

STUDENT ABSENCE

Reporting Student Absence

If your child will be absent from school, please notify the school office at 821-8354, ext. "0". When your child returns to school, please send a note with the date and reason for the absence. Thank you.

Releasing Students

Doctor and dentist appointments must be arranged outside the school schedule whenever possible to preserve the educational consistency of each day. When it becomes necessary to schedule appointments during school, your child's teacher must receive a written note the day of the appointment.

Only the office may release children. The office will call the teacher to release the child as soon as the authorized person signs the appropriate form in the office. The child will report to the office where visual contact can be made prior to the child being released to the authorized person.

Parents are not permitted to go to the classroom to pick up their children for early dismissal purposes. This is to assure the safety of all students.

Work Missed Due to Absence

Parents may request work for a child who is home ill by e-mailing their teacher by 9:00am. This will give teachers sufficient time to prepare the work. Work may be picked up in the office after 2:30pm.

Tardy Students

In the event a child is tardy, he/she must report to the office before going to class.

VISITORS ON CAMPUS

For the safety of all, visitors to the campus during school hours, for whatever reason, must sign-in at the school office and obtain a "Visitor" badge. This badge is to be worn during the entire visit on campus. At the end of the visit, the badge is to be returned to the school office and the visitor signs out.

STUDENT BEHAVIOR

Behavior Guidelines

Highland Oaks School is committed to continue to develop a true learning community for our young scholars in which they feel safe to take risks in their learning and a sense of belonging to a caring community of learners. The Responsive Classroom (RC) is a research based approach to teaching and learning that promotes safe, challenging, and joyful classrooms and schools. RC consists of practical strategies and respectful language for bringing together social and academic learning. RC is a philosophy that encourages the empowerment of children as individuals, as a classroom family, and ultimately as a school community.