



Parent and Student Handbook
2023 - 2024

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11010 Nob Hill Road
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(754) 322-9150
browardschools.com/heronheights

Mission of the School Board of Broward County

Educating today's students to succeed in tomorrow's world.

School Mission

Provide an innovative teaching and learning environment that will empower the school community to excel in the 21st century.

School Colors: Blue, Green, and White

School Mascot: Hawk

ALLERGIES

If your child has a food allergy, we MUST have a current doctors note on file each school year. If the allergy requires a cafeteria food substitution, the note must clearly state what the replacement item should be.

If your child needs to take medication at school, please bring the medicine with a completed Authorization for Medication Form signed by the doctor to meet and greet on August 18th. The nurse will be at HHE to receive the medication & forms.

ARRIVAL AND DISMISSAL PROCEDURES

Arrival Procedures

The main car line gate on Pine Island Road will open at 7:30am daily. Gates will be monitored as students arrive and locked and/or monitored after arrival. **White CurbSmart tags MUST be displayed on your rear-view mirror whenever you are on campus.** The students will only be permitted to exit the vehicle when the car line traffic has come to a complete stop. Please be sure to pull all the way forward and have your child ready to exit. Do not stop while traffic is moving and let your child out. For everyone's safety, students should only be dropped off in the car line. Your child should be ready to exit the vehicle from the passenger side. Please give hugs & kisses, backpacks, lunches, and water bottles prior to stopping. Please do not get out of your vehicle. PLEASE, for the safety of the students do not use your cell phone in the car line. The pedestrian gate will also open at 7:30am. Parents may walk their child to the gate. Only students will be permitted on campus through the gate.

School starts at 8:00am. If you arrive after the car line is done and there are no adults outside, please park and sign your child in late through the front office.

Dismissal Procedures

All families will receive 3 **White CurbSmart car tags.** (Keep it in a safe spot.) If your family requires additional car tags, please contact the front office. Students are dismissed at 2:00pm. Please be sure your child's teacher has their dismissal information. ALL students will have a tag on their backpack indicating their dismissal

procedure. Parents picking up in the car line should use the Pine Island entrance. All cars must **always display the white CurbSmart car tag on their rear-view mirror.** Any cars that do not have tags will be required to park and come in the front office to sign out their child. PLEASE, for the safety of the students do not use your cell phone in the car line. Walkers and bike riders will be dismissed through the pedestrian gate. Walkers and bike riders will not be permitted to leave campus if there is lightning in the area. Please have an alternative plan and CurbSmart tags in place for these situations.

If you need to change your child's dismissal, you must send in a **Change of Dismissal Form** with your child. This form can be found on our website under the "Parents" tab. If you need to change your child's dismissal after 8:00am, you must email the completed Change of Dismissal Form with a copy of your driver's license to the following

address: HeronHeightsES@browardschools.com Please then call the front office to confirm we have received your form. We are unable to take any dismissal changes after 1pm.

Early Dismissal

While we understand that certain situations necessitate the early dismissal of students, we ask that you keep these to a minimum. Signing out early may count towards establishing a pattern of non-attendance that may indicate early signs of truancy. A pattern of non-attendance may be established when early sign-outs exceed 5 days in a marking period or 10 days in two marking periods.

If you know in advance that you will be picking up your child early, please write a note to the teacher so the student will be ready when you arrive. **We will call the student out of class when you come in to the office.** Students will only be released to parents/guardians or another adult indicated on the Student Emergency Contact Card. Please have identification available. According to School Board policy, no student will be called for early dismissal after 1:30pm, as teachers are culminating the day's activities, assigning or clarifying

homework and preparing for dismissal. Additionally, students do not need to miss any more school time than absolutely necessary. *Please arrive prior to 1:30pm if early dismissal is necessary.*

Emergency Dismissal

An emergency dismissal is defined as a situation that occurs which requires the evacuation of the building and the need for the children to be sent home prior to regular dismissal time. A Student Emergency Contact Card must be completed online for each student. You can complete your child's online forms by going to <https://www.browardschools.com/backtoschool-onlineforms> Parents are responsible to be certain that this information is kept up to date so that your child KNOWS what to do in the event of an emergency dismissal. Please contact the front office with any information updates.

Gates

Gates will either be manned or locked during school hours. During those times when gates are not manned, you will be required to call into the front office (754) 322-9150 and wait until the appropriate personnel can admit you on campus. **You MUST show your ID at the gate and then again at the front office.** There will be periodic gate checks to allow visitors on and off the campus. Students should have everything they need when they arrive to school.

Lightning Day Dismissal

In the event of lightning, thunder and/or very heavy rains at dismissal, we will implement our Lightning Day Dismissal Procedures. Please create a back-up plan, notify your child and your child's teacher of the plan. Parents will be notified via Parent Link when we are implementing Lightning Day Dismissal Procedures. Always display the **white CurbSmart tag** in your vehicle on the rear-view mirror.

Bus Students:

- They should be dismissed on time.
- Make arrangements for pick up at the bus stop.
- Be aware that buses may arrive late due to weather conditions.

Car Riders:

- Stay in your car and we will call for your child.
- ALL cars MUST have car tags posted on rear-view mirror.

Walkers/Bike Riders:

- Students WILL NOT be allowed to walk or bike home even with an adult.
- Walkers and bike riders should be picked up in the bus loop after buses leave at 2:15. Be sure to have your curb smart tag displayed on your rear-view mirror. Use the entrance on Nob Hill Road.
- Make advance alternative arrangements to pick up your child or have someone on the Emergency Contact card pick up.

Please note we will hold students if it becomes unsafe to dismiss them. Thank you for adhering to the above procedures for a safe student dismissal.

School Buses

All eligible students needing bus transportation for the upcoming school year must register for bus assignment. Use the webpage below to register for a bus assignment.

<https://tfsweb.browardschools.com/ride>

Children riding buses will be escorted to their bus. Please be patient the first few days of school in waiting for late buses.

Only students who are assigned to a bus may ride the bus. Students can only ride the bus if they qualify for the service. Students who ride buses can not change buses or bus stops. This is a SBBC policy. Bus students must obey the bus safety rules. Failure to do so will result in disciplinary action. Please read the Code of Student Conduct for more information on unacceptable behavior and consequences. Please note students can be removed from the bus and bus privileges can be suspended for inappropriate behavior. If you know ahead of time that your child will not be riding home on the bus, please submit a change of dismissal form to the Front Office.

Each student riding a bus will be given a specific colored bus band, that must be attached to the student's backpack, for identification of the bus route and stop.

Walkers and Bikers

The crossing guards have authority and are to be obeyed. Bicycle riders are expected to observe all bicycle safety rules, including wearing a helmet, and staying on the bike paths. Although our bike rack is locked during the days, we advise you to provide your child with a lock for his/her bike.

Walkers should follow the appropriate walking route. They must remain on the sidewalk and must cross with the crossing guards at the designated crossing areas. The crosswalks have been determined by Broward County Traffic Department, not the school.

BACK-TO-SCHOOL FORMS

All parents are required to complete the Back-to-School Forms each year. They are for your child's safety. They are located at:

<https://www.browardschools.com/backtoschool-onlineforms>

ATTENDANCE

Absence/Tardy Policy

Student success in school is related to consistent and punctual attendance. A pupil is counted absent when he or she is not in attendance on days when school is in session.

It is important to be in school everyday. If your child is not in school, he or she may be displaying a pattern of non-attendance. (SB Policy 5.5)

Patterns of Non-Attendance

A student may be establishing a pattern of non-attendance when 1) he or she has an accumulation of tardiness, early sign-outs, and/or absences (excused and unexcused) that exceed 5 days in one marking period or ten days in 2 marking periods or when 2) he or she is absent an unexcused 5 days in 30 calendar days or 10 days in 90 calendar days (Florida Statute 1003.26 (b)). However, a student does establish a pattern of non-attendance when he or she has an accumulation of 15 unexcused absences within 90 calendar days, with or without parent's knowledge (habitual truant) (Florida Statute 1003.01 (8)).

Reporting Absences

Please report your child's absence the day before, the day of, or within two school days following the absence, or the absence will be considered unexcused. For your convenience, the Attendance Hotline is available 24 hours/7 days a week to report your child's absence. **Please call 754-322-9152.** If for any reason you cannot call the hotline, write a note signed by the parent or guardian, stating the date and cause of the absence. The note must be sent to school with your child when your child returns to school. Again, failure to notify the school of the absence will result in an unexcused absence.

Please note we are required to record the absences as unexcused until you report the reason for the absence

to us. Our phone call out system "Parent Link" will notify parents of the absence in the event the absence was not reported to the school. Some situations will require written documentation from a private physician or public health unit.

Excused absences include:

1. Illness of student. Any student who expects to miss at least 15 consecutive school days due to illness, medical condition, or social emotional reasons, or who would miss excessive days intermittently throughout the school year for the same reasons, and could benefit from instruction, should obtain a copy of the homebound referral packet from the guidance counselor.
2. Illness of immediate family member.
3. Death in family.
4. Religious holidays of the students' specific faith.
5. Required court appearance or subpoena by a law enforcement agency.
6. Special events: Examples of special events include important public functions, education enrichment activities, conferences, state/national competitions, as well as exceptional cases of family need.
7. Scheduled doctor or dentist appointments.
8. Students having or suspected of having a communicable disease or infection that can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (Florida Statute, 1003.22).

Heron Heights is a BTIP (Broward Truancy Intervention Program) School. This is a joint partnership program of the Broward State Attorney's Office and the School Board of Broward County. The program is designed to prevent excessive absences through parent notification and accountability, school interventions, and daily monitoring of attendance.

Parents are expected to communicate with school personnel regarding absences. Parents who do not comply are referred to the State Attorney's Office. To avoid notification from the State Attorney's Office please follow the necessary procedures. The Code of Student Conduct has more information on attendance.

Tardy Policy

Being on time for school is a valuable part of a child's learning and should be stressed. School is the workplace of our students. By being punctual, the student will have the needed time to prepare himself for the day's work in a relaxed manner and will ensure that daily instruction is not missed.

Tardiness may also count toward establishing a pattern of non-attendance. A pattern of non-attendance may be established by an accumulation of tardiness, absences (excused and unexcused), and early sign-outs that exceed 5 days (30 hrs) in a marking period or 10 days (60 hrs) in two marking periods.

A student is considered tardy if he or she arrives in class after 8:00am. Students arriving after 8:00am but before 8:05am are still considered late but should report directly to their classroom, entering through the front office. Students arriving after 8:05am must report to the office for a late pass. A tardy is excused for the same reasons that an absence is excused. You will receive notice if your child is consistently tardy.

BEFORE & AFTER SCHOOL CHILDCARE

Before & After School Care is available at Heron Heights Elementary School. Please contact our Supervisor, Dakota Moreau at 754-322-9172 or email dakota.moreau@browardschools.com

BIRTHDAY CELEBRATION POLICY

Birthdays can be celebrated in the classrooms. Parents are welcome to send in store bought individual treats for the class. Students/parents may not send in invitations to distribute for parties or request student contact information to distribute invitations. No party favors, flowers, or balloons will be allowed in classes. Be mindful of student allergies (NO NUTS).

CAFETERIA

Breakfast and lunch is free for all students
A la carte items including ice cream on Wednesdays will be on sale for purchase by using the My School Bucks account.

You can now add money to your child's school meal accounts online using www.myschoolbucks.com. This website accepts Master Card and Visa Credit and Debit Cards for payment into student meal accounts. Students may add money to their account in the cafeteria between 7:30 – 8:00am. Payment can be made with exact cash or with a check.

Meal menus are published each month and posted on <https://schools.mealviewer.com/school/HeronHeightsElementarySchool>

All students will be issued a cafeteria I.D. number that will be scanned each time they receive breakfast and/or lunch. Each student will receive a badge and lanyard.

Breakfast will be served between 7:30am. and 7:55am. Children bringing their lunches to school should include straws, napkins, and utensils, as the cafeteria does not provide these. PLEASE DO NOT pack GLASS containers, METAL cans, SOFT DRINKS, ENERGY DRINKS or ALUMINUM FOIL in your child's lunch because they jam the trash disposal system, causing a health hazard.

Fast food is prohibited in the cafeteria.

WATER BOTTLES

We encourage all students to bring refillable water bottles from home. Water fountains will be available if a student does not have a water bottle.

CLASS SIZE

Due to the state Class Size Reduction law, students may need to be moved between teachers after the start of school to ensure compliance with the required student limits. Please know that students' needs will continue to be met through proper instruction and services.

CLINIC

Parent/guardian authorizations are required each school year for the school clinic staff or school staff to administer daily or as-needed prescribed or over-the-counter medications, conduct medical procedures, or provide medical treatment.

The "clinic" at Heron Heights is located in the front office. In order for your child to receive any medical services such as check temperatures, apply ice, apply bandages, and simple first aid, you must indicate your permission to do so on the emergency contact card located on the Back-to-School forms page.

Our school nurse is allowed to give TLC (Tender Loving Care) and make the children comfortable. Often times rest will solve the problem. Our nurse works conscientiously to notify all parents about injuries or complaints your child may have. It is of utmost importance that the school office has a current telephone number and an emergency number in case of illness or accident while your child is at school. Update your information as often as necessary by sending a written note with the new information, or calling the school's office. Your child's welfare depends on accurate and current information. If for some reason you don't receive notification of your child's visit to the clinic please let us know. We work very hard to make sure parents are notified.

CODE OF CONDUCT/ DISCIPLINE

All Broward County Schools stress positive character development. Eight character traits have been selected and when practiced by all will enhance our schools and communities. Each month, we will focus on a different character trait in our daily activities. The eight traits are: responsibility, citizenship, kindness, respect, honesty, self-control, tolerance, and cooperation. A reciprocal atmosphere of respect, dignity, caring and appropriate behavior will be evident in all facets of school life. The administration, faculty, and staff of Heron Heights Elementary School encourage self-discipline by holding the student responsible for his/her behavior.

All teachers promote positive school behavior. Students will be instructed on expectations and consequences of school behavior. Any student who misbehaves in a severe manner will be immediately referred to the office. In addition, the Broward County Code of Student Conduct is in effect in all Broward County Public Schools. The book is prepared in order that all parents, students, and teachers can be aware of their rights and responsibilities in school. You can find information on the Discipline Matrix on the Broward County School website in the Code of Student Conduct.

Please review the Code of Conduct Booklet listing the District's rules in Policy 5.8, with your child.

CONFERENCES

Good communication between school and home is vital in the understanding of each student's progress. Individual parent/teacher conferences will be held at least twice during the school year. Parents are encouraged to contact the teacher when they feel the need to discuss any phase of their child's progress. Any concerns about your child or your child's educational program needs to be discussed with the classroom teacher first. Please do not contact administration until you have spoken with the classroom teacher. An appointment should be made in advance.

DRESS CODE

Appropriate dress can help create and maintain a positive learning environment. Students are expected to dress in a manner which honors their responsibilities and respects the rights of others. The Code of Student Conduct provides a description of appropriate school dress. Elementary students should not wear open-toed or backless shoes.

PHONES/WATCHES

These devices should be turned off or placed on silent mode from 8:00 AM – 2:00 PM. Watches cannot be used to communicate throughout the day. Repeated violations will result in confiscation of the device.

EARLY RELEASE DAYS

Early Release Days are scheduled to provide staff development and planning for our faculty. There are 6 Early Release dates listed on the school calendar on our website. Dismissal time is at 12:00pm for students.

FIELD TRIPS

Field trips are a valuable extension of the classroom curriculum when carefully planned and correlated with a unit of study. Permission notices are sent home for each field trip that is planned. Deadlines for return of the form and payment are noted. No child may attend a school field trip without the written permission of their parent or guardian. Payment for trips may be made online only with a credit/debit card. Please follow the deadlines indicated.

Only Heron Heights Elementary students are allowed to go on any field trip. Parent chaperones may not bring younger or older siblings. This is regulated by School Board policy.

The School Board of Broward County policy 6303 allows approved assigned chaperones with required clearance to accompany us on all field trips. There is one chaperone assigned to each class along with the teacher. Only chaperones assigned to the class are permitted to attend the field trip. Teachers will have the final decision of who will chaperone each field trip. This is for the safety of all our children.

FLOWER/BALLOON DELIVERY

Students MAY NOT receive floral or balloon deliveries at school. It becomes a distraction to the class.

SCHOOL COUNSELING SERVICES

Ms. Botero and Ms. Lopez, our School Counselors strive to assist all students in their social, emotional, and academic development. Our school counselors are available to talk with parents who may have concerns regarding their child's progress or growth and development. Parents wishing to confer with the counselors may call the school at 754-322-9150.

LOST AND FOUND

Sweaters, coats, lunch boxes, water bottles, etc. should have your child's first and last name on them. Any lost

item will be turned in to the lost and found. If your child has lost an item, please have them check the lost and found. Periodically our lost and found area will be cleared out and donated to a worthy charity. Therefore, **PLEASE LABEL ALL OF YOUR CHILD'S ITEMS.**

MAKE UP WORK

For each day of excused or unexcused absence, students will have (2) days to make up work, not counting the day of return. Previously assigned work is due the day of return. Teachers are not required to send work home with students who are going away on vacation during the school year. According to school board policy, the student shall be responsible for obtaining and making up all assignments missed while absent for legitimate reasons. Parents may call for work only if the child will be absent more than one day. The office will notify the teacher and the work will be waiting in the front office. Requests for work for children who are out sick must be given to the teacher 24 hours in advance.

MEDIA CENTER/ LIBRARY

The Media Center provides large and small group instruction in reference skills, technology, and children's literature. Kindergarten can check out one book per visit; 1st-2nd can check out two books; students in grades 3-5 may check out three books. Each time the student's class comes to the Media Center they are required to return their books or renew any books they choose to continue to read. Parents are required to pay for any books that are lost or damaged.

MEDICATION

A parent or guardian, in accordance with Board Policy, must have authorization for a student to take medication on school grounds. Forms are available on-line or in the front office. The school is not permitted to give medication on its own, not even aspirin. No person in the clinic will dispense unauthorized medication, not even a school nurse.

Students may NOT bring any form of medication to school to take by themselves during the school day. This includes non-prescriptive items such as cough drops, vitamins, and aspirin.

PARENT GROUPS

Heron Heights has three very active Parent Groups. They are the PTO (Parent Teacher Organization), SAC (School Advisory Council) and SAF (School Advisory Forum). Each group is a combination of parents, school

staff, and community. Though the process of each may be slightly different, the purpose of all is to support and improve the school.

Meetings of each of the parent groups are open to all. Dates will be published in our school newsletter and the website for your information.

Parent Teacher Organization - PTO

Heron Heights PTO has been active and continues to provide numerous opportunities for parents to become involved. Your participation is vital. PTO will provide support to Heron Heights through various fundraisers during the school year. Additionally, they have planned several wonderful activities for our students and parents. PTO also provides many special projects to enhance the academic programs. You will receive more information as these programs are initiated. You may contact Sarah Rizzo at president@hhepto.com or leave a message for her in the front office.

School Advisory Council - SAC

The School Advisory Council is a combination of parents, teachers, and community members working to meet the state accountability goals focusing on school improvement. The council will meet once each month. The SAC must have a core member group but all interested can attend. For more information call the front office at 754-322-9150.

School Advisory Forum - SAF

The Advisory Forum gives parents and other interested citizens the opportunity to share insights with the principal and school staff. The Advisory Forum meets once a month. No question is too small to be heard. Listening to one another and exchanging thoughts and ideas provides an excellent means to improve the learning opportunities at Heron Heights. When parents are involved in the educational process of their children, the children do better in school, and we have a more effective and efficient school.

REPORTING STUDENT PROGRESS

Progress Report Cards are one way for teachers to share the progress your child is making in school. Students will receive a progress report at the completion of each quarter. A student must be in attendance for 25 days in order to receive a progress report. Please examine the report card carefully and review it with your child. Parents/guardians can view report cards on <https://www.browardschools.com/virtualcounselor>

Conferences and interim reports are also used to share information. Interim reports are generally sent home

when students are failing or performing below expectancy midway through the marking period or at any time the teacher sees a noticeable change in performance.

SCHOOL SECURITY/ SINGLE POINT OF ENTRY

We are fortunate to have Deputy Marchese and Deputy Garcia as our full time School Resource Officers.

All visitors must show ID in order to enter the campus via our front office single point of entry. Our front office single point of entry door will be locked. All visitors should ring the bell for entry. Our Heron Heights Before and After School Care program will also use the front office for arrival and dismissal.

EMERGENCY PREPAREDNESS DRILLS

Teaching children what to do in the event of different types of emergencies has always been embedded in your child's instruction. We conduct Lockdown Drills monthly, Evacuation Drills monthly, and Shelter Drills two times a year.

STUDENT I.D. BADGES

Continuing this school year, all students in Broward County Schools are required to wear identification badges. Heron Heights will provide your child an I.D. and breakaway lanyard. The I.D. badge will remain in school. All staff are also required to wear I.D. badges.

TEXTBOOKS

All of the basic textbooks are the property of the school. Students are responsible for keeping all books assigned to them in satisfactory condition. The parent must pay for any book that is lost or badly damaged under any circumstance. Textbooks are available on-line through Single Sign-On.

VOLUNTEERS

We welcome parents, friends, and community members to become involved in educating students. Help build a strong future by becoming a Heron Heights volunteer. Volunteers can assist in classrooms, media center, field trips, and special events. Teachers determine the degree of volunteer assistance that is needed in their class. We look forward to continuing our exemplary volunteer program with your participation. All volunteers must complete an online registration form and be cleared to volunteer.

To apply to become a volunteer, please go on-line to <https://www.browardschools.com/volunteer>.

It can take 2-3 weeks for clearance, so apply now! This includes parents who chaperone field trips. All volunteers must always sign in before going to their assignments. Younger children are not allowed to accompany parents on the volunteer's activities in the school.

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. browardschools.com



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