

**HEIGHTS ELEMENTARY IB WORLD SCHOOL**  
**STUDENT HANDBOOK 2016-17**

**ABSENCE REPORTING**

Parents are requested to call the office between 7:30 and 9:00 AM on the first day of their child's absence. If the school does not receive a call, an attempt is made to contact the parent of the absent child, after the second day. Upon your child's return to school after an absence, a note should be sent to the teacher, stating the reason for the absence. This note should be dated and signed. If your child visits the doctor during school hours, please be sure to request a note from the doctor excusing the absence.

**A.R.**

The Accelerated Reader Program is used school-wide as reading practice. Students are required to read independently or be read to or with. Students then take AR tests on the classroom computer to accumulate points. Each student writes goals toward grade level and school-wide expectations. Students' certification levels are maintained in the computer database. Teachers and students have the ability to set new goals for each student each quarter. The STAR/STAREL progress monitoring tool will be given during the school year to monitor student progress. Additional grade level/classroom specific AR information will be shared with students and parents.

**ADDRESS CHANGE**

Parents are reminded to inform the school office if there is a change of address or telephone number to help facilitate mailing and communications between school and home. The school board will accept a lease agreement, mortgage papers or an electric bill with the parent's name and correct address. Up-to-date telephone numbers and addresses are necessary in case of emergency. Important Parentlink information is shared via phone and web during the school year.

**AFTER SCHOOL PROGRAM**

The Heights After School Program operates from 7:00-7:30 AM and 2:10-6:00 PM. A fun, safe and supervised learning environment is provided by school staff. Pamphlets are available in the School Office with additional information. The director of our Program is Ms. Dorothy Lytle, our Curriculum Specialist. Other Heights staff members are employed in the program.

**ARTICLES PROHIBITED IN SCHOOL**

If any of the following items are brought to school, they will be confiscated and sent to the office and reported to the appropriate authorities. These items will only be returned to the parent.

- Weapons of any kind
- Fireworks
- Play things such as any toys, toy guns, water pistols, bean shooters, and sling shots
- Athletic equipment such as hard balls, basketballs, bats, etc
- Radios, portable stereos, CD players, tape players, iPods, Game Boys
- Nooks, E-readers, iPads, cell phones (these items require teacher/principal permission)
- Skates, shoe skates, or skateboards
- Controlled substances, tobacco products
- Glass containers
- Individual pencil sharpeners
- Any item that substantially disrupts the school

**ATTENDANCE**

Attendance is mandatory by law and is vitally important for the education of our students. To participate fully in the educational process, your child needs to attend school every day and to be on time. **The first bell rings at 7:30 A.M and the last bell rings at 7:55 A.M.** If a student is not in the building at that time, he/she is tardy and must go to the office to obtain a pass to enter the classroom. Coming to school late creates problems by starting the day with the disadvantage of being behind. It is the intent

of the District School Board of Lee County's policy of student attendance to ensure that students are always present in class unless a situation exists which makes their absence absolutely necessary.

1. Compulsory Attendance: All children who have attained the age of 6 by February 1 of any school year or who are older than 6 years of age but have not attained the age of 16 are required to attend school regularly during the entire school term unless other-wise exempt by law.

2. Attendance Recording: Students shall be counted in attendance when they are present and on time when they arrive at school in the morning.

3. Absence: A student who is not actually present in school or a class activity sponsored by the school, whether excused or unexcused, shall be counted as an absence. Students who receive three tardies/early sign outs, per quarter, shall be counted as an absence and disqualify a perfect attendance award.

4. Truancy is defined as the absence of a student within compulsory attendance age with the knowledge, consent, or connivance of the parent. When truancy continues to occur after the school has exhausted all strategies available to the District to obtain compliance to the compulsory attendance law, the student will be referred to the judicial system as provided by law. The judicial system will take the steps necessary to ensure the student's attendance in school and that the parents meet their responsibilities. The parent and the student will be afforded the opportunity to meet with school personnel in an effort to solve the attendance problem before the referral is made.

5. Excused Absence: According to law, students may not be absent from school without permission of the principal or his/her designee. Absence may be excused by the principal for the following reasons or as otherwise provided by law.

- A. religious instruction, religious holidays or holy days;
- B. sickness, injury, death in family, or long term illness verified by physician's note;
- C. field trips, athletic events, and or other school-sponsored activities;
- D. testing for District or state mandated tests;
- E. class meetings held for the entire student body;
- F. school based awards ceremonies;
- G. court date;
- H. internal suspension;
- I. School Board Approved activities.

6. Excessive Absence: Excessive absences, whether excused or unexcused, shall be considered when determining excessive absences. Students will be referred to the Child Study Team and School Social Worker.

### **AWARDS AND RECOGNITION POLICY**

Heights Elementary celebrates success! All students will be recognized for their many talents and academic achievement. The following awards will be given at the end of each quarter.

#### **"A" Honor Roll**

Student must receive an "A" or an "S" in each academic **and** enrichment subject area.

#### **"A - B" Honor Roll**

Student must receive an "A", "B", or "S" in each academic **and** enrichment subject area.

#### **Citizenship**

Students must receive all S's in Personal Development and effort.

#### **Perfect Attendance**

Student must be in attendance at school each day that the school is in session. Student with three or more tardies or early sign-outs, per quarter, will not be eligible for an award.

#### **Ambassadors Club**

At the end of each quarter administration and PTA will host a celebration for 3rd-5th grade students earning all "A", "B", or "S" in each academic **and** enrichment subject area. Students also may not have received a referral that quarter.

### **BEHAVIOR PLAN**

The school board has set forth rules and expectations addressing student safety and security. These standards address and safety and security of both children and school staff. All district rules related to safety and security are in effect at all times at school. We have established "Love and Logic" Rules and "Essential Agreements" for our school and

classrooms. They are listed below:

#### **SCHOOLWIDE:**

1. Treat others with the same respect with which you are treated by the adults in this school.
2. Your actions, dress, possessions, etc. may not cause a problem for anyone else.
3. If your actions, dress, or possessions cause a problem for anyone else, you will be asked to solve that problem.
4. If you cannot or choose not to solve the problem, appropriate consequences will be imposed by staff members. These consequences will depend upon the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time.
5. If students and /or parents feel that the consequences appear not to be fair, request a "due process" hearing. A due process hearing does not need to be formal in nature. It is simply a time for concerned individuals to meet together and share information. In the event that this discussion provides additional information that sheds different light on the situation, or shows the consequences to be unfair, the consequences may be changed or eliminated to better fit the unique situation.

#### **CLASSROOM:**

1. Treat me, as your teacher, with the same respect with which I treat you.
2. Your actions may not cause a problem for anyone else.
3. If you cause a problem, you will be asked to solve it.
4. If you cannot solve the problem or choose not to, I will do something. What I do will depend upon the situation and the person involved.
5. If I do something that appears to be unfair, whisper to me, "I'm not sure that's fair," and we will talk about it.

**The classroom teacher** is the center of an effective school discipline policy. He or she will continually emphasize to students and parents the importance for the students to follow the rules. Classroom Essential Agreements will be agreed upon by students and teacher.

**The role of the principal and assistant principal** is to help monitor and update the discipline policies and procedures, help staff implement classroom and school management techniques, and assist staff with handling severe misbehavior or chronic recurring problems by implementing consequences.

**Parents** are encouraged to participate in the education of their children and be interested and supportive in their progress. Parents are also encouraged to participate in the Love & Logic Parent Training classes which are offered throughout the school year. These classes are taught by Heights teachers.

#### **BIRTHDAY CELEBRATIONS**

Student birthdays are very important to recognize. On your child's birthday (or the Friday before if it falls on a weekend), he/she will be recognized in the classroom. Since we are promoting healthy eating choices for all students, birthday sweet treats are not permitted at school. Healthy food items, pencils, stickers, etc. may be shared. Celebrations involving favors, toys, balloons, flowers, etc. are not permitted during school hours, including lunch time. Please contact your child's teacher before sending in any item(s) for a celebration.

#### **BOOKS**

All lost textbooks and lost library books must be paid for. Call the Bookkeeper at 481-1761 for the price. Please make checks payable to "Heights Elementary".

#### **BREAKFAST**

The Breakfast Program starts at 7:25 AM every morning. Car riders should arrive at 7:25 AM for breakfast. The breakfast program closes promptly at 7:45 AM, except for students arriving on a late bus. The cost is free to all students.

#### **BUS TRANSPORTATION**

The telephone number for the School District's transportation is 344-0211. Each child will ride a designated bus and is not permitted to change buses. Students are not allowed to ride on buses other than their own. Students are only transported to/from their own home. The bus driver has the following guidelines posted and will review them with

the students.

- Students must conduct themselves in an orderly manner and stand off the roadway while awaiting the bus.
- Students must be on time. The bus cannot wait for those who are late.
- Students must keep their seats at all times when the bus is moving.
- The driver is in full charge of the bus and the students unless a certified staff member is present. Students must obey the driver or staff member in charge.
- The driver has the right to assign students to certain seats to promote order on the bus.
- Students must keep their arms and heads inside the windows.
- Absolute silence is required at all railroad crossings.
- Students may not eat, drink, smoke or chew gum on the bus.
- Tape players, radios, iPods, iPads, and cell phones must not be carried on the bus.
- Students must not use profanity or abusive language on the bus.
- Animals, glass containers, sharp objects, balls, bats, cutting instruments, fireworks, and other similar objects are not permitted.
- Large objects that interfere with seating and the safety of others will not be permitted on the bus.
- When leaving the bus, students must walk 10 feet in front of the bus and wait for the driver's signal before crossing the road.

**Riding the school bus is a privilege-it should not be abused.** Please make certain that your child understands the school bus regulations. These regulations are in the interest of student safety and comply with Florida State Law and School Board Policy. If a student chooses to violate a bus rule, the driver will issue a bus referral. The referral will be handled by the administration, which has the authority to suspend that student from bus transportation.

#### **CAFETERIA**

Heights will participate in the USDA Community Eligibility Provision Grant. The Food Service Department will provide a free and nutritious, well-balanced breakfast and lunch daily. All students may eat free each day, with no cost to all families. Students may also bring lunch from home. Please do not send glass, carbonated drinks, or food to share with other students. You may call the Cafeteria at 481-1922 if you have questions or you may also email your questions on the Heights website and click on "Bytes from the Cafeteria". We encourage parents to eat lunch with their child during their class lunch period. Parents should not share food with other students during this time.

#### **CALENDAR**

Heights Elementary school calendar is located on the school website. Please refer to this calendar for updated information about school events and special dates.

#### **CHANGE OF DISMISSAL PLANS**

Please notify the Heights Office immediately when you know your child will be going home a different way than normal. The required and best way to do this is in writing, although a phone call is accepted. **We do not guarantee "changes" after 1:45 PM.**

#### **CHARACTER EDUCATION**

The Heights Staff will use the International Baccalaureate Program "Learner Profile Words". These positive characteristics include: Inquirer, Communicator, Thinker, Reflective, Caring, Principled, Knowledgeable, Open-Minded, Risk-taker, and Balanced.

#### **CHILD STUDY TEAM (Multi-Tiered Systems of Student Support/Response to Intervention)**

Our Child Study Team meets weekly to discuss special concerns regarding the academic and behavioral progress in our children. The team may include the principal, assistant principal, intervention support specialist, school counselor, curriculum specialist, school nurse, school psychologist, school social worker, speech/language pathologist, specific learning disabilities teacher, gifted teacher, and the child's classroom teacher. Parents may contact the school counselor or intervention support specialist for more information. You are encouraged to participate in the meetings to learn about reports and evaluations concerning your child and also help the school personnel plan for your child's

individual educational program.

### **CLASS ASSIGNMENTS**

One of our school goals is that all students meet or exceed District and State academic standards. To achieve this goal, teachers consider the needs and diversity of students. It requires that all K– 5 students be assigned a teacher based on individual needs which may include academic and/or performance/social level. Students will be evaluated to determine reading and math achievement levels. A student may be moved to a class designed to address the student's current academic performance and behavior. This allows for placement of students as their academic and/or behavioral needs change.

### **CLINIC – MEDICATION – FIRST AID**

A student who becomes ill must report immediately to the clinic with a pass from the teacher. Any injury a student sustains on school property, or in conjunction with a school-sponsored activity, must be reported to the administration and the clinic. When a child becomes ill or injured at school every effort will be made to notify the parent/guardian. Medication should be given by parents and taken at home, if possible. If medication is to be taken at school, the parent must provide written permission on the form supplied by the school (MIS398). Prescription medication must be in its original, labeled container from the pharmacy, kept in the clinic, and taken under supervision of authorized school personnel. Non-prescription medication (aspirin, cough medicine, cough drops) may be given only if ordered by a physician in writing. The container must be labeled with the student's name and directions concerning dosage. No over-the-counter medicines (such as aspirin or cough medicine) will be given without a written statement from the doctor. If medication is to be given in school for longer than two weeks, a statement from the attending physician must also be provided on the form supplied by the school (MIS 401). Students may not bring medicine to school to take on their own; it must be administered in the clinic. This includes aspirin, cough drops, sore throat lozenges, vitamins, etc.

### **Sun Protection**

To help prevent students from the year after year exposure to sun, caps and sunglasses are approved by the School Board and should be included in school attire during outdoor activities only. When students come indoors these articles must be removed and placed in the student's own book bag or other designated storage area which keeps these items separated. Sunscreen is also a beneficial protection against sun exposure. If parents wish to have their child protected, sunscreen should be applied at home before student dresses for school. This will provide protection to the student during the time going to school as well as throughout the day.

### **COMMUNICATION PACKET**

One of our goals at Heights Elementary School is to keep you informed on a regular basis about events at school and your child's academic progress. On Monday of each week the Heights Communication Folder, containing our school/classroom information and your child's work samples, will be sent home. Please review all material, sign the envelope, and have your child return it to school on Tuesday morning. Communication between school and family is the key to providing a quality education for all students. First through Fifth grade students will also receive a Student Agenda Book to keep them organized and promote school/family communication.

### **CONFERENCES WITH SCHOOL STAFF**

If you need to speak to your child's teacher, please make arrangements by note or telephone. It is best to set a time when you are able to sit down to discuss your child in privacy and without distractions. Conferences are usually arranged before or after school, or on professional duty days. PTA meetings and Open Houses are times for general discussion and are not the time to ask detailed personal questions about your child. The principal, assistant principal, curriculum specialist, enrichment teachers, intervention support specialist and school counselors are also available for conferences. We encourage you to ask for a conference when needed. You may receive assistance in setting up conferences by calling the school office.

### **CUSTODY**

Current custody papers are part of the enrollment process and must be updated as changes occur. This will ensure your child's safety.

### DISMISSING STUDENTS DURING SCHOOL HOURS

A parent, guardian, or a person approved by the parent (this should be done by a note sent with the child to the office) must come to the office to “check out” the child. If we do not know you, we will ask for identification and then check the emergency card to see if the name appears. This is necessary to ensure the safety of your child. **Please bring a photo ID with you.** The Heights staff asks that parents and volunteers refrain from signing out their child early on a daily basis. This practice should only be used for emergencies or a doctor’s appointment. This causes a child to miss out on valuable instructional/teaching time between 1:00-2:10 each day. At that time of day teachers are reviewing classroom work, checking homework assignments, updating important information, and preparing for the next day’s activities. Your child’s grades, awards, eligibility for promotion, etc., may be affected by early sign-out. The classroom will not be interrupted to call for your child.

### DRESS CODE

Heights Elementary prides itself on the appearance of the school campus as well as the students and staff. The following dress requirements reflect our belief that our school is a place for teaching and learning.

#### Students *may* wear:

- Any pants or jeans, fastened at the waist when needed
- Any shirt except see-through, open-sided, or those that advertise drugs, tobacco, alcohol, or have any profanity, obscenity, graphic violence or gang insignia
- Any long shorts (below the fingertips with the arms held at the sides)
- Girls may wear skirts, dresses, capri pants, culottes or split skirts that are an appropriate length (below the fingertips with the arms held at the sides)
- Closed-toe shoes, tennis/running shoes
- Jewelry (one necklace, earrings, bracelet or watch)

#### Students *may not* wear:

- Short shorts
- Oversized apparel, including baggy pants, overalls with unfastened straps and pant legs worn below the shoe
- Tank tops, halter tops, low necklines, bare midriff, strapless tops, pajamas, inappropriate wrestling/skull shirts
- High heels/platform shoes, flip flops, croc style shoes, hee-lies, slippers
- Body paint and/or body writing, sunglasses, hair rollers, hair paint/gel or unnatural hair color
- Intentionally altered or ripped clothing,
- Apparel such as hats, hair nets, bandanas, excessive/large jewelry, fake fingernails
- Apparel with emblems, insignias, badges, or symbols that promote the use of alcohol, drugs, tobacco or any other illegal activity
- Make-Up

This list is meant as an example and is not intended to be all inclusive. According to Florida State Statue, the principal has sole discretion of what is or is not appropriate attire for school functions. Any items of clothing that are deemed as interfering with the educational process will be dealt with in accordance with procedures set for in the Student Code of Conduct. The school administration shall have the right to appraise any current fashion or fad and determine whether it is appropriate for school wear.

### DROP-OFF AND PICK-UP OF STUDENTS

Students that are transported by parents should be dropped off and picked up at the designated area in front of the school. You may be asked to drive onto the bus ramp after buses leave. This will act as the secondary Parent Drop-off and Pick-Up to help dismissal progress quickly. All cars must have the appropriate Heights hang tag displayed to pick-up students. Parents should not use School Street as a drop-off or pick-up area. This area is designated for walkers. Please do not leave your car unattended and parked in the morning drop-off/afternoon pick-up area. After consulting with Lee County School District’s safety officials and Lee County DOT, we have collaboratively designed a plan we hope to better serve our parents and staff with the traffic congestion during morning drop-off. Please keep in mind: traffic will always be heavy due to the single entry for cars *and* buses along with the large number of families using their personal vehicles for school transportation. We appreciate your patience and cooperation.

The goal of the drop-off system has three objectives:

1. To keep a steady flow onto the bus ramp door and front door drop-off areas
2. To give parents a choice on which area they would like to drop off

3. To alleviate the need and subsequent safety issue that comes with staff directing traffic flow patterns As you enter campus, merge one at a time and come upon the 3-way stop. At that point, please follow the directions which are posted on the sign. You have two options: to continue straight on the bus ramp drop-off area where you *must* exit onto Gladiolus Drive (no parking) or turn left to the front drop area or parking lot. If you choose the front drop off or parking area, you *must* exit campus on to School Street. This plan allows for two separate continuous flow patterns during morning drop-off.

### **ENRICHMENT CLASSES**

All K-5 grade students will participate in Heights Enrichment Classes. These classes consist of Physical Education, Art, Music, Technology and Cultural Studies. A student will attend at least one of these classes each day for 40 minutes. We believe these classes provide supplemental opportunities to help make each student a well-rounded global citizen.

### **FOOD ITEMS**

All shared food items must be store-bought. This procedure is for your child's safety. Many bacteria and viruses are spread by sharing homemade food items. Please help us keep our students safe. Student lunches from home may not be shared with other students during lunch time. Carbonated beverages (soda, fruit drinks) are not allowed in school. All food items must be eaten in the Cafeteria or Picnic table areas.

### **HEAD LICE**

It is the policy of the School District of Lee County to control the spread of pediculosis among school age children with minimal interruption of the learning process. Screening for pediculosis is necessary only when infestation of live lice or nits are identified on an individual student or at the request of the school principal. Should your child have head lice, you will be contacted and requested to pick up your child. Parents are responsible for treatment of the head lice before the student may return to school. After treatment, children should report to the clinic, accompanied by a parent, to be checked and provide proof of treatment. If you have any questions, please contact the school nurse or clinic assistant.

### **HEALTH REQUIREMENTS/ PHYSICAL EXAMINATION**

Children entering a Florida public school for the first time must present certification of a school entry health examination performed within one year prior to enrollment in school or evidence of exemption for religious reasons provided in writing. This policy applies to new students upon initial entrance to a Lee County school, new students from out-of-state public or non-public schools, but not those who have been previously enrolled in a Lee County school or another Florida public or private school.

### **HOMEWORK POLICY**

Homework is an important part of the academic program. At the beginning of the year the teacher will inform the parent of the homework policy for the grade level. Please try to provide a regular time and place suitable for homework completion. Avoiding distractions such as TV and radio will also help. Please check to see that assignments are neatly completed. Spending a little time each day studying at home will help your child develop strong study habits and reinforce skills and concepts.

### **INSURANCE**

School insurance is available to parents (optional) through an independent company. Claim forms are available at the school office. The school does not handle the claims. All dealings are between parents and the insurance company directly.

### **INTERNATIONAL BACCALAUREATE PROGRAM**

Heights Elementary staff and students participate in a program called Primary Years International Baccalaureate Program. This program is designed for students ages 5 to 12, and focuses on the development of the whole child. We accomplish this task by meeting each child's needs academically, socially, physically, emotionally, and culturally. We provide experiences for each child to learn in the classroom, as well as through outside world experiences. Our goal is to develop a child who is aware of and sensitive to the experiences of others. In addition, the students at Heights, will become good inquirers, thinkers, communicators, and risk takers. Heights students will also be seen as

reflective, well-balanced, open-minded, caring, and knowledgeable individuals.

### **LOST AND FOUND**

Any clothing found on campus will be placed in the lost and found area in the cafeteria. At the end of each quarter all unclaimed items will be donated to charity.

### **PARENTLINK-DISTRICT APP**

The district-wide ParentLink system is available to all parents. Parents can receive updated information via phone, email, and text. **Each parent is requested to download the free District APP on their cell phone and/or pad.** This will allow parents to obtain the most up to date School District and school(s) news, events and emergency messages. The user name is the Student ID of the eldest child in the School District, living in the student's household and your first and last initial. The student's household includes all students living at the same address, with a common parent or guardian. The password is the birthdate of Students ID used as the User name, defined in MMDDYY format. For example: Jane Doe's eldest child in the household is 12345678, her user name would be 12345678JD. Jane Doe's eldest child's birth date is January 1, 1965, her password would be 010165. In order for parents to receive information an updated, current phone number and/or email address must be presented to the front office.

### **PARENT PICKUP (CARS)**

An increasing number of parents transport their children by car to and from school. To accomplish this in an orderly and safe manner, we ask for your cooperation in following our procedures. To promote safe and prompt movement of students, staff, and visitors, we ask that you please follow these guidelines:

1. All parents must drop off and pick up their child in the designated area at the front of the school or the bus ramp for dismissal. **Please remain in your car to pick up your child.**
2. Double parking is not permitted since it encourages children to run between cars.
3. Do not leave your car unattended. If you wish to leave your car, it must be parked in a designated parking space. It should not be left along the curb, drive or grass.
4. Children will not be permitted beyond the loading area. Please do not call your children past this area.
5. All adults picking up a child must have the **Heights Elementary Hang Tag** hanging from the rear-view mirror. This ensures you have been cleared to pick up your child. Without this tag, you will be asked to park and enter the office to show ID.
6. Lee County District Schools provide supervision of students 30 minutes before and after the school day (7:55 AM-2:10 PM) and school activities the student is authorized to participate in. Parents should not rely on school supervision beyond these times. Students will be dismissed at 2:10 PM and brought to the parent pickup area. Please listen for directions from the adults on duty to ensure all children's safety.
7. We encourage Heights families to carpool!

### **PARENT PICKUP (WALKERS)**

This designated area is for parents walking their children home (no car). The designated area to meet children is at the School Street gate, nearest the cafeteria. Parents are not permitted to wait in the main school hallway or sidewalk area.

### **PARENT TEACHER ASSOCIATION**

The Heights Parent Teacher Association (PTA) has played an important role over the years in promoting the welfare of the students and staff at Heights Elementary. Parents, teachers, and other community citizens are urged to join and participate in this active group. It meets during the year to discuss school needs and to assist with school-wide projects. No special skills are necessary because everyone helps one another and learns together. The dates of our PTA meetings are listed in the Heights calendar. Our email is: HeightsElemPTA@gmail.com. The PTA officers for the 2016-2017 school year include:

President: Michelle Mahoney  
Vice President: Dominique Stokes  
Vice President: Stephanie Celaya  
Treasurer: Laura Leslie  
Recording Secretary: Heather Nycek

Corresponding Secretary: Sherri Kendrick  
Teacher Representative: Karen Huston

### **PERSONAL BELONGINGS - LABEL**

All personal belongings including outdoor clothing, pencil boxes, book bags, and lunch boxes should be labeled. All items found with a label will be returned to the owner. All unlabeled items go into the Lost and Found which is located in the Cafeteria.

### **PHYSICAL EDUCATION**

Physical Education is an important part of our school curriculum. State Law requires that all students participate in 150 minutes of physical education class per week, unless there is a serious reason that they are unable to do so. In such cases, a daily note from parents is necessary. For prolonged excuses (more than three consecutive days), a statement from the doctor should state the reason and the period of inactivity. If your child has a note due to recuperating from an illness or has a medical excuse from a doctor, he/she may be excused from PE classes. Students will be allowed to utilize hats and sunglasses when outdoors but will be expected to put them away when indoors.

### **PUPIL PROGRESSION PLAN**

State and local requirements for graduation and promotion are explained in the Lee County Progression Plan. This document is posted on our website.

### **RECESS**

All PreK-5 grade students will participate in 15 minutes of recess each day. This time, either outdoors or in the classroom, will allow students a "break" from classroom instruction, allowing them to socialize with their classmates and teacher, participate in playtime or independent learning.

### **REGISTRATION**

In order to register a child in Lee County public schools, it is necessary to register through the Student Assignment Office at 2855 Colonial Blvd., Fort Myers (337-8247). You will need to provide the following: a birth certificate, a Florida Immunization Certificate, a record of a recent physical, a social security card, proof of residence such as a lease, electric bill, or deposit receipt, and proof of custody if a child does not reside with both parents. Along with these requirements you will be asked to complete several registration forms.

### **REPORT CARDS**

A report on the progress of each student is issued each nine weeks. This report is given to the student to take home for the parent's or guardian's signature. It should be returned to the school the following day. Interim reports will also be issued during the middle of each quarter to keep you informed of your child's progress. IB Learner Profile Reflection Report Cards will be sent out at the 2nd and 4th quarter interim times. Please review this with your child, sign and return the next day.

### **SAFETY PATROL**

This year a number of mature, dependable fifth graders will be chosen to serve on the school patrol. Teachers and the administration will choose these exemplary students to serve on a quarterly basis. These students will provide a real service for the safety and well being of the other children at our school. All students are expected to cooperate fully and completely when reminded by a member of the patrol to obey rules.

### **SCHOOL ADVISORY COUNCIL (SAC)**

The purpose of the School Advisory Council is to promote communication and understanding among the school's administration, faculty, students, the School Board, parents and community as a whole; to promote the interest and involvement of citizens, in a meaningful way, in educational affairs and operational problems and needs of individual schools and the school system; to promote the utilization of valuable human resources within the County for the purpose of improving upon the effectiveness and the efficiency of individual schools, school programs and the school

system as a whole. Membership on the Advisory Council is open to all parents and interested citizens in the attendance area of the school. Meetings are held monthly to involve the community and staff in planning for the expenditure of funds available to the school and in personnel and curriculum decisions. Please contact the principal if you would like to serve on Heights SAC.

The functions of the Advisory Committees may include but are not limited to:

- Participating in the decision making process by advising in and assisting with educational needs, establishing priorities, planning the educational program and budget resources, defining goals, and evaluating the school and its academic effectiveness.
- Facilitating communication among school, parents, and community.
- Informing and advising school staff of community conditions.
- Assisting in providing support to parents, teachers, students and community for school programs.
- Participation in the preparation of the School Improvement Plan.
- Advising of the impact of property development and zoning changes in the vicinity of the school.
- Defining problems or issues.
- Developing a speaker's bureau of parents, students, and school staff, to operate community events

### **SEVERE WEATHER**

During the school year when storms are upon us, we will not release any students if there is lightening. All walkers and bike riders will wait out the storm in the cafeteria or under the pavilion. Any parent pick-up students will wait in the cafeteria or in the front office. Please remain in your vehicles as we will release students as soon as the threat has passed. Using the District APP will update you on any severe weather in the Lee County area.

### **SCHOOL CLOSED FOR EMERGENCY**

Unusual conditions such as a hurricane might require the school to close. Check your District APP, radio or TV if there might be some questions. The school will be closed during any emergency. The School District of Lee County will always consider student and staff safety of primary importance when making a decision to close school when severe weather threatens. Unless there is a clear threat of danger, the decision to close school will be made around 4:00 a.m. and announced through Parent Link, local radio and TV morning news shows and via NOAA Weather Alert Radios. Parents and staff should listen to local media beginning at 4:00 a.m. for the latest information pertaining to school closing during severe weather months.

### **SCHOOL COUNSELOR**

Heights has two school counselors who work with children in the classrooms and with teachers and parents. They are available to assist parents and serve as a liaison between community agencies and families. The duties of a school counselor include: providing guidance classes to students, meeting with small groups of students, meeting with an individual student, coordinating all state/district assessments and serving on the Heights Child Study Team.

### **SCHOOL SUPPLIES**

Heights Elementary will provide all materials and supplies for basic instructional activities. Each teacher may send home an optional supply list that will allow students to have an enhanced educational program. This list is also posted on our website. No student will be penalized in any way if they can not bring in the articles on the optional supply list. We appreciate your commitment to the education of our students and with your help, we can provide an excellent instructional program for our children. Heights PTA also offers an opportunity through ClassBundl to purchase items online with shipment to your home. Additional information may be found on their website.

### **STAND UP FOR ALL STUDENTS ACT**

It is the policy of The School District of Lee County that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The district will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited. Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any

threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to: Teasing, Social Exclusion, Threat, Intimidation, Stalking, Physical violence, Theft, Sexual, Religious or Racial Harassment, Public Humiliation, and Destruction of Property. The Lee County School District expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. Please reference the Code of Conduct for further information or contact the Heights Administration or School Counselor.

### TARDIES

Students must check in at the front office to receive a late pass before going to the classroom. Students are considered late after the 7:55 AM bell rings. Please see that your child arrives to school between 7:30-7:55 AM each day. Three tardies are equal to one unexcused absence.

### TELEPHONE USE

The school will notify home in case of an emergency. We request that students NOT use the telephone for such things as permission to visit a friend or a ride home on the bus with a friend. Arrangements must be made with parents prior to coming to school. Students are not permitted to carry cell phones. Parents may contact the school administration with special circumstances to receive written approval.

### VISITORS

Anyone wishing to visit a teacher or classroom must first obtain permission from the front office. Please call first to set up a convenient day, time and length of visit. Upon your arrival, stop in the office first, sign in, and receive a visitor badge. **No one is permitted to go directly to a classroom.** This includes during morning arrival when bringing your child to school. Please assist us in teaching your child to be independent and responsible. Please do not seek to engage the teacher in conversation during a classroom visitation. This policy is for the protection of your child. Any unfamiliar person without a visitor badge will be asked to report to the School Office or asked to leave the school.

### VOLUNTEERS

During recent school years, our Heights Volunteers logged almost 6000 hours of school participation each year! Becoming a volunteer can be a very rewarding experience. We invite our PARENTS, SENIOR CITIZENS, AND OTHERS to become a part of our Volunteer Family. Whether you can give one hour per week or many hours, WE NEED YOU! No previous experience is required. The following is a list of jobs that volunteers perform: work with individual students and/or with small groups in the classroom, listen to students read and/or read to students, assist in the library, assist teachers with clerical work and bulletin boards. Shortly after school begins, we will have a meeting to recruit volunteers. If you are interested in learning more about our Volunteer Program, please contact our Volunteer Coordinator, Mrs. Carter (Assistant Principal) at 481-1761.

### WALKERS AND CAR RIDERS

Stay on sidewalk in designated area only.

Walk at all times.

No standing or climbing on trees, benches, or walls.

No bodily contact of any kind.

No throwing objects or ball playing.

Students must leave campus promptly at dismissal.

### WEBSITE

Heights Website is at <http://het.leeschools.net>. Visit the website to view our calendar, staff websites, school and district information and other important news.

### WITHDRAWALS/ TRANSFERS

Students withdrawing from Heights must first return all library books, textbooks, pay any debts owed and clear with

the office. Advance notice of the date of withdrawal would be very helpful. The office will provide you with a withdrawal slip to take to your child's new school. When your child is enrolled in another school, that school will request your child's records sent by mail.