and helps every child feel connected to something bigger than themselves.

PTO

The HES Parent Teacher Organization enhances the daily programming of our school. Visit <https://www.highlandtitanspto.com/hes-titan-store> to join this group that supports our school in many, many ways.

Remind

Join your child's class Remind account for up-to-date information. This is the current primary source of communication at HES. Beginning in September, Power School will take become an additional teacher to parent communication piece.

Reporting of Student Progress

Report cards will be issued at the completion of each 9-week grading period.

Required Fees

All fees are to be paid using My School Bucks and are due by **August 29**. The link is available at <https://www.myschoolbucks.com/ver2/getmain?requestAction=home> payment window opened **July 21**.

Required Daily

- Refillable water bottle (no glass water bottles)
- Lunch or lunch money
- Healthy snack
 - Read and review our healthy snack policy to better understand our school expectations for snacks. Many of our students have food allergies, and our healthy snack options keep all students safe.

School Supplies

Pre-purchased EduKits were delivered to homeroom classes. Please turn in school supplies by **Friday, August 1** if you did not order an EduKit. Supply lists are posted.

School T-Shirts

Students are encouraged to wear their PTO back-to-school themed HES t-shirt on Fridays, on special days as directed by teacher, and on grade level field trips.

Technology Fees/Fines

Chromebooks have a \$10 mandatory non-refundable usage fee to be paid before device distribution.

Device responsibility includes device charger.

Damage fines for device/charger:

- First damage occurrence: Chromebook covered by usage fee.
- Second damage occurrence: Chromebook \$25 plus the cost to repair the device and possible loss of device take-home privileges.
- Third damage occurrence: Chromebook \$50, plus the cost to repair the device and loss of take-home device privileges.

Please refer to Madison County Schools Student Handbook for lost, theft, damage device full policy.

Transportation Changes

Transportation changes must be received in writing in the child's orange folder, or by a call to the school's office. **Do not e-mail transportation changes as we cannot guarantee the teacher will receive the message in time.**

Visitors

Sign in using Raptor Visitor Management System; state identification required.

We welcome parents to Highland Elementary. We do ask that all parents enter the campus through the front office and receive a visitor sticker. Please visit only the location noted in the office. Parents are not allowed to go to the classroom to get their child or see the teacher without prior approval.

Parents are not allowed to bring animals in HES.

Questions:

How can I become involved?

Join the PTO. There are a wide range of committees. You will also have opportunities to volunteer in your child's classroom, attend field trips, work at the book fair, help with performances, etc. Please don't wait! Parents are the most important support system we have!

