

Forest Heights STEM Academy



2018-2019

Parent/Student Handbook

Amy B. Cooper
Principal

Barbara Kirkpatrick
Assistant Principal

Nick Anderson
Assistant Principal

Katresha Bell
PTSA President

5901 Evergreen Drive
Little Rock AR 72205

Main Office 501-447-2700

Fax Number 501-447-2701

<http://www.forestheightsstem.com/>

www.facebook.com/forestheightsstemacademyptsa



Forest Heights
STEM Academy
Education

MESSAGE FROM THE PRINCIPAL

Amy B. Cooper

Dear Parents and Students,

It is my pleasure to welcome you and your family to Forest Heights STEM Academy for the 2018-19 school year. The staff and I look forward to providing your child with a quality education and a variety of extra-curricular experiences. This handbook contains rules, procedures, and other important information that will help us meet our goals as we embark on this exciting journey together.

Respectfully,

Amy B. Cooper, Principal

Our Mission Statement

The mission of Forest Heights STEM Academy is to prepare students to compete in our global economy by equipping them with skills that are not confined and isolated within one discipline, but are found between and across the disciplines of Science, Technology, Engineering, and Math.

Office Hours

The school office is open Monday through Friday, 7:15 a.m. to 3:30 p.m. Students are **not** permitted on school grounds prior to 7:15 a.m., **unless** transported by a LRSD bus or enrolled in the Little Rock School District CARE Program. If you are transporting your child, he/she must be picked up by 2:55 p.m. If your child needs supervision before 7:20 a.m. or after 2:55 p.m., you may enroll your child in the after school CARE program. You may contact the CARE Program at (501) 447-1880 for registration information.

Forgotten Items & Lunch Drop-Off

You are welcome to bring forgotten items during your child's lunch/recess time. Items will not be accepted in the office. Items will not be allowed to be taken to the classroom.

Phone Calls & Student Messages

It is important that students be informed of afterschool activities and transportation before they leave home. If you need to leave a message for your child or your child's teacher, please do so before 12:00 P.M. In case of emergency, the office will deliver messages to students. Students may use the office phone for personal calls in case of emergencies only and with staff permission. Also, the office does not accept changes in transportation after 12 noon.

Please see the district handbook for the new cell phone policy.

Change of Address/Phone Numbers

One problem schools have during the day is locating parents in the event of an emergency. The importance of maintaining updated information cannot be overemphasized. During registration you will receive an information form to complete. Having this information returned correctly is of the utmost importance. Remember to list the names and addresses of several people who can be contacted in case you cannot be reached. **Only persons listed on the form will be allowed to checkout your child/children.**

Doctors/emergency rooms will not treat children without their parents' consent, and in the event of an emergency we must be able to reach parents. All address changes must be completed at the Student Registration office at 501 Sherman Street.

Visitors Policy

The school's security plan requires all visitors to the campus, including parents, to sign in at the front office, receive a visitor's sticker and check in with the front office before entering the building. The school's security plan has been established to protect the students and staff from the danger of an unauthorized person on the campus. For the safety of all students and staff, please comply with this plan. Student learning time is a priority and classroom interruptions must be kept to a minimum. Please take time to ensure your child has his/her lunch, backpacks and/or homework prior to leaving home. **Please refer to the forgotten items policy.**

PTSA/Volunteers

We need you to help by volunteering at Forest Heights STEM Academy. You can volunteer in the classrooms, cafeteria, library, and playground. Even if it is only 15 minutes, our school will benefit from your dedication. Please make sure to sign in at the office. Thank you!

Truancy/Attendance

Attendance is taken through the last day of school. Please be sure your child is in school.

The Little Rock School District Tardy Policy is included in the LRSD Student Handbook.

All children are expected to be in attendance each day unless they are ill or a family emergency arises. The parent/guardian is to notify the school attendance office at (501) 447-2724 by noon when a student is absent.

- ❖ Students arriving after 9 am must have a written excuse (medical/professional agency's office).
- ❖ A student can check out prior to 2:00 p.m. Early check out ends at 2:00 p.m. to allow teachers to complete end of day assignments and to prepare for dismissal.

ACADEMIC POLICY

Specific skills and concepts from various subject areas are stressed at each grade level. To be eligible for academic promotion students must:

- Perform daily activities.
- Spend a minimum time each night on assigned homework.
- Master targeted skills and concepts based on Common Core Curriculum. FHSA students are expected to make their best effort in all areas of the school curriculum. Our staff believes that effort and achievement by students should be recognized as follows:
 - Honor Roll Incentives each nine-week period.
 - Each semester students will be rewarded for earning the Honor Roll, Perfect Attendance, and Citizenship.

REPORTING GUIDELINES/eSchool/HAC

Interim reports are posted to HAC during the 5th week of each 9 week period for children working below their capacity and/or below 70%. Report cards are posted to HAC every 9 weeks. Report cards indicate students' progress made toward mastering required curriculum, citizenship, and social skills. Parents may request a copy of the report card through the front office.

Grading Scale

- 90 - 100% = A
- 80 - 89% = B
- 70 - 79% = C
- 60 - 69% = D
- 59 - Below = F

A parent conference is required after every unfavorable interim report and when a "D" or "F" is recorded on the report card.

School Rules

1. Respect others
 - a. Language – no cursing, teasing, arguing, name calling or threatening – either spoken or written
 - b. Keep hands and feet to self
 - c. Use your own materials
 - d. Do not destroy school property or property of others
 - e. No fighting
2. Follow the directions of all school personnel
3. Walk quietly on the right side of the halls

FHSA Café Rules

Follow directions of all adults in the lunchroom. Speak using your inside voices.

1. Stay in assigned seats until dismissed
2. Sodas or drinks in cans or glass bottles are not to be brought to school
3. Remove all trays and trash from your table

Discipline

The primary objectives for discipline procedures are to teach students to be responsible for their own behavior. Positive and negative consequences are given based on behavior displayed by students. Students who choose to disobey the rules will receive consequences according to the LRSD Student Handbook.

Positive Consequences for Appropriate Behavior May Include:

- Verbal Praise/Stickers/Happy Notes
- Special Rewards/ Incentives/ Special Activities

Negative Consequences for Inappropriate Behavior

- Warning/classroom discipline continuum
- Referral to buddy teacher (same grade)
- Student/teacher conference, parent contact
- Behavior Document to parent (up to 3 allowed)/loss of privileges
- Parent Conference
- Office Referral/Follow LRSD Discipline Handbook

Suspensions

Suspensions from school will be given by the principal as indicated in the LRSD Student Handbook. Parents must meet with the administrator before a student can be reinstated to school.

CONSEQUENCES MAY BE ACCELERATED FOR REPEAT OFFENDERS

NURSE

We have a nurse on campus at FHSA. Our nurse should have your child's medical records and any medication housed in her office. If your child takes medication daily, this must be documented and followed. Sixth, seventh, and eighth grade students are allowed to have one dose of either Tylenol or Ibuprofen in their possession and without seeing the nurse. All other grade level students are required to visit the nurse for any medication. We do not give any over the counter medication. The nurse will only administer prescription meds with proper documentation. If you are called to pick up your child due to vomiting, diarrhea, or fever, you must pickup your child. This is not optional.

PTSA

All students, parents, grandparents, family members, and friends are encouraged to join the P.T.S.A. You can purchase your membership during registration or anytime during the month of August. Your membership will benefit every child at our school.

Dress Code

Please the following dress code policy for Forest Heights STEM Academy. Parents/Guardians will be called with students not dressed in appropriate attire. Parents/Guardians must bring appropriate clothing. Students will not be allowed to report to class until they are in compliance with uniform policy.

Required polo colors: K-8 Navy, Hunter green, Yellow, White. Logos are not required.

Bottoms: K-8 Navy, Khaki- Pants, skirts, shorts

When jackets or hoodies are worn, uniform shirt collars should be visible. Students should not wear hoods in the building.

6th - 8th grade students are strongly suggested to have a clear or mesh backpack.

Please refer the LRSD Student Handbook for specific dress code and uniform guidelines

Car Rider Drop Off and Pick-Up

All students are dropped off and picked up on the front lot at the building entrance. Please drive all the way down to the end of the drop off circle. Staff will direct through the process.

A student receives a tardy when he/she fails to be in the classroom or other assigned location by 7:40a.m. Any student who arrives after 7:40 a.m. should be accompanied by his/her parent who must sign the child in at the school office.

Wellness-School Nutrition & Birthdays

The Arkansas State Nutrition Standard (ACT 1220) states that students may be given food or beverage items for up to nine different school events to be determined and approved by school officials. FHSA will not use food as student rewards, except in the nine designated school events.

No treats are allowed for birthday celebrations. Also balloons and flowers may **NOT** be delivered to students on campus.

Food Service

Breakfast is served in the cafeteria from 7:10. until 7:30 a.m. All students may participate in the hot lunch program with meals prepared in the school café. Please complete the on-line meal program application.

Food Cost:

Breakfast

Student **\$2.00**

Reduced **\$.30**

Adults **\$2.50**

Lunch

Elementary student **\$2.85**

Secondary student **\$3.00**

Reduced **\$.40**

Adults **\$3.75**

Milk **\$.40**

Juice **\$.40**

The daily breakfast and lunch schedule can be found on the LRSD web page.

School Supplies/Textbooks

A list of the supplies your child will need at school is provided by the teacher, on the LRSD web site and during registration. All regular textbooks for classroom use are provided by the school district at no charge. However, improper care, loss or deliberate damage to a district book will result in a fine to cover replacement costs. All students must have a backpack. District policy states middle school students' backpacks must be clear or mesh.

Parent/Teacher Conferences

Conferences are an excellent way of keeping you informed on the overall progress of your child in school. You will be contacted at least twice during the school year by your child's teacher to schedule a conference. You may also request a conference any time you have questions or concerns. Please remember to schedule a conference in advance so a time that is convenient for all can be established.

LRSD Directory

Bus Transportation

Main Number..... (501) 447-4130

Late Bus Information ... (501) 447-4160

Bus Stop Changes..... (501) 447-4162

When calling First Student regarding your child's bus, please know the run number and pick up location.

Care Program

Supervisor: Martha Rogers

4800 West 26th(501) 447-1880

Child Nutrition

Supervisor: Mrs. Stephanie Walker-Hynes

Main Number.....(501) 447- 2458

Student Registration Office

501 Sherman Street.....(501) 447-2950

ViPS Staff contact numbers:

General office.....(501) 447-8477)

Tammy Blaylock, Director

FHSA Daily Schedule

7:15- Building opens
7:30- Teachers arrive to classrooms
7:35-Bell rings
7:40 - Tardy bell rings & instructional day begins
2:25 Elementary Dismissal
2:40 Middle School Dismissal

Lunch Schedule

Kindergarten

Lunch 10:15-10:35

Physical Activity

10:40-11:00

First Grade

Lunch 10:40-11:00

Physical Activity

10:15-10:35

Second Grade

Lunch 11:00-11:20

Physical Activity

11:25-11:45

Third Grade

Lunch 11:45-12:05

Physical Activity

12:10-12:30

Fourth Grade

Lunch 12:10-12:30

Physical Activity

11:45-12:05

Fifth Grade

Lunch

11:25-11:45

Physical Activity

11:00-11:20

Sixth, Seventh, & Eighth Grade

Lunch 12:30-1pm

Calendar Dates

August 1 & 2	Check in for all students
August 9	Eagle Extravaganza (6pm-8pm)
August 13	First Day of School for Students
August 28	PTSA Meeting
September 5-7	Battle of the Heights Spirit Week
September 10 & 11	
September 7	Middle School Green & Gold Dance
September 10 & 11	Grandparents' Week Celebration
October 19	Fall Festival
November 13	PTSA Meeting

**Please refer to FHSA PTSA Facebook Page,
Website, E-blasts, and paper notices for updated
and additional event date information.**



FHSA Tardy Policy

All of the educators at FHSA are committed to providing an engaging and hands-on educational experience for our students. In order to offer this experience without interruption, our Tardy Policy Committee has formed the following policy. Please read over the policy and contact your student's teacher if there are questions.

*(All tardies listed are unexcused & will be reported on eschool by the teacher.
Excused tardies will be sent to class with a pass & not counted tardy.)*

First Tardy	Verbal warning
Second Tardy	Email notification sent to parent/guardian
Third Tardy	Email notification sent to parent/guardian + lunch detention
Fourth Tardy	After school detention (Administration will contact parent/guardian)
Fifth Tardy	Parent conference (Administration will contact parent/guardian)

The more time that we can devote to instruction, the more the students will learn and grow. Thank you for supporting our educators by making sure your child arrives to school prior to the tardy bell (7:40am.) Please visit with your student about the consequences of the policy.

Each teacher will keep up with the Tardiness Management Record for each class. As students accumulate tardies, they will climb to the next offense for that class. The Tardiness Management Record will start over for each new class.

Thank you for supporting the learning happening all around here at FHSA. Together we rise and soar.

Administration _____ Parent _____
Conference Date _____

****Students who continue to arrive tardy, will be referred to their home school.***