

# Forest Hills Elementary 2024-25 Parent Handbook



## A Warm Welcome from Principal Rothman...

Dear Parents and Students,

Welcome to the 2024-2025 School Year! We are all eager to begin our educational adventure and provide our students with another year of personalized instruction. Our theme this year is *"Lights. Camera. Learn!"* Our objective is to positively impact student learning so that all students grow both social-emotionally as well as academically. We will be focusing on providing an educationally sound foundation for our scholars' future endeavors. After all, academics is not the only component of a successful individual.

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. Please read it carefully and 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!

It Is Going to Be a Positively Memorable Year!

***Mrs. B. Rothman***

Barbara Rothman, Ed.S.

Proud Principal

## About Us...

**Our Mascot** - The Ranger Bear

**School Colors** - Forest Green and White

**This Year's Theme** - *"Lights. Camera. Learn!"*

Forest Hills is proud to be recognized for its Innovative Program: Quantum Leap. Our school offers this accelerated program for our K-5 eligible students. As a technology-oriented school, all our K-5 students utilize tech devices including laptops. Most, if not all classes have a 1 to 1 ratio of laptops for students to utilize in the 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 State BEST Standards and its rigor.

Our various preschool programs include V.P.K., ESE Specialized Classes, and ESE Intensive Classes. These programs provide valuable skills for matriculation to kindergarten.

Students are provided with enrichment classes including Art, Music, and Physical Education. We are fortunate to have spacious grounds for our students to enjoy during recess and physical education. Students are able to take advantage of a piano lab as well as a homey music room. Our art program offers students the ability to express themselves through the visual arts. Additional extracurricular activities such as student council, debate, art club, Paw Pals mentoring program, basketball club, Mathletes, and Planeteers offer students hands-on learning experiences while enhancing social skills. Students also visit our newly renovated media center on a regular basis to check out books of interest. Parents are welcomed to check out materials as well. Our beautiful campus includes a Certified Wildlife Habitat recognized by the National Wildlife Federation and awarded the Mayor's School Garden Bloomers Award. The campus also has an impressive playground area with age-appropriate equipment, basketball courts, and a shaded gazebo for students to enjoy.

Our goal is to provide your child with a personalized instructional pathway that focuses on his/her academic needs as well as socio-emotional learning with the end result leading to our students' educational success.

We are a diverse community that has over 650 students coming from within our boundaries as well as other areas across Broward County. We accept eligible reassignments as well as Step Up Scholarship students alike.

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. We proudly run our own aftercare program, and it is monitored by school staff. Students in our aftercare program are directly escorted to our aftercare areas. You will not have to worry about transitioning from school to another facility! Attendance is taken for safety reasons immediately upon arrival. There are NO WAITS! Avoid having your child wait for an aftercare bus. Join our aftercare and avoid having your child 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 including homework help, computer access, and especially the tutoring services that are included in one low price!

Our aftercare has several enticing features including the following:

- Homework Help
- Crafts
- Early Release – engaging special activities
- Tutoring by our expert teachers
- Hot supper program
- Playtime with Friends (socialization is important)
- Extracurricular programs of interest to the students
- Computer access for enrichment
- Robotics Club
- Birthday Club

Aftercare Regular Time: Begins at dismissal - 6 p.m. (including on early release days)  
Please call the front office or our Aftercare Supervisor for further information.  
Aftercare direct phone number: 3:00 – 6:00 p.m. 754-322-6443

## Allergies and Health Concerns

We ask that you detail your child's medical history on your registration form. Should your child have a severe allergy, please contact our E.S.E. Specialist, Ms. Hickman. If there are any food allergies, be sure to notify your child's teacher as well. Should you have any concerns regarding breakfast or lunch menus, you will need to provide a doctor's note to the Cafeteria Manager and follow the Food and Nutrition Department's process. In addition, our E.S.E. Specialist will act as a liaison as well to ensure that both the cafeteria and the school staff are informed of your child's food restrictions. Should your child require any emergency medication, our E.S.E. Specialist and the School Nurse will work together to assist you.

## Birthday Celebration



Parents are welcomed to bring in store-bought cookies, cupcakes, or doughnuts for birthdays provided that the following are practiced:

### \* No cakes, please.

Student or parent must bring the items to the front office in the morning. The front office will take the birthday items and bring them to the cafeteria for lunchtime. Celebrations will not occur during instructional time and can only take place during the student's lunch time. No exceptions. Classroom instruction cannot be interrupted.

- \* No rings or toys that are used to decorate the goodies.
- \* No nuts or peanut butter items.
- \* Only store-bought items. **No homemade foods are permitted.**
- \* Be sure to keep the ingredients of the items on the container in case of student food allergies.
- \* Bring enough for the entire class.

Goodies will be shared with the class in the lunchroom during your child's lunch time. Goodies must be able to be quickly distributed when students are done with their meal: pull apart cupcakes, cupcakes, cookies, or doughnuts. No pizza, chips, sodas, etc.

Student birthdays are also highlighted during our morning announcements if they have media release. Please be sure to complete the Code of Conduct so that your child can fully enjoy celebrations and acknowledgements such as these.

### Code of Conduct

We expect that all parents carefully read and acknowledge the District's Code of Conduct. The school staff aim to partner with parents and encourage this positive behavior as well as expected dress code. The Code of Conduct also has other pertinent information and can be accessed through the school's website.

## Communication – The Home and School Connection...

Please provide the front office with your updated best contact number/s and email address. Be sure to update your emergency contacts as well as health/allergy concerns. It is important to us that we keep you informed and are aware of any changes related to your child. Here are a few ways in which our school will contact you and keep you "in the know".

### Contact Numbers and Emails

Please make sure that the school has your accurate contact telephone numbers and emails. Make sure to update your number when needed. Please check your emails on a regular basis to ensure that you do not miss any emails from the school. In addition, it is advisable that you keep the school's phone number stored on your phone so that you can easily recognize the phone number to ensure that you do not miss any phone calls from the clinic, teacher, administration, or an informative ParentLink.

### Email Address

Forest Hills has a shared e-mailbox that is checked by the office staff daily for communication from parents. Please allow 48 hours for a response. Parents can send doctor's notes, or other pertinent documents and questions to: [ForestHillsES@browardschools.com](mailto:ForestHillsES@browardschools.com). Should you require immediate assistance, please call the front office at 754-322-6400.

### Graded Materials and Notices

Please be on the lookout each Tuesday for important information in your child's take-

home folder. In addition, your child's teacher will distribute your child's work and information regarding your child's progress on Tuesdays. Please note that exams will not be sent home, and most flyers will arrive via ParentLink.

### *Marquee*

We have a marquee located on the southeast corner of the school which will also display pertinent information. Brief messages are displayed on our marquee.

### *Parent Conferences and Interim Progress Reports*

Teachers will schedule 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 welcome to request an additional conference at any time. We prefer face to face conferences so that the teacher can share pertinent documents with the parent. Please be advised that staff members can only have conferences with the child's legal guardian. However, parents may bring others to the conference if he/she prefers. Interim progress reports are provided to students each quarter if there is a concern such as attendance, tardiness, behavior, or academics. Please review the District calendar for dates of interim issuance. Students with I.E.P.s or E.P.s will also receive a progress report at the end of each quarter as well.

### *ParentLink*

ParentLink robot calls will be made to notify you of severe weather alerts, school or grade level specific reminders, attendance, or lunch account information. Some messages may also be sent via text messages (short versions) as well as emails. Please be aware that you will miss important messages if the school does not have your accurate contact information or opt out of ParentLink.

Please make sure that the school has your email address as well as working contact numbers that you readily listen to. This should be the first point of contact on your registration form as this will be the number that will be called for communication. In addition, ParentLink may also provide an email notification of the same message. Please make sure that the school has your accurate email address as well.

### *School Newsletter*

The newsletter is distributed via ParentLink on the first of each month. Newsletters are also archived on the school's website. Important events, recognitions, and information are provided as a part of the content.

### *Social Media-Twitter, Facebook, Instagram, Website*

Please follow the school on Twitter (@FHERangerbear) and Facebook (Facebook.com/foresthills.coralsprings) for updates and photos. In addition, we are on Instagram: fhe\_ranger\_bears and have our own website: [www.browardschools.com/foresthills](http://www.browardschools.com/foresthills). The school will post current events using these accounts. We do not want you to miss out!

### *Student Planners and Communication Folders*

Each second, third, fourth, and fifth grader will receive a complimentary student planner. Students write in the planner daily to record homework and various information. Parents must review and SIGN their children's planner daily. 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.

All PreK through fifth grade students will use a communication folder. The communication folder will hold your child's homework as well as necessary documents mentioned above for your review. Check your child's backpack daily to keep up to date with your child's progress.

### **Field Trips**

Throughout the school year, each grade level participates in at least one, off campus excursion 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. Payments are made using the school's e-Store. Note: there are **NO REFUNDS. NO EXCEPTIONS.** Chaperones are needed on every trip. Please sign up for volunteering and become eligible to chaperone. Your child will love it!



Please be aware that if there is a concern with your child participating on the trip, the classroom teacher and/or administration will contact you. Trips are meant to enhance the instructional curriculum; however, they are also a privilege; and therefore, students who are a behavioral concern may not be able to attend the field trip. According to 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." The safety of your child is extremely important to us.

## Forest Hills Procedures...

### Start Times:

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

*Preschool Programs* – Arrival begins at 7:50 a.m. and the Late Bell rings at 8:10 a.m.

*Kindergarten – Fifth Grade* – Arrival begins at 7:30 a.m. (for students who are not having breakfast) and the Late Bell rings at 7:50 a.m. Students should be in their designated arrival area by 7:45 a.m.

**\*\***(K-5 Students eating breakfast at school may enter between 7:00 a.m. and 7:30 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 by the late bell to not be marked tardy. This includes all preschool through fifth grade students.

### Dismissal Times:

*Preschool Programs* – 1:15 p.m. (No exceptions. We cannot keep your preschooler until K-5 dismissal as there is no supervision. If you are unable to pick up at 1:15 p.m., you may register your child for our in-house aftercare program for a fee.)

*Kindergarten – Fifth Grade* – 1:50 p.m.

### Attendance, Tardiness and Early Pickups

Every minute counts. Attendance is key to your child's success. Forest Hills abides by the District's attendance policy. You may review the policy while reviewing the District's Code of Conduct. The attendance policy is also located on the School Board's website.

- The homeroom teacher will record student attendance immediately after the late bell. Parents are encouraged to monitor their child's attendance.
- Students who are late to class will be recorded as Tardy (unexcused). Please note that you may receive a robot call indicating that your child was absent. This occurs at times depending on the time in which your child arrives to school. You may verify that the correction was made by contacting your child's teacher.
- A student who is not present during instruction will be recorded as absent (unexcused). Parents must follow the District's attendance policy and call in absence for possible excusal. Please note that both excused and unexcused absences count towards truancy. Should your child demonstrate a pattern of non-attendance, you may be required to submit doctor's notes for excusal. Please refer to the Student Code of Conduct for additional information including truancy.



### BCPS Mobile App

- The [BCPS Mobile App](#) includes real-time attendance for students from kindergarten through 12th grade. Parents are encouraged to monitor daily student attendance to ensure that their child's attendance is accurate.

### Reporting an Absence by Phone - Attendance Line

- Parents may report a reason for absence by phone (754-322-6402) using the school's attendance line, posted on the "Report an Absence" page of the school's website.
- Please review the Broward County Public School's Code Book for Student Conduct for reasons for excused absences. It is the responsibility of the parent to follow the protocols to properly report all absences.
- *Early pickups* will not be permitted after 12:45 p.m. (PreK) and 1:20 p.m. (K-5) as it disrupts the safety of the dismissal process. In addition, although at times an early pick-up is inevitable, it should only be a last resort. Instruction takes place until the very end

of the day. Early pickups not only disrupt the instructional flow but also causes your child to miss valuable learning time. Please be aware that early pick ups also count towards absences and minutes are accrued.



### Reporting an Excused Absence

- Report an Absence Online
- Parents are encouraged to report the reason for the absence to the school's attendance manager.
- Using the Online Absence Reporting Form on Forest Hills website, under Contact in the main menu, select "Report an Absence." Parents will receive an emailed copy of the submitted form. The submitted form will be reviewed by the attendance manager.
- Email doctor's notes to: [ForestHillsES@browardschools.com](mailto:ForestHillsES@browardschools.com)



### Tardy Students

Gates and doors close immediately upon the late bell ringing (7:50 a.m. for K-5 and 8:10 a.m. for PreK), and instruction begins thereafter. Students must be escorted to the front office by a parent/adult to receive a late slip. Child will submit the late slip to the classroom teacher upon entering the classroom. Please see attendance section above and the Code of Conduct for additional information. Please do not block the fire lane. Do not park on the grass. Kindly use one of the unmarked parking spaces located in the front of the school where the front office is located. Always have your government issued picture id and be prepared to present your id to the front office to access entry.



## Arrival Procedures

### Preschool Program Arrival

Our preschool arrival begins after the elementary students at 7:50 a.m. Students will receive their breakfast after their arrival process is completed.

Following arrival, Pre-K students will head to the Forest Hills Café to enjoy breakfast. Pre-K students arriving after 8:10 a.m. must be escorted by parents. Parents must park in a parking space and sign their child in at the front office. Do not block the fire lane. Be prepared to present your government issued picture id card. Review car rider section.

Pre-K Car Riders – Parents will not be permitted to drop off earlier than 7:50 a.m. via car through the car loop. Please pull all the way forward and assist with the exit of your child from the car. Please be sure to have your child's items, such as backpack and lunch box, ready for a smooth drop off during arrival. This will help the flow of traffic as well. Place your child's seat on the side of the car nearest to the sidewalk. Do not drop off your students on the road. Always have your pick up card on the car's dashboard for identification purposes while on campus grounds. Always have your government issued picture identification as well. Review car rider section.

Pre-K Walkers – Parents should arrive at 7:50 a.m. by walking to the stop sign located at the SE corner of the car rider loop if you are coming from the south. If you are coming from the north, please remain by the NE corner of the school grounds. Do not come onto the campus. Arrival begins at 7:50 a.m. Please do not walk through the parking lot or past the arrival areas as this is a safety hazard. Do not block traffic in the front of the school. **If you arrive by car, please go through the car rider loop.** Please do not park in the fire lane, grassy areas, or along Forest Hills Blvd. Always have your pick up card on hand for quick identification. Always have your government issued picture identification as well. Review walkers section.

### PreK through Fifth Grade Arrival

7:00 a.m.- **Only** K-5 students eating breakfast from the FHE Café will enter the building. All other students must come to school at 7:30 a.m.

7:30 a.m. - K-5 students who are **NOT** eating breakfast arrive on campus. PreK students are not permitted to enter campus until their arrival time. PreK students will eat breakfast with their class.

7:45 a.m. - K-5 students begin to enter classrooms at this time. Please plan to have your child at his/her hallway or designated morning spot before 7:45 a.m.

7:50 a.m. - All K-5 students must be in class and ready to begin the day. Students will be marked tardy at 7:50 a.m. if they are not physically in class, so please arrive with ample time. Parents will need to pull into a parking space and report to the front office to receive a tardy slip. **DO NOT** block fire lane or let your child walk up unescorted by adult.

7:50 a.m. - PreK students arrive. Do not drop off earlier as we do not have supervision for your child prior to 7:50 a.m.

8:10 a.m. - Late bell rings for PreK. Parents arriving after 8:10 a.m. must pull into a parking space and report to the front office to receive a tardy slip. **Do NOT park in fire lane.** Parent must stay with the child until a staff member can escort the child to the classroom. Always have your student pick up card visible and be prepared to present your government issued picture identification card to the front office for access to entry.

K-5 Students must be in the breakfast line no later than 7:30 a.m. so that they are not late to class and have ample time to eat. Please note that teachers pick up their students at 7:45 a.m. from the hallways. Therefore, students should be in their designated arrival areas by that time so that they are escorted by their teacher and begin the morning classroom routines.

Breakfast is available to all students at the school. Please work with your child at home to help him/her learn the breakfast/lunch number. Breakfast/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.



### Car Rider Rules for Arrival and Dismissal

- Place the school issued Parent Identification Placard in your driver's side window for easy view. Please keep it in this location for the entire car rider's process. If you do not have a Parent Identification Placard, you will be asked to park your car to contact the

front office. You will need your driver's license for identification purposes. If you should need another Parent Identification Placard, we will gladly provide you with an additional card.

- It is the parents' responsibility to inform other adults who pick up the child of the school's procedures, policies and rules.
- Have your government issued picture identification card with you.
- Follow the traffic pattern. See section for traffic pattern.
- Stay in your car. Pull all the way forward.
- No usage of cell phones.
- Do NOT honk your horn.
- Tone of decency is expected when addressing other parents and/or staff members.
- 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 be ready to promptly enter/exit the vehicle upon the vehicle stopping. Please make sure that your child has everything ready in the morning to ensure a quick exit from car in the morning.
- If your child requires some additional time to prepare for exiting the car in the morning, kindly pull into an unmarked parking space and assist your child.
- Upon your child exiting the vehicle, please move forward and exit the parking lot to keep the traffic flow moving.
- Do not back up or put your car in reverse.
- Be mindful of pedestrians.

### Walker Rules for Arrival and Dismissal

1. It is the parents' responsibility to inform other adults who pick up the child of the school's policies and rules.
2. Parents must have school issued pickup placard and state issued photo id.
3. Students will be walked to the designated release area at the bell.
4. Parents are not permitted on campus and are requested to remain at designated area for security and safety purposes.
5. Use the safety crosswalks with the crossing guards.
6. Do not cut through traffic or parking lot.

7. When in need of crossing through the car rider lane, use the cross walk.
8. Students walking from the north (from Sample Rd.) toward the school will enter campus by the NE corner near the bus loop. Students walking from Forest Hills Circle will enter through the SE corner (near the stop sign/driveway area).



### Bike Rider Rules for Arrival and Dismissal

1. Bikers will follow the same procedures as walkers. See walker section.
2. Students coming from the north (from Sample Rd.) toward the school will enter campus by the NE corner near the bus loop. Students coming from Forest Hills Circle will enter through the SE corner (near the stop sign/driveway area).
3. Bikers will be escorted to the walker's dismissal area.
4. Students must have a helmet. It's the law!
5. Students must walk their bike on/off campus.
6. All walker's regulations must be adhered to.
7. If there is severe weather dismissal and your child must leave his/her bike, it is the parent's responsibility to immediately retrieve the bicycle.

\*Please note that the school is not responsible for any bicycles left on campus. Should there be a time in which you need to pick up your child due to severe weather, illness, or another reason, please have a plan to pick up your child's bicycle. It is recommended that you do so the same day and not leave your child's bicycle overnight.

### Dismissal Procedures

After the bell rings, students who walk home by themselves, or ride a bike, scooter, etc. will leave the stop sign. Students who are walkers that are escorted by an adult with a pickup placard will remain at the stop sign to be dismissed. All adults picking up walkers must have a pickup placard readily available. 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 at school by 1:50 p.m. to pick up. All walkers will be released at 1:50 p.m. If you plan on meeting your child at dismissal, you must be there at 1:50 p.m. or your child will be dismissed.



## 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. Please note, if we are under a lightning strike warning, and it is not raining, we must follow severe weather dismissal for the safety of your child. However, if it is only raining, and we are not under a lightning strike warning, we will release your child. Be sure to have rain gear inside of your child's backpack in the event it is a wet dismissal.

Each parent/guardian must have a severe weather plan and know who is picking up the child. If you designate another individual to pick up your child during severe weather, it is the parent's responsibility to ensure that the adult picking up the parent has a pick up card and government issued picture id. In addition, the parent is expected to ensure that the person picking up is aware of our protocols. Please read these pertinent sections in our parent handbook and share with the person who is eligible for picking up your child. Please ensure that these individuals are on your emergency pick up card. Procedures are as follows.

1. ParentLink will be sent out if time permits.
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 Identification Placard easily visible to permit staff to read the placard quickly.
3. Walkers and bike riders **MUST BE PICKED UP BY AN APPROVED ADULT**. It is not permissible to have students wait until severe weather has passed as there is no afterschool supervision for students (unless you have previously registered and are a customer in good standing with our aftercare program); and therefore, each parent is expected to have a plan prior to the start of the school year. Please be sure to update your form with current information as to who will pick up your child in the event of a severe weather dismissal. We strongly suggest that you change the dismissal to a car rider and stay in your car. However, if you must come on foot and must be a walker, you will be asked to meet your child with your Parent Identification Placard. Walkers will be escorted to the white door located by the south parking lot.

- a. Please be sure to have your Parent Identification Placard and arrive on time. If another person is picking up your child other than you, be sure to provide that individual with a Parent Identification Placard. All individuals must have a government issued picture identification as well. Be sure to list your severe weather pick up person on your child's emergency contact form. Last minute changes will only be permitted under extreme circumstances.
- b. Your child's safety is truly of the utmost importance to us. Please feel free to ask the front office for an additional Parent Identification Placard. Note that the school does not have child supervision after school; and therefore, you must have a plan to pick up your child during severe weather dismissal. You are also encouraged to register your child in our aftercare as this is yet another benefit of our in-house service.



### *Changes in Dismissal*

For the safety of your child, upon arrival, please be sure to submit a change of dismissal in writing no later than the day of the change. **In case of an emergency ONLY, you must call the front office no later than noon with the change of dismissal.** Be sure to call from a phone number that we have on file for you so that we can confirm. If a different person will be picking up your child, be sure to give the name of the person as noted on his/her government issued photo identification. The individual must have his/her photo identification to present at the time of student release. Students WILL NOT be released to anyone who does not have photo identification. Please be proactive and be sure to place all 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. Be sure to review the school's protocols with the person who is picking up as he/she is expected to adhere to the procedures set in place. 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 addresses as soon as you make a change. This will help the school contact you in the event there is any emergency. In addition, be mindful of who you place as any additional pickup person. Place all individuals who can pick up your child on the emergency contact form. All individuals, however, who are picking up at dismissal must have a school issued parent pick up placard. In addition, all adults should have a government issued picture identification 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.

## Parking

Please park your vehicle in an unmarked parking spot using the parking lot on 85<sup>th</sup> Avenue (the front of the school). Kindly refrain from using the fire lane, grassy areas, or marked parking spaces. Do not park in the neighborhood. For safety reasons, the north and south lot are locked and only accessible to staff members unless there is a special event which requires additional parking for guests. Be prepared to share the nature of your visit with the staff member who greets you and have your government issued id visible to show to the camera.. Always carry your pick up placard and your government issued picture identification card with you.

## Safety & Security

**In an emergency, call 911 immediately. Please be aware that we take the safety of our campus very seriously; and therefore, we will not hesitate to follow all needed safety protocols should a possible breach of our security occur.**

- All of the following methods may be used to submit a safety concern that is not urgent. You may choose to submit a tip **anonymously** or with contact information. You may also contact the School Principal should you have a concern.
- Help identify and intervene with at-risk individuals BEFORE they hurt themselves or others by reporting non-urgent threats, harassing behaviors, illegal activity (vandalism, theft, the sale of drugs), as well as information about planned crimes. Please do not submit information here that is not safety or security related. Please call the District's main phone number 754-321-0000 and ask to be directed to the appropriate department. Thank you.

## Tone of Decency

It is the expectation of our school, that parents adhere to all items in the parent handbook and also maintain a tone of decency while visiting our campus. Violent gestures and inappropriate language shall not be tolerated. We expect that all parents and guests model positive behaviors, refrain from using profanity, and adhere to all policies and procedures. Any action that breaches the safety of our campus or a hostile environment shall not be tolerated. We ask that parents join our stance as we keep a loving and safe climate for our children.

## 5 Ways to Report a Tip

Submit an Anonymous Tip\*:

*Please include as many details as possible. (Ex: name of school, physical characteristics, social media handles, etc.)*

- Call: 754-321-0911 (staffed 24/7)
- Email: [school911@browardschools.com](mailto:school911@browardschools.com)
- Download Free Mobile App:

- A blue banner for SAFERWATCH. On the left is a white Wi-Fi symbol. To its right, the word "SAFERWATCH" is in large white capital letters. Below it, in smaller white text, is "Communicate with law enforcement seamlessly and report potential threats and suspicious activity." On the right side of the banner is a hand holding a smartphone displaying a map application.
- A dark blue banner for FORTIFYFL. On the left is a red megaphone icon. To its right, the word "FORTIFYFL" is in large white capital letters. Below it, in smaller white text, is "Instantly report suspicious activity to appropriate law enforcement agencies and school officials." On the right side of the banner are two smartphones. The one in front shows the FORTIFYFL app interface with a "Report a Tip" button. The one behind shows a "Tip Report - Step 2 of 4" screen.

<https://www.getfortifyfl.com/>

## Visiting the Front Office

In order to enter the front office, you will need to present your Government Issued Photo Identification Card to the camera located by the front office door. Be prepared to state the nature of your visit. Student Pick Up Placards may not be substituted for your Government Issued Photo Identification Card; however, we ask that you hold your placard up as it helps us identify you as a parent or someone who belongs at the school. You will not be permitted inside of the building if you are unable to produce your government issued photo identification card. Please be prepared to state the nature of your visit. THIS INCLUDES AFTERCARE PARENTS AS WELL. We apologize for any redundancy or inconvenience.



## Ranger Bear Café

### *Breakfast Prices*

To be determined.

### *Lunch Prices*

To be determined.

It is recommended that you apply for free and/or 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!

Lunch is served at various times. Ask your child's teacher for the specific lunch time.

Ice Cream is sold on Wednesdays.

You can place funds in your child's account through the e-store. There is a link to the e-store on the school's website: [browardschools.com/foresthills](http://browardschools.com/foresthills).

## The Ranger Bear Way...

### Code of Conduct ...The Ranger Bear Way

Forest Hills Elementary strictly adheres to Broward County Public School's 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.

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

We expect all students to:

TAKE CARE OF HIM/HERSELF

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 to maintain a safe and orderly environment on campus.

### School-wide Positive Behavior Plan

Forest Hills Elementary has a school-wide positive behavior plan. The goal of this plan is to maximize every child's education and maintain a safe as well as orderly environment. As part of this year's plan, we are implementing a reward system in which all PK-5 students will be able to earn points towards weekly Fun Friday activities as well as additional rewards for students who consistently demonstrate the following:

#### Fun Friday Activities Requirements

1. Students must be in attendance to earn points.
2. Students must wear their uniform.
3. Students must complete class and home assignments.
4. Students must adhere to the code the code of conduct and school rules.

Students will be able to earn a total of 20 points per week (4 points per day). Fifteen points will be required as a minimum to participate in Fun Friday. Students will have the potential to earn one point for each of the following categories: **wearing school uniform, morning responsibilities, afternoon responsibilities, and specials** totaling 4 possible points per day.

### Student Assignments – Late Submission Policy for Intermediate Grades 3-5

Students are expected to turn in their assignments on time. If a student is absent, the student is expected to adhere to the BCPS make up policy and turn in his/her assignments by the expected deadline. Students turning in late assignments will be graded as follows:

1 day late = 10% deduction

2 days late = 20% deduction

3 days late = 30% deduction

4 days late = 40% deduction

5 days late = 50% deduction

6 days late = 60% deduction

7 days late = 70% deduction

8 days late = 80% deduction

9 days late = 90% deduction

10 days late = 100% deduction (Student will receive a zero.)

**\*\*Once grades have been submitted to FHE administration and finalized, assignments will no longer be accepted as the gradebook will be closed.**

## Unified Dress Code

All students are required to wear a uniform (i.e. unified dress code attire) unless the child has received an APPROVED waiver by the principal or designee. 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, black or khaki pants, shorts, jumpers, skirts or skorts.

Friday is Spirit Day, so show your school spirit! School t-shirts are encouraged to be worn on Fridays. Spirit shirts are sold by our P.T.O. at the beginning of the school year. To order, visit the PTO site at [FHE-Pto.square.site](http://FHE-Pto.square.site).

Other special occasions take place throughout the school year in which students are encouraged to participate in. It is the expectation of the school and the district that students wear a school uniform. It does promote a safe environment for all.

## Student Identification Badges

Students will be provided with a picture id badge. Students will be handed a badge in the morning to wear throughout the day and then turn the badge in prior to dismissal. It is the expectation of the District as well as the school that all students regardless of age or grade level wear the picture id on a daily basis during school hours. Should your child attend our fabulous aftercare program, your child shall be issued another id badge to be used during aftercare.

## Library Media and Instructional Materials

Forest Hills Elementary abides by the House Bill HB 1069 and BCPS Policy 4120 as well as 4140. For additional information, please refer to the BCPS website. Should you have a concern with library media or instructional materials, please place your concern in writing and email the school principal at [barbara.rothman@browardschools.com](mailto:barbara.rothman@browardschools.com) with a copy to [anne.pekrol@browardschools.com](mailto:anne.pekrol@browardschools.com). This is the first step in the process.





### Visiting the Campus

All non-Forest Hills Elementary School Staff MUST report to the front office and present their government issued photo identification. The identification will be run through the District's Raptor security system. When cleared, you will be issued a temporary visitor's sticker so that you can enter the campus. Visitors are to remain in their designated visiting areas and refrain from entering other areas in the building. Upon leaving the building, please hand in your temporary visitor's badge to check out.

### Visiting Outside Therapists

Our school makes every effort to work with all requests and understand the importance of working together as a village for the betterment of all students. Our school adheres to all District protocols and abides by all its processes. A completed Private Provider Packet must be submitted to the E.S.E. Specialist and will be reviewed within the 30-day window. Partial packets cannot be reviewed. Careful consideration will be given to each request, specifically the benefits of outside therapies in the academic, school setting. Please refer to the Private Provider Packet for detailed information. Schedules will be carefully coordinated not to impede student/classroom progress and is at the principal's discretion. All outside therapists and techs must comply with the school's protocols and policies. Outside visitors including therapists and techs will not be permitted on campus during standardized testing.

### Volunteering

**We love our volunteers** and encourage our parents to apply online to become a BCPS volunteer at [browardschools.com/volunteer](http://browardschools.com/volunteer). 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.

## Ways You Can Help Our School

- Join the PTO, School Advisory Council (SAC), School Advisory Forum (SAF).
- Attend night events including parent workshops and festive events.
- Participate in fundraisers and planning.
- Volunteer in the garden, field trips, classrooms, media center, decorate for an event, prepare for the fifth-grade dance, cut out laminations, help with musical events, listen to a child read, donate your gently used clothes/shoes, help in the cafeteria, field day, and more!

## Website

The school's website will continuously be updated with pertinent information. You can access the FHE website at: [browardschools.com/foresthills](http://browardschools.com/foresthills).

## Directory...How Can We Help?

Your first line of defense is always your child's teacher. If you have a concern regarding the classroom, please make an appointment with 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. Should the teacher and the point of contact below not help you resolve your concerns, please contact Mrs. Pekrol, Principal's Secretary and Office Manager, to schedule a conference.

Academics	Mrs. Genov and Ms. Eloy, Instructional Coaches
Aftercare Supervisor	Ms. Clark, Supervisor
A.S.D. Coach	Mrs. Antonini, A.S.D. Coach
Attendance	Mrs. Loss, Informational Management Tech
Behavior Concerns	Mr. Huff, Assistant Principal
Buses	Ms. Bitton, Transportation Liaison
Cafeteria Concerns	Mrs. Hinds, Cafeteria Manager
Counseling Needs	Ms. Bitton, Guidance Counselor
Customer Service	Mrs. Pekrol, Office Manager
English Speakers of Other Languages	Ms. Eloy, Instructional Coach
Free or Reduced Lunch	Ms. Cassara, Free/Reduced Lunch Coordinator
Gifted Screening	Ms. Hickman, E.S.E. Specialist
Hospital Homebound, Medical, Allergies	Ms. Hickman, E.S.E. Specialist
I.E.P.s, 504 or Other Health Impaired (OHI)	Ms. Hickman, E.S.E. Specialist
Quantum Leap Program	Mrs. Genov, Instructional Coach
Media/Library	TBD, Clerical Staff
P.T.O.	Mr. Laverde, P.T.O. President
Reassignments or Step Up	Mrs. Loss, Informational Management Tech
Referral to School Social Worker	Ms. Bitton, Guidance Counselor
Registrations	Mrs. Cristina Martinez
Requests for Outside Therapists on Campus	Ms. Hickman, E.S.E. Specialist
Response to Intervention (RTI)	Mrs. Genov, Instructional Coach
Safety	Mr. Huff, Assistant Principal
School Advisory Council (SAC)	Ms. Marini, SAC Chairperson
School Advisory Forum (SAF)	Mrs. Bogle, SAF Chairperson
School Resource Officer	Officer Konecke, Coral Springs Police Department
Technology	Ms. Clark, Technology Support Specialist
Testing Coordinator	Mrs. Antonini, A.S.D. Coach
Textbook Coordinator	Ms. Eloy, Instructional Coach
Title I	Ms. Hickman, Title I Coordinator
Truancy	Ms. Bitton, Truancy Liaison
Volunteers	Mrs. Ana Ziade, Volunteer Coordinator

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## **Forest Hills Elementary School**

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(FAX) 754-322-6440

E-mailbox: ForestHills@BrowardSchools.com



**Facebook.com/foresthills.coralsprings**



**@FHERRangerBear**



**@FHE\_Ranger\_Bears**

## **The School Board of Broward County, Florida**

Lori Alhadeff, Chair, Debra Hixson, Vice-Chair, Dr. Allen Zeman,  
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The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158