

Forest Hills Elementary

2019-2020



Parent Handbook

A Warm Welcome from Principal Rothman...

Dear Parents and Students,

Welcome to the 2019-20 School Year! I am so proud to announce that we are an "A" school! Although the school letter grade does not define us, it does demonstrate our continued academic learning gains due to our talented staff and hardworking students. I am also very excited about this year's theme. This year, Forest Hills is planning on "Leveling Up"! I think this is a theme that our kids can relate to since many love playing games, especially video games!

This year, our goal is to continue "Leveling Up" our programs including our customer service and academics. In addition, we will continue to build a better world in which we educate our students to take care of themselves, each other, and the environment. After all, academics is not the only component of a successful individual. Forest Hills focuses on empowering our students with the key skills necessary to be College and Career Ready. Being a positive individual, learning to persevere, and working together as a community helps all of our students reach their goals.

Part of this vision requires seamless procedures so that we can all spend our energies on what matters most - our precious kids! Therefore, this Parent/Student Handbook was designed to provide you as well as your child with an overview of school procedures and protocols to help maximize our parent - school communication.

On behalf of The Forest Hills Staff and myself, we look forward to a successful year. Please know that my staff and I are here to assist you.

Respectfully,

Barbara Rothman

Mrs. Barbara Rothman, Ed.S.

Proud Principal of the BEST School EVER!

About Us...

Our Mascot - The Ranger Bear

School Colors - Forest Green and White

This Year's Theme - "Level Up"

Forest Hills is proud to be recognized for its Innovative Program. Our school offers an accelerated program called Quantum Leap for our gifted and high achievers. As a technology-oriented school, we utilize a blended classroom in which technology is integrated throughout the day. Our second through fifth graders have a mobile laptop cart. Our PreK through first graders also have a technology integrated classroom. This impressive amount of digital access broadens our students' learning while taking advantage of a modern venue of exploration within a blended learning environment. Students partake in a wide variety of learning materials that are relevant to the Florida Standards and its rigor.

We have various preschool programs to meet the needs of all of our students. We have one of the largest early childhood preschool programs in the district including two, full day V.P.K. classes.

All of our children are provided with enrichment classes including STEM/Science, Music, and Physical Education. Students can visit the newly renovated media center on a regular basis to check out books of interest. Parents are also encouraged to check out materials. The beautiful campus includes a Certified Wildlife Habitat recognized by the Wildlife Federation and awarded the Mayor's School Garden Bloomers Award as well as an edible garden.

Our goal is to provide your child with a personalized instructional path that focuses on his/her academic as well as socio-emotional needs with the end result leading to college and career readiness.

We are a diverse community that has over 700 preschool through fifth grade students coming from within our boundaries and other areas across Broward County. We proudly accept eligible reassignments as well as McKay Scholarship students.

These are only a few reasons why our school is so special!

Aftercare at Forest Hills...

Our *Award Winning Aftercare Program* is second to none. Our students are very special to us; and therefore, we go above and beyond to extend our talents to the extended day. We run our own aftercare program, and it is monitored by the school's administration. Students in our aftercare program are directly escorted to our aftercare area. Attendance is taken for safety reasons immediately upon arrival. There are NO WAITS! Students will be able to avoid waiting for their aftercare bus and will not have to stay stuck in traffic while picking up other children at other locations. Your child will have a pleasant transition instead! Many of our parents have chosen our aftercare program for the many reasons below, especially the homework help, computer access, and most importantly the tutoring services for select students. All of this for one low, affordable price!

Our aftercare has several enticing features including the following:

- Homework help (computer access for HW)
- Arts and crafts
- Early Release - special activities like mini golf, DJ, indoor planetarium
- Tutoring provided by our expert teachers (for select students)
- Hot dinner, Snacks
- STEM (Science, Technology, Engineering, Math)
- Robotics
- Playtime
- Extracurricular programs of interest to the students
- Computer access for enrichment

Aftercare Regular Time: Begins at dismissal to 6 p.m.

****NOTE****-Aftercare payments will not be accepted during arrival and/or dismissal times – 7:30 - 8:15 a.m. or 1:30 - 2:15 p.m. For your convenience, use the online payment website. However, online payments are available and encouraged.

Contact: Aftercare Supervisor, Sarah Clark, at 754-322-6400 or email sarah.clark@browardschools.com.

School Procedures...

Start Times:

Office Hours: 7:00 a.m. - 3:00 p.m.

Preschool Programs - Drop off at 7:45 a.m. Late Bell rings at 8:15 a.m.

Kindergarten - Fifth Grade - Late Bell rings at 7:50 a.m.

Please be aware that attendance will promptly be recorded by the child's teacher immediately upon the late bell ringing. Therefore, your child must be in class prior to the late bell in order to not be marked tardy. Tardy arrivals do add up to potential truancy concerns.

Dismissal Times:

Preschool Programs - 1:15 p.m.

Kindergarten - Fifth Grade - 1:50 p.m.

Attendance, Tardiness, and Early Pickups

Forest Hills E.S. strictly adheres to the School Board of Broward County's Truancy Program and policies. Please refer to The Code Book for Student Conduct for acceptable absences. Attendance is crucial to learning. In addition, being on time is just as critical. Please see Code of Conduct for details.

Tardy Arrivals - Parents must park in a visitor's spot (not fire lane), and escort student into the office to sign the child into the school. Do not drop off student outside of the school and have child enter without parent escort after 7:50 a.m. (or 8:15 a.m. for PreK).

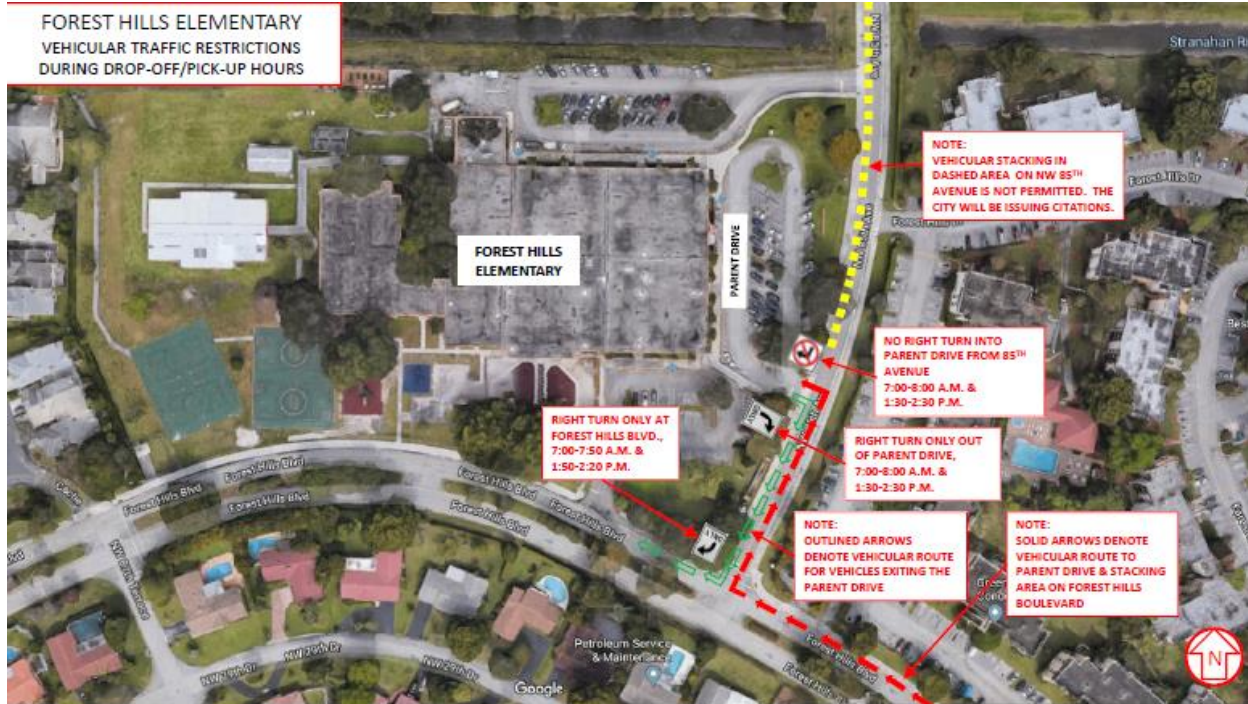
Absences - If your child is absent, the attendance hotline is available 24/7 at 754-322-6402. Leave your child's name, teacher's name, reason for absence, telephone number and parent's name and/or submit a note the day of your child's return to school. Excessive or continued absences may require a doctor's note. Please be aware that chronic absences regardless of reason will be recognized as a pattern of non-attendance. Please plan your vacations during non-school days to ensure that your child has the best education possible.

Special Circumstance Absence - If you should have a special circumstance that requires your child to be absent, you must submit a request to the principal via a written letter no later than five days prior to the absence. The principal will review the request, and you will be notified of the status of your request. The special circumstance absence may not be approved if your child already has many absences, is at risk of retention, or if the request was not submitted in a timely fashion. Additional documentation should accompany the request for approval.

K-5 Early Pickups - are not permitted after 1:20 p.m. (or 12:45 pm for PreK) as it disrupts the safety of the dismissal process. Although early pickups are at times inevitable, it should only be as a last resort. Instruction takes place until the very end of the day. Early pickups not only disrupts the instructional flow but also causes your child to miss valuable learning time. Please be aware that early pickups also count towards the Truancy Program.

TRAFFIC PATTERN NOTICE: The traffic pattern has changed for all cars coming onto the campus during arrival and dismissal. As per the City of Coral Springs, the car line will begin on Forest Hills Circle heading westbound. Upon reaching the stop sign (southbound Forest Hills Circle and NW 85 Avenue intersection), you will make a right turn heading northbound onto NW 85th Avenue and make a left onto the school's driveway/car loop. Follow the traffic signs and turn right to exit the school grounds.

- Always keep your student pick up card on your driver's side of the dashboard or driver's window.
- Discard all old pick up cards and only use the newly issued pick up card/s. You are responsible for issuing the second card to one of your emergency contacts. For additional pick up cards, please go to the front office. All individuals picking up a child must have a current pick up card and a state issued identification card.
- If you are on foot, always carry your pick up card with you for safety reasons. Be ready to identify yourself when entering the front office by showing your pick up card.
- Refrain from parking and drop off your child via car loop unless you are entering the front office. Bring your pick up card with you.
- Do not park in the neighborhood.
- Do not stop or stand on the streets.
- Do not park on the grass, fire lane, or staff parking.



Arrival Procedures

Preschool Program Arrival (see traffic pattern notice above)

Our preschool arrivals begin after the elementary students from 7:45 - 8:15 a.m. Remain in your vehicle and in the carpool lane. Pull forward as much as possible in order to not block traffic and help your child out of the car seat. Have your pick up card on your dashboard for identification purposes. Students will receive their breakfast after their arrival process is completed at 8:15 a.m.

Late students - students arriving after 8:15 a.m. must be escorted by the parent into the front office. Please park your car and wait in the front office with your child until a staff member arrives to pick up your child from you. The office staff will issue your child a late pass that will need your signature.

Car Riders – Parents must enter no earlier than 7:45 a.m. via car through the FRONT of the school. Please pull all the way forward and assist your child with exiting. Please be sure to have all of your child's items ready such as the back pack and lunch box for a smooth arrival. This will help the flow of traffic as well. The arrival process promptly ends at 8:15 a.m. Please be prompt so that your child can begin his/her morning routine in a positive fashion.

If you arrive by car, DO NOT PARK YOUR CAR. Please remain in the car as parking spaces are limited.

Do not arrive earlier than 7:45 a.m. since K-5 arrival is still occurring.

Use sidewalks at all times. Do not cut across parking lots.

Be ready to escort your child out of the car from the door nearest to the sidewalk. A staff member will greet your child and assist.

Children should be in a car seat.

Do not leave your car in the car lane unattended for any reason as it blocks traffic.

Walkers – A walker is defined as a person walking his/her child to school. If you are driving a car, your child is not a walker. He/she is a car rider and you must use the car pool lane. Due to limited parking, do not park your car and walk your child. Parents must not arrive any earlier than 7:45 a.m. by walking to the front of the school and waiting at the white, southeast gate for a staff member to greet your child. Staff will be ready to greet your child no earlier than 7:45 a.m.

Walkers should not walk through the parking lot as this is a safety hazard.

Do not block traffic in the front of the school.

Your child will be escorted onto the school. Please wait by the southeast corner of the school by the stop sign and fence.

If you are using a car, please stay in the car and go through the car rider lane. Do not arrive earlier than 7:45 a.m. since K-5 arrival is still occurring.

Do NOT pass cars that are discharging children. Stay in line.

Please do not park on the fire lane, staff parking, or the grassy areas.

Kindergarten through Fifth Grade Arrival (see traffic pattern notice above)

7:00 a.m. - Breakfast Students (K-5 Students ONLY) If your child is not a K-5 student that is eating breakfast, your child is to arrive no earlier than 7:30 a.m. Students NOT eating breakfast are not to enter the school unless they have been invited to the iReady Morning Club.

Our goal is to provide all of our students with a nutritious start to their day and have all children in class prior to the late bell. (Preschoolers will receive their breakfast after arrival.)

Students in K-5 who are having breakfast may enter the building at 7:00 a.m.. The southeast door located at the front of the school will be open at 7:00 a.m. for breakfast students. Students may be dropped off for breakfast via car using the front of the school's car loop, not the south or north parking lots. If you are coming by car, please pull all the way forward even if there is not a car behind you. Please help us keep our routines consistent. Please do not come any earlier than 7 a.m. to allow our staff to quickly enter the parking lot and prepare for our students.

Students are not permitted to stay on campus prior to 7:00 a.m. as there is no supervision on campus. Please help us keep your child safe. As a courtesy, our doors open at 7:00 a.m. strictly for K-5 students that are taking advantage of our FREE breakfast program and/or part of our iReady Morning Club. No other students should be on campus at this time unless they are participating in our before care program. Students must not be unsupervised. Please be aware that there is no supervision until 7:00 a.m. for K-5 students that are coming for breakfast.

Students must be in the breakfast line no later than 7:30 a.m. to ensure they are not late to class and have ample time to eat. Please note that teachers greet their students at 7:45 a.m. from the hallways. Therefore, students should be in their designated arrival areas prior to 7:45 a.m. so that they are escorted to class by the teacher and can begin the morning classroom routines.

Breakfast is FREE to ALL students at the school. Please work with your child at home to help him/her learn the lunch number. Lunch numbers are distributed at the beginning of the school year and are placed on the child's backpack to facilitate the breakfast process. It will be placed in a visible location on his/her backpack.

7:30 - 7:50 a.m. - All K-5 students not having breakfast may enter the building.

Kindergarten - Fifth grade car riders will use the front of the school (east) car loop. Please see new traffic patterns above. Please adhere to the car rider rules.

Kindergarten - Fifth grade walkers will use the front of the school sidewalk nearest to the southeast corner of the school. Students will be promptly dismissed upon the dismissal bell, so please act accordingly.

Car Rider Rules

- Pull all the way forward even if no one is behind you.
- No usage of cell phones.
- Students must enter/exit the vehicle on the side where the curb is located not on the opposite side. Please be proactive and strategically rearrange car seats and other items in your car to ensure that this occurs.
- Students must buckle up or use an age appropriate car seat. It's the law.
- Students must be ready to promptly enter/exit the vehicle upon the vehicle stopping. Please make sure that your child has everything ready prior to stopping.
- Upon your child exiting the vehicle, please move forward and exit the parking lot in order to keep the flow of traffic moving.
- Adhere to all traffic laws and signs. See traffic pattern section.
- Use your car's blinker at all times for all turns.
- Please remember that your child must be physically in class prior to the late bell ringing in order to not be marked tardy as well as start his/her classroom routines in a calm fashion. All minutes in which your child is not in class add up and may count toward truancy. Teachers bring K-5 students into the classroom at 7:45 a.m. Please plan on being at school prior to 7:45 a.m.
- Do not park your car on streets, corners, or neighborhood parking areas. Refrain from using the grass, fire lane, or marked (non-visitor) parking spaces. Do not drop off your child in another parking lot or block traffic. No stopping or standing on the street.

Walker and Biker Rules

- Use crossing guard locations for crossing streets.
- Use sidewalks at all times and refrain from cutting across the parking lot or streets.
- No running or use of skateboards, rollerblades, scooters, etc.
- If you must cross through the car rider's loop, use the pedestrian walkway. Wait until cars have come to a complete stop prior to crossing.

- Bikes must be walked on to the campus. Helmets must be worn while riding the bike. It's the law! Bike gate will be opened at 7:00 a.m. Please note that the school cannot be responsible for theft.

For the safety of your child, children are not permitted to be dropped off earlier than the expected times as there is no supervision. Do not drop your child off using the north parking lot (bus loop). Please refrain from parking on streets, corners, or neighborhood parking areas.

Tardy Students

Gates and doors close immediately upon the late bell ringing, and instruction begins thereafter. Students must be escorted into the front office by parent to receive a late slip. Child will submit the late slip to the classroom teacher upon entering the classroom. Please see attendance section above for additional information. Please do not block the fire lane. Kindly use one of the unmarked parking spaces (visitor) located in the front of the school where the front office is located. ALL LATE STUDENTS MUST BE ESCORTED BY PARENT TO THE FRONT OFFICE. PRESCHOOL PARENTS MUST REMAIN WITH CHILD UNTIL A STAFF MEMBER IS ABLE TO TAKE THE STUDENT TO CLASS.

Dismissal Procedures

All parents will be issued two parent pickup cards. Please have your parent pickup card and a state issued picture identification card such as your driver's license with you at all times. Only those individuals with the necessary pickup cards will be able to pick up your child. Please make sure that you keep the front office updated on all telephone contact information and emergency contact information. Individuals that are not on your pick up list or do not have a parent pickup card will not be permitted to do so. We apologize for any inconvenience; however, the safety of your child is very important to us.

Preschool Walkers will be dismissed using the southeast, white pedestrian gate located in the front of the school. A walker is defined as a parent who physically walks to school to pick up the child. Walker parents are to stay in the designated walker pick up area (southeast corner) which will be the same area as the walkers drop off area. Please remain in the pick-up/drop off area. Have your pickup card with you at all times. If you are arriving by car, you are a car rider. Late pick-ups will be taken to the front office. Parents will need to go to the front office with his/her state issued identification in order to pick up his/her child. Please do not stand in the front of

the school. Remain in your designated area. If you are in need of entering the front office, a staff member will assist you. Safety is our top priority.

Preschool Car Riders will be dismissed using the front of the school. Please be aware that the dismissal process begins at 1:15 p.m. and must be cleared by 1:30 p.m. in order to safely begin the K-5 dismissal process. Do not block traffic by entering the car pool lane any earlier than 1:00 pm. Upon entering the car pool lane, have your pickup card on your dash board so that it can be quickly seen by school staff. Keep it on the dash board until your child is in the car. Please see car rider rules below. See traffic patten information.

Late pickups must park the car and sign out his/her child at the front office. You must bring your school issued parent pickup card and state issued picture id. If you are unable to pick your child regularly at 1:15 p.m., please consider our aftercare program.

Kindergarten through Fifth Grade Walkers will meet you on the sidewalk by the stop sign located on the southeast corner of the school (near the front of the school on 85th Avenue). Have your pickup card readily available in the event that you should be asked to present the card. Always bring your state issued picture id to school. Please be mindful that students who are marked as walkers will be released at the bell. If you are picking up your child, please be on time to meet your child. If you must enter the campus, a staff member will assist you. Always have your pick up card visible and carry your state issued identification card. If you drove to the school, you are considered a car rider. Please do not park your car either on campus or off campus and walk to pick up your child.

Kindergarten through Fifth Grade Car Riders are to use the east side parking lot (front of the school). See below for car rider rules.

PreK through Grade Five Walker Rules

1. If you arrived by car, you are not a walker pickup. Please use the car pool lane. Your child is to be marked as a car rider.
2. Parents must have school issued pickup card and state issued photo id.
3. Students will be walked to the designated release area at the bell.
4. Be on time to pick up your child. K-5 students will be released at the bell.

5. Parents are not permitted on campus and are requested to remain at designated area for security and safety purposes. If you should require entering the campus, a staff member will assist you.
6. Use the safety crosswalks with the crossing guards.
7. Do not cut through traffic or parking lot.
8. Crosswalks must be used at all times. Do not cut through the car line.

PreK through Grade Five Biker Rules

1. Bikers will be escorted to the walker's dismissal area.
2. Students must have a helmet. It's the law.
3. Students must walk their bike off campus.
4. All walker's regulations must be adhered to. See above.
5. The school is not liable for missing bikes. Be sure that your child can secure the bike.

PreK through Grade Five Car Rider Rules

1. Parents must stay in their vehicle at all times.
2. Pull all the way forward even if there is no one behind you.
3. Place school issued pickup card propped up on your window (driver's side) for easy view or on driver's side of the dashboard. Please keep it in this location for the entire car rider's process until you have your child in the vehicle. If you do not have a pickup card, you will be asked to park your car. The emergency pickup card information will be checked, so you will need your driver's license for identification purposes. If you should need another pickup card, we will gladly provide you with an additional card.
4. No cell phone usage.
5. Pull all the way forward.
6. Be mindful of pedestrians.
7. Use your car turning signals at all times.
8. Adhere to the traffic signs and driving laws.

Changes in Dismissal

For the safety of your child, submit a change of dismissal, in writing, no later than the morning of day. In case of an emergency ONLY, you must call the front office no later than noon with the change of dismissal. If a different person will be picking up your child, be sure to give the

name of the person as noted on his/her state issued photo identification card. The individual must have his/her photo identification card to present at the time of student release. Students WILL NOT be released to anyone who does not have a state issued photo identification card and who is not on the emergency pickup contact form. It is the responsibility of the parent/guardian to update the contact information. Please be proactive and be sure to place all of the names as well as contact information for all individuals who may be reached in the event of an emergency. This will prevent any unnecessary inconveniences. Avoid frequent changes in dismissal as this may cause confusion. If you find yourself in a hardship, please consider our Forest Hills Aftercare Program. Call the school for details.

Parent Contact and Pickup Information

Update your telephone numbers, addresses, and email address as soon as you make a change. This will help the school contact you in the event that there is any emergency. In addition, be mindful of who you place as any additional pickup person. Place all of those individuals who are able to pick up your child on the emergency contact form. All individuals, however, who are picking up at dismissal must have a school issued parent pickup card. In addition, all adults should have a government issued picture identification card with them at all times. Please be aware that your child will not be dismissed to an individual who does not have the above mentioned. Although we apologize for the inconvenience, the safety of your child comes first.

Severe Weather Dismissal

When the National Weather Service issues a severe weather warning, the school is not permitted to release students as walkers or bike riders. Each parent/guardian must have a severe weather plan and know who is picking up the child. Procedures are as follows.

1. Parent link will be sent out if time permits. Be sure that your contact information including email address is current with the front office.
2. FHE Aftercare, private aftercare, and car riders will be dismissed as usual. Parents coming as car riders must remain in the car as usual with the parent pickup sign easily visible to permit staff to read the sign quickly.
3. Walkers and bike riders will be dismissed as instructed on the emergency contact card. Walkers and bike riders will not be released. It is strongly suggested that you change your dismissal to a car rider during severe weather. Please be sure to update your card

with current information as to who will pick up your child in the event of a severe weather. However, if you must come on foot and must be a walker, you will be asked to meet your child with your pickup card on hand at the front of school.

Please refrain from crowding the areas as this makes the process longer. Remain in an orderly line.

At the beginning of the school year, we will post signs in order to clearly designate doors and locations for your convenience. Please be sure to have your pickup card and arrive on time. If another person is picking up your child other than you, be sure to provide that individual with a parent pickup card. All individuals must have a state issued picture identification card as well. Be sure to list your severe weather pickup person on your child's emergency contact card. Last minute changes will only be permitted under extreme circumstances and if possible depending on the time. Your child's safety is truly of importance to us. Please feel free to ask the front office for an additional pickup card. Please note that the school does not have child supervision after school; and therefore, you must have a plan to pick up your child during a severe weather dismissal. You are also encouraged to register your child for our aftercare as this is yet another perk of our in house service.

Birthday Celebrations

Parents are welcomed to bring in cookies, cupcakes, or doughnuts and/or juice boxes/pouches for birthdays provided that the following are practiced:

- *Only store bought items can be brought in. No home-made items are permitted!
- *No nuts or peanut butter items.
- *Be sure to keep the ingredients of the items on the container in case of student food allergies.
- *Avoid rings or toys that are used to decorate the goodies.
- *No cakes unless it is a pull apart.
- *Bring enough for the entire class.
- *Student must bring the items in the morning with him/her. Classroom instruction cannot be interrupted to bring in items. If for whatever reason you bring the items after class begins, clearly

label the items prior to submitting to the front office. The front office will deliver the items to the cafeteria as instruction is not to be interrupted.

Goodies will only be shared with the class in the lunch room during your child's lunch time. Goodies must be able to be easily distributed when students are done with their meal. Parents are welcomed to sign in provided that you follow our sign in procedures. You will be able to sign in a few minutes prior to your child's lunch time and meet the class for lunch in the cafeteria. You will be escorted by a staff member.

Student birthdays are also highlighted during our morning announcements, and students are asked to come up to the front office for a special birthday pencil.

Parking

Please park in an unmarked parking spot. Kindly refrain from using the fire lane, grassy areas, or marked parking spaces. Please be aware that under regular circumstances when a special event is occurring, the north and south parking lots are locked immediately after the late bell. The north parking lot cannot be used as a parking area or car loop between the times in which the school board buses arrive as per Florida Statute. Please refrain from parking in the neighborhood.

Ranger Café

Breakfast is free to all students.

Lunch is served at various times.

Lunch Prices

It is recommended that you apply for free/reduced lunch. We would be more than happy to help you with the forms and provide you with computer access in the front office. We are here to help!

Reduced Lunch Price: \$0.40

Full Price: \$2.00

Ice Cream is sold on Wednesdays for \$0.65.

Juice Bars sold on Fridays for \$0.50.

You can place funds in your child's account through the estore. There is a link on the school's website. If you should need to pay in cash, you will be permitted to do so on Mondays from 7:00 am – 7:30 am. The cafeteria manager will be available in the front office for you. Please be sure to identify yourself with your student pick up card upon approaching the building.

Visiting the Campus

All Forest Hills Elementary School visitors, parents, and all non-staff members MUST report to the front office and present their government issued photo identification card. The id will be run through the District's security system. When cleared, you will be issued a temporary visitor's badge so that you can enter the campus. Visitors will be escorted to their destination and must remain in the designated area. Please refrain from entering other areas in the building. Have your student pick up card with you upon approaching the front office. This pick up card identifies you as a parent. Upon leaving the building, the temporary badge issued to visitor's must be used to check out in the front office and will be collected before exiting the building.

We make every effort to keep our school as safe as possible. Please help us by:

- Being patient. 😊 We are here to help you! The rules and procedures are in place for safety reasons. Please adhere to them so that we can maintain a kid-friendly as well as positive tone of decency.
- Reporting directly to the front office or your arrival/dismissal area. Do not veer from these areas.
- Always have your pickup card visible and keep it visible upon approaching the building and until you leave the campus.
- Always have your visitor's badge on and check out through the front office. Do not take the visitor's badge off campus at the end of your visit.
- Upon visiting, you will be escorted to and from your designated area. Do not veer from your area.
- Please keep a tone of decency at all times. Help us by being a good role model. 😊
- Follow the rules.

Volunteering

We love our volunteers and encourage our parents to sign up online at getinvolvedineducation.com. Upon approval, you will receive a volunteer orientation and will be able to partake in many valuable experiences including field trips, test proctoring, room parent, special activities, listening to a child read, and more. We welcome you to be a part of our school community.

Field Trips

Throughout the school year, each grade level participates in at least one off campus excursion in order to enhance the unit of study. You will receive a permission slip with the needed information. The permission slip as well as the payment must be made by the deadline. We are requesting that you make your payment online via the estore. Students are expected to follow the Code of Conduct of field trips as well. As per School Board Policy 6303,

“Students who violate the Code of Student Conduct, act in a disruptive manner or fail to conform to school rules and regulations may be denied the privilege of participating in field trips, social and/or extracurricular activities. The principal shall make the final decision on whether the student may participate after receiving documentation and input from the affected staff.”

Chaperones are needed on every trip. Please sign up for volunteering and become a chaperone. Your child will love it! The safety of your child is extremely important to us.

The Ranger Bear Way...

Code of Conduct ...The Ranger Bear Way

Forest Hills Elementary strictly adheres to the Broward County Schools' Code Book for Student Conduct. Please be sure to review the Code Book for Student Conduct in its entirety and return the signed acknowledgement form by the deadline. Parents of returning students will be able to fill out most beginning of year forms online.

In addition, the school has adopted the following "Power of 3" as its rules and Common Language.

We expect all students to adhere to the Power of 3:

TAKE CARE OF MYSELF

TAKE CARE OF OTHERS

TAKE CARE OF THE ENVIRONMENT

Students are expected to abide by the school rules above as well as the procedures set in place in order to maintain a safe and orderly environment on campus. We strictly enforce the code of conduct.

Uniforms

All students are required to wear a uniform unless the child has received an APPROVED waiver by the Principal or designee. You must adhere to the waiver deadline so that it can be reviewed. You will receive notification of whether or not your waiver was approved. Until you receive such notification, your child is expected to be in uniform. See The Code Book for Student Conduct for further information. Uniforms consist of the following:

Tops: red, white, navy blue and forest green collared polo shirt

School shirts with logo are encouraged but not required.

Bottoms: navy blue or khaki skirts, pants, shorts, or skorts

Every Friday is Spirit Day, so show your school spirit! School t-shirts are encouraged to be worn on Fridays.

Jean Days – The P.T.O. sponsors dress down days as a fundraiser. See newsletter for specific dates.

Other special occasions take place throughout the school year in which students are encouraged to participate in.

Student Identification Badge

Your child will be issued a lanyard with a student id badge. Upon arrival into the classroom, your child will receive his/her badge that must be worn at all times while on campus. Your child will then turn in the badge prior to dismissal. Students will not keep their id badge at the end of the school year. Aftercare will issue an aftercare identification card to students as well. If the badge is lost, your child will receive a second complimentary badge. After the second badge, you will be charged a fee.

Communication – the Home and School Connection...

It is important to us that we keep you informed. Our school uses the Parentlink system in order to provide you with notification of events, severe weather information, safety alerts, the monthly newsletter, and other pertinent information. Therefore, it is important that you provide the front office with your main contact number (cell phone) and email address. Here are a few ways in which our school will contact you.

Parent Conferences

Teachers will have at least 2 conferences per year. One conference will take place prior to winter break and the second conference will take place prior to the end of the school year. Of course, you are more than welcomed to request an additional conference at any time. However, please be aware that your child's teacher has several parent conferences and may not be able to readily meet with you upon your request. Nonetheless, you will receive notification within 24 hours about your request.

Student Planners and Communication Folders

Each second, third, fourth, and fifth grader will receive a student planner. Student's write in the planner daily to record homework and various information. Parents are requested to review and SIGN their child's planner on a daily basis. The planner will include homework information, due dates, special events, and notes from your child's teacher. Student planners are provided compliments of the school and are purchased through Title I funds as a means of direct communication with the parent.

Each kindergarten and first grader will use a homework folder. The homework folder will hold your child's homework as well as necessary documents mentioned above for your review.

Preschoolers will also have information sent to you on a daily basis.

Please check your child's backpack daily in order to keep up to date with your child's progress.

Each student will receive a COMMUNICATION FOLDER each Tuesday with grades, flyers, and other notifications. Please be sure to sign and return the communication folder on the next school day.

School Newsletter – will be distributed on the first of each month. It will also be posted on the school's website and will be electronically sent via Parentlink. It is important that the school has your accurate contact number and email address so that you receive all pertinent information. Important events, recognitions, and information will be provided. If you do not have internet access, the school will provide you with a paper copy.

ParentLinks – robot calls will be made to notify you of severe weather alerts, school or grade level specific reminders, attendance, or lunch account information. In addition, you will receive pertinent information regarding upcoming events. These messages will also be sent via text messages (short versions) and emails. Please be aware that you will miss these important messages if the school does not have your accurate contact information.

Website - the school's website will continuously be updated with pertinent information.

Mini Marquees - are placed in the front of the school. Some reminders are shared in this fashion.

Twitter and Facebook - Please follow the school on Twitter and Facebook for updates and photos. The school posts current events using these accounts. We don't want you to miss out!

Communication Tuesdays/Graded Materials and Notices-

Please be on the lookout each Tuesday for important information. This year, Tuesday will be the designated day in which important school wide notices and flyers. Please note, however, that most notices and flyers will be sent to you electronically via Parentlink and/or Dojo. In addition, your child's teacher will distribute your child's work and information regarding your child's progress on Tuesdays. Please sign the folder and return the following day. Please note that exams will not be sent home.

Dojo

Parents are asked to sign up for Dojo. Our staff has adopted Dojo as the electronic communication system between your child's teacher. There is a behavior tracking system that is meant as a positive reinforcer and does not account for any mishaps. You will be able to email your child's teacher directly using this system as well. Kindly permit a 24 hour turn around for teacher responses. Teachers cannot interrupt instruction to respond as this will take away from your child's education. In order to personalize your experience and maintain a positive relationship with our families, we will not use Dojo for sensitive topics or conversations that would require more than a brief email.

Please update your contact information each time there is a change. This will help minimize the chances that you miss important information.

What To Do If You Need Help?

We are here to help you! In order to provide you with the best service possible, we ask that you follow the guide below.

For Academic Concerns – First, contact your child's teacher. Based upon the nature of the conversation, a face to face conversation may be most appropriate. If you have already met with the classroom teacher and are still in need of further assistance, Mrs. Sforza, our Instructional Coach, will be able to assist you. Please call the front office and leave a message or email at mary.sforza@browardschools.com or 754-322-6400. She will get back to you within 24 hours.

For Concerns regarding English Language Learners (ELL) – You may contact Mrs. Sforza, our Instructional Coach. Please call the front office and leave a message or email at mary.sforza@browardschools.com or 754-322-6400. She will get back to you within 24 hours.

For Response to Intervention – If your child is in the Response to Intervention process, Ms. Aiello, our Guidance Counselor, is the coordinator. Please contact Ms. Aiello at cara.aiello@browardschools.com or at 754-322-6400. She will get back to you within 24 hours.

For Concerns with Student Behavior – First contact the classroom teacher; however, if you require further assistance, please contact our Assistant Principal, Mr. Huff. Please contact Mr.

Huff at derrick.huff@browardschools.com or at 754-322-6400. He will get back to you within 24 hours.

For Concerns with Staff Members or Customer Service, - Please contact Mrs. Pekrol, the Principal's Secretary at anne.pekrol@browardschools.com or 754-322-6400. She will get back to you within 24 hours.

For Concerns with Attendance, - Please contact Mrs. Loss, the Information Management Tech, at phyllis.loss@browardschools.com or at 754-322-6400. She will get back to you within 24 hours.

For Exceptional Student Education (ESE), IEPs, Gifted Educational Plans (Eps), Hospital Homebound, severe medical needs that require intensive assistance, 504 Accommodations, or Other Health Impaired (OHI) – Please contact Ms. Hickman, E.S.E. Specialist, at kelly.hickman@browardschools.com or at 754-322-6400. She will get back to you within 24 hours.

For Mental Health, Crisis Intervention, our General Guidance Services, - please contact Ms. Aiello, our Guidance Counselor, at cara.aiello@browardschools.com or at 754-322-6400. She will get back to you within 24 hours.

For Volunteering Information, - please contact Ms. Aiello, our Guidance Counselor, at cara.aiello@browardschools.com or at 754-322-6400. She will get back to you within 24 hours.

If you do not receive a response within 24 hours, please email the individual once again with a copy to Mrs. Rothman at barbara.rothman@browardschools.com. Please remember that your first line of communication is always the teacher; however, there may be times in which you require additional assistance. Our goal is to have a positive relationship with you so that your child's educational experience is a positive one.

Ways You Can Help Our School

- Join the PTO, School Advisory Council, School Advisory Forum
- Attend night events including parent workshops and festive events
- Download Shoparoo on your phone and participate
- Send in your BoxTop\$ for Education
- Participate in fundraisers
- Volunteer in the garden, field trips, classrooms, media center, decorate for an event, prepare for the fifth grade dance, cut out laminations, decorate, help with musical events, listen to a child read, donate your gently used clothes/shoes, help in the cafeteria, field day, and more!

Directory...

Your first line of defense is always your child's teacher. However, there are times in which you may need further assistance. 😊 Kindly call the front office at 754-322-6400, and our clerical staff will connect you with the individual you are seeking. You may also wish to email the person directly. Email addresses are located on the school's website.

Academics	Mrs. Maryann Sforza, Instructional Coach
Aftercare Supervisor	Ms. Sarah Clark
Attendance	Mrs. Phyllis Loss, Informational Management Tech
Behavioral Concerns	Mr. Derrick Huff, Assistant Principal
Cafeteria	Mrs. Myosha Moreland, Cafeteria Manager
Counseling Needs	Ms. Cara Aiello, School Counselor
Customer Service	Mrs. Anne Pekrol, Office Manager
English Speakers of Other Languages	Mrs. Maryann Sforza, Instructional Coach
Free or Reduced Lunch	Ms. Jennifer Cassara, Clerk
Gifted Screening	Ms. Kelly Hickman, E.S.E. Specialist
Hospital Homebound	Ms. Kelly Hickman, E.S.E. Specialist
I.E.P.s	Ms. Kelly Hickman, E.S.E. Specialist
Quantum Leap Program	Mrs. Maryann Sforza, Instructional Coach
Media/Library	Ms. Sarah Clark, Media Clerk

P.T.O.	Mrs. Miriam Hernandez, P.T.O. President
Reassignments or McKay Scholarships	Mrs. Phyllis Loss, Informational Management Tech
Referral to School Social Worker	Ms. Cara Aiello, School Counselor
Response to Intervention	Ms. Cara Aiello, School Counselor
School Advisory Council	Mr. Derrick Huff, Assistant Principal
Title I	Ms. Kelly Hickman, Title I Liaison
Truancy	Mrs. Cacace-Perez or Ms. Cara Aiello, Truancy Liaisons
Volunteers	Ms. Cara Aiello, School Counselor
504 or Other Health Impaired	Ms. Kelly Hickman, E.S.E. Specialist

Forest Hills Elementary

3100 N.W. 85th Avenue
Coral Springs, Florida 33065

754-322-6400
(fax) 754-322-6440
Aftercare 754-322-6443

The School Board of Broward County, Florida

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