

2023-2024 Student Handbook



The Vision of Harns Marsh Elementary is to do whatever it takes to empower students to reach their fullest potential by creating a safe, loving, and engaging learning environment.

Administrators

Mrs. Cynthia Hernandez, Principal
Jason Peters, Assistant Principal
Jared Wallace, Assistant Principal

WELCOME to Harns Marsh Elementary!

This student handbook contains information on the necessary policies and procedures of the school district and of this school. Parents are encouraged to read this handbook thoroughly and refer back to it as questions arise.

There are several additional ways to keep informed regarding district policies and school events:

1. Parent Guide & Code of Conduct for Students
2. Our School Newsletter
3. School Website: **hme.leeschools.net**
4. Teachers' websites
5. Twitter Address: **@HarnsMarshElem**
6. School Messenger
7. SAC Meetings



Parents play a very important role in the education of their children, both at home and at school. Frequent communication between the home and the school will improve the quality of education that the school provides, and the individual achievement of each student. You will always be well informed by reading our school newsletters.

Show your child that you value his or her education. Make time to:

- Ask specific questions about what was taught that day
- Make homework a top priority
- Plan a family or parent/child reading time every night
- Look for your student's weekly progress packet every Friday and review the information
- Be informed and read the school newsletters

Please feel free to contact the teacher or school administration if you have a question or concern about any of the information presented here, or something that may arise during the year. We encourage you to be a partner with your child's teacher and the school.

We look forward to working with you this year!

Mrs. Cynthia Hernandez, Principal

Mr. Jason Peters, Assistant Principal

Mr. Jared Wallace, Assistant Principal

School Information

1800 Unice Ave Lehigh Acres, FL 33971



School Office:

Phone: (239) 690-1249

Fax: (239) 694-1325

Hours 7:45 AM – 4:15 PM

Breakfast

8:30 AM—8:50 AM

School Day for Students

8:55 AM - 3:10 PM

Teacher Hours

8:00 AM—3:30 PM

Transportation Leonard:

Phone number: (239) 303-5999

Hours 5:30 AM– 6:00 PM

Transportation Buckingham:

Phone number: (239) 303-7400

Hours 5:30 AM– 6:00 PM

HME Dawn to Dusk: 694-6416

7:00 AM—8:30 AM

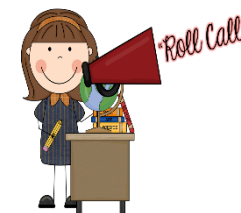
3:10 PM—6:00 PM

ATTENDANCE

Students shall be counted in attendance if they are actually present at school at the time the attendance is taken or are away from school on a school day and engaged in an educational activity that constitutes a part of the school-approved instructional program for the student (Section 1003.23, Florida Statutes).

ATTENDANCE POLICY

- A. All students are expected to be on time and present each day school is open during the school year.
- B. Students may not be absent from school without permission of the principal/designee.
 1. The school principal or designee is the only person authorized to excuse a student's absence.
 2. A note from a parent/guardian is a request that a student's absence be excused.
 3. When a student accumulates an excessive number of absences (as defined by grade level) and additional absences occur which are caused by illness, a written statement from a physician verifying that the absence was caused by an illness must be submitted by the parent/guardian (School Board Policy 4.16). The following number of days may be deemed a pattern of non-attendance: 5 days in a calendar month or 10 days within 90 calendar days.
- C. Habitual tardiness is defined as six (6) or more tardies to school or to an individual class per quarter (School Board Policy 4.16).
- D. **No child will be permitted to be signed out early after 2:30 PM under any circumstances. This is for the safety of all children** (School Board Policy 4.16 [3 E]).



ADDRESS CHANGES & CHANGE OF TRANSPORTATION

- A. **Address**— The parent needs to do this change in person in the school office. You need to bring in proof of address in order to do a change. (electric bill, lease, etc.). You must fill out an address change form and a new emergency form to update information. No address changes will be taken over the phone.
- B. **Phone number**— Call in to update a phone number at any time you have a change.
- C. **Dismissal**—If there is any change in the way your child goes home, we ***MUST*** have a note which contains a parent/guardian name and contact phone number for verification or your child will be sent home the normal way. **No changes will be taken over the phone or after 1:30 PM.**



BOOKBAGS AND VALUABLE ITEMS

Parents, make sure you check your child's book bag on the way to school and from school. We send home information through the book bag and it is a good way for communication. **Make sure that your child does not bring items in their book bag such as:**

- **Valuable jewelry**
- **Toys or games**
- **Small computer games/electronic devices**
- **Trading cards**
- **Portable stereos and CD players**
- **Loose cash**



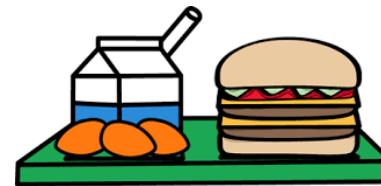
These items are often lost, stolen, or damaged. They also cause disruptions in the classroom. *The school cannot and will not be responsible for valuable articles lost or stolen.* Items reported to the office will have to be picked up by parents as they will not be returned to the students.

BREAKFAST/LUNCH PROGRAM

Students are provided **FREE** breakfast and lunch at Harns Marsh Elementary. Breakfast is served from 8:30AM-8:50AM. Extra milk or water can be purchased in the cafeteria for \$.50. Checks should be made payable to Harns Marsh Elementary. Students will not be allowed to carry large bills to school for any reason. You may also keep track of your student's account on mylunchmoney.com. Students may also bring lunch from home if they do not wish to eat the provided lunch.

Cafeteria Expectations

1. Speak in soft, conversational tones.
2. Remain seated unless given permission to leave
3. Respect adults supervising the lunch room.
4. Clean up after they finish eating
5. Only clear liquids are permitted at school in cups, plastic bottles or cans. No glass bottles permitted.



Please send only water in plastic bottles. Colored liquids are not outside of the cafeteria.

If a parent would like to celebrate a student’s birthday– only cupcakes or snack items are permitted to be brought during lunch time.

Cupcakes or cookies MUST be store bought and unopened. No homemade items. Parents are not permitted to take pictures of any other child during this time, due to student privacy rules.

BULLYING

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation; and may involve, but is not limited to:

- Teasing, social exclusion, threat, intimidation, stalking, physical violence , theft, public humiliation, destruction of property, cyber bullying

| <i>Are you being bullied?</i> | <i>Do you bully others?</i> | <i>Do you witness bullying?</i> |
|--|---|---|
| <ol style="list-style-type: none"> 1. Adults are here to help end bullying, it is important for you to tell an adult immediately if you are being bullied. 2. If you stay in a group with others, you will be less of a target for bullying. Other students around you can also help you get out of a bad situation. 3. Remember, it is not your fault. No one should be bullied. | <ol style="list-style-type: none"> 1. How do you make others feel? Put yourself in their shoes and think about their feelings. 2. Hurting others physically, by your words or attitude is never cool! Think about how you want to be treated. 3. Respect yourself and treat others with respect. If you have a hard time doing this, talk to the school counselor or other trusted adults who can help you make good choices and change your behavior. | <ol style="list-style-type: none"> 1. Try to be friends with someone who is being bullied, include them in your activities, or talk with them. They will need support from a friend. 2. Stand up to the person who is being a bully. It is not easy to stand up and do the right thing, but by standing up to them can stop them. 3. Report the bullying to an adult. Kids who bully will stop if they know they cannot get away with this kind of behavior. |

BUS TRANSPORTATION

Riding the bus is a privilege. A student who violates these rules will be reported to the school principal who has authority to suspend that student from bus transportation. A bus suspension ***does not*** mean that a student is suspended from attending school. When a student is serving a bus suspension, they are still required to attend school. Section 1006.10, Florida Statutes gives school bus drivers the authority to monitor and control the behavior of students anytime they are being transported to and from school or school functions. These rules are in the interest of student safety and apply to all students when they are being transported on a school bus. These rules are posted in all of The School District of Lee County buses. ***Please make sure your child knows their bus number.***



1. The driver is in full charge of the bus, and students must obey the driver.
2. Students shall keep assigned seats at all times with arms and head inside the bus.
3. Eating, drinking, or chewing gum will not be allowed on the school bus.
4. Anything that interferes with student safety ***will not*** be permitted, such as fighting, bullying, profanity, abusive language, large or sharp objects, fireworks, balls, bats, animals, or glass containers.

Requests to Ride a Different Bus or Use Another Stop Other Than Assigned

Any request to ride a bus other than the one assigned based on the information in the district's mainframe or to get off at a different stop on the student's regular bus ***must be signed by the parent/guardian and approved by an authorized school administrator.*** Permission for a student to ride a bus other than the one assigned, or to get off at a stop other than the one assigned, ***will be approved only in cases of an emergency.*** Students are required to be discharged at the same stop where they were picked up. Riding other buses for the purpose of going home with relatives, friends, going to work, private lessons, going to non-school meetings and clubs ***WILL NOT BE APPROVED.***

NOTE: Suspension of bus-riding privileges may result when a student violates the *Code of Conduct for Students*. The consequences for violation of these rules are not limited to removal of bus-riding privileges, since other sanctions, up to and including school suspension or expulsion, may be imposed when warranted.

EAST ZONE OFFICE TRANSPORTATION NUMBERS

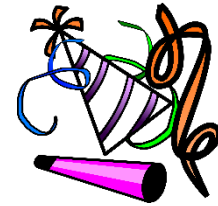
(239-303-7400) - Buckingham Office

(239-303-5999) - Leonard Office

NOTE: If you have specific questions or concerns regarding bus transportation issues, please contact the Transportation Department at 239-303-5999. If after hours, please call the individual zone (at the respective number listed above) up until 7:00 p.m.

CELEBRATIONS

Harns Marsh Elementary enjoys celebrating special events with our students. However, students are not allowed to have balloons, flowers, or gifts delivered to them in the classroom or carry them throughout the day. Any items delivered to school for students will be held in the office until dismissal. Balloons are not allowed on school buses as they are a distraction for the driver.



CELL PHONES/ELECTRONIC DEVICES

Phones in the classrooms are off-limits to students. Office phones can be used, but only with the permission of an administrator. **In case of an emergency**, parents may contact the school office and a message can be relayed to the student. **Messages, for students, from individuals other than a parent/guardian will not be accepted for delivery.** Cell phones brought on campus by students must be silenced and remain in the classroom. If a student is caught using a cell phone during school hours; it will be taken away. The parent will have to pick it up from an administrator. The school will not be responsible for any damaged, lost, or stolen cell phones and/or electronic devices, under any circumstances. The District accepts no responsibility if a device is lost, stolen, misplaced, damaged or confiscated (School Board Policy 2.202 [2 4]).

A. Cell phones are not permitted in any bathroom on the school campus. Students who violate this policy are subject to disciplinary action.

B. Please refer to the Student Code of Conduct regarding cell phone use and technology.



CHROMEBOOKS

Students are issued a Chromebook at the start of the year, as well as a charger and a case. Chromebooks should be charged nightly at home and come to school fully charged. Chromebook chargers should be left at home as the school assumes no responsibility for lost or stolen chargers. Damaged Chromebooks can be replaced. Any damage deemed by administration to be intentional, an act of vandalism or destruction will be fined, a new Chromebook will be issued, and the fine will remain with the student throughout their time in the Lee County System.

CLINIC

The clinic collaborates with administrators to promote a healthy, safe, and nurturing environment.



HEAD LICE

Anyone can get head lice. Parents are responsible for treatment of head lice by shampoo (pediculicide) and nit removal (special comb). Before a student can re-enter school after treatment, he/she must first report to the clinic. Before a child may be re-admitted to class, total absence of nits or live lice is necessary. The clinic staff is required to undo braids and hairdos to check for lice. They will do their best to put their hair back, but it may not be possible to do at times, or to have the hair look like it started prior to head checks.

ILLNESS AT SCHOOL

It is important that the clinic knows who to contact in case of illness or emergency at school. Forms completed during the first days of school should include home phone numbers as well as a current address. ***Please remember to notify the school should any information change.*** If a child has a chronic illness such as asthma, or any types of allergies, it is the parent's responsibility to provide this information to the teacher. Our clinic facilities are limited. If a child is sick, keep the child at home, and phone the illness to the office so we may record it in our log. **It is mandatory that any student having a fever must be picked up immediately. Any student who has a fever must be fever free for 24 hours before they may return to school.**

MEDICATION AT SCHOOL

State law mandates the following procedures be followed if your child needs medication administered at school:

1. A student may have an illness that does not prevent his/her attending school, but which requires medication for relief or cure. If possible, such medication should be given by the parents at home. The medication may be taken at school only if failure to taking it could jeopardize the student's health.
2. The parent must complete a Physician/Parent Permission for Medication form, available from the school clinic.
3. Prescription medication must be brought to school by an adult in the original container with an attached pharmacy label and it will then be kept in the school clinic.
4. Absolutely no non-prescription medication (aspirin, asper gum, cough drops, cough syrup, decongestants, lip balms, sunscreens etc.) will be given without a written statement from the doctor. (School Board Policy 4.22)



NOTE OF INJURY

Excuse notes for P.E. will also be applied to recess as well. Any limitations for physical activities must be in writing. **A note written by a parent will be honored for (3) school days only.** Multiple notes for excuses will require a physician's note to excuse physical activities. A physician note will be required after the (3) day period and will be honored for the time given.

CLUBS & ACTIVITIES

Harns Marsh Elementary School students have the opportunity to be involved in a variety of before and after-school clubs and activities. Students are encouraged to participate in extracurricular activities as part of their middle school experience. Appropriate student behavior is expected whenever a student chooses to participate in an extracurricular activity.

Transportation is provided by the parent/guardian.



DISCIPLINE POLICY

All students are expected to be on their best behavior at all times. Harns Marsh Elementary focuses on learning, and strives to ensure a safe learning environment. However, should any student fail to live up to expectations, the following will occur:

- Each teacher has a discipline procedure that all students must follow.

- If a student is having a difficult time following the rules of the classroom, a teacher may send that student to another classroom for a refocus time, or to the office directly if necessary.
- If a student returns to class and still does not follow the rules of the classroom, the teacher will write a discipline referral and send the student to the office.
- Once a student has arrived in the office for a discipline issue, a conference will take place and a consequence will be given based on each individual situation. Parents may be called at this time.
- If a student continues to demonstrate behavior that negatively impacts the classroom or school environment, the parent will be called and a suspension may occur.
- If a suspension should occur, parents will be contacted. Should there be no answer, the student will be notified of the suspension and a suspension letter will be given to him/her to take home.
- Students who ride the bus are expected to maintain a safe and quiet ride to and from school.
- If a student makes unsafe choices on the bus, he/she will receive a referral.
- Three referrals for unacceptable bus behavior may result in a bus suspension.
- Once a bus suspension has occurred, consequences will increase with each subsequent referral.

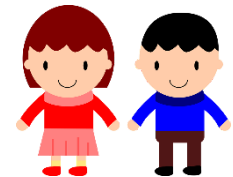


PLEASE NOTE-- *The severity of each incident may result in adjustments to this procedure.*
(School Board Policy 4.02, 4.08, 4.09).

DRESS CODE

Harns Marsh students are expected to be dressed in clean and comfortable clothing.

- *Flip—flops, slip-ons, thong shoes, or open-toed shoes are **not** permitted at any time. Shoes with wheels or cleats are not permitted.
- Shorts may be worn if they are close to knee length. Pants must be worn fastened at the waist.
- **The following types of clothes are not permitted:** transparent/see-through tops, tank tops (boys and girls), bare midriffs/open backed shirts, spaghetti straps, strapless/low-cut tops, backless dresses, and muscle shirts. All shirts must have sleeves that cover the entire shoulder and have a sleeve.
- **Clothing with hoods (such as sweatshirts or jackets) will not be permitted at any time.**
- Apparel that promotes illegal activities such as the use of alcohol, marijuana and any other drugs or obscenity/profanity and display weapons, gang or cult-related are prohibited.
- Adornments which are attached (pierced) to exposed body parts other than ears are not permitted.
- Tattoos are not permitted
- The wearing of hats, caps, headgear, bandanas, sunglasses, non-prescription glasses, and headphones/earbuds except in conjunction with designated activities are not permitted.
- Hair coloring (i.e. blue, pink, green etc) or haircuts that are distracting to the educational environment are not permitted.
- Make-up, glitter, and artificial fingernails are not permitted.



- Any articles of clothing or jewelry that could cause injury, such as belts, chains, bracelets, chokers with or without studs/spikes are prohibited, and wallet chains of any length are not permitted.
- Any clothing that is controversial or obscene in nature is prohibited.

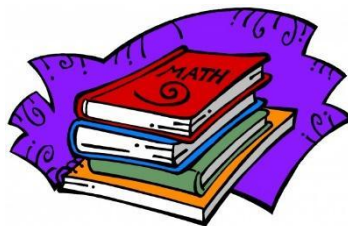
P.E. - Closed toe tennis shoes must be worn every day to school. For safety reasons, shoes with raised heels (even boots) are not permitted at recess or P.E. Hats and sunscreen are encouraged, but sunscreen must be applied at home. Students are allowed to carry water bottles at all times. Only water is allowed to be consumed outside of the cafeteria.

GRADING

Focus is the software program Lee County uses for purposes of scheduling, attendance and grade reporting. Lee County's Focus Parent Portal provides parents/guardians a real-time view of their child's assignment grades, attendance information, as well as current averages in all classes. For the protection of your child's confidential information, we have created the following secure procedures for parents/guardians to register for a Focus Parent Portal account online at https://www.leeschools.net/our_schools/focus .

This is the grading scale for elementary students:

| Percent | Grade |
|---------|-------|
| 90 -100 | A |
| 80 - 89 | B |
| 70 - 79 | C |
| 60 - 69 | N |
| 0 - 59 | U |



The following grading procedures are important to understand:

Report card grades will be based on **grade level** written assignments, class participation, tests and other classroom activities.

- Students working **below grade level** will be provided with instructional materials to help them reach **on grade level** performance.
- Students working **below grade level** will also receive instruction and assessment on their assigned grade level to better prepare them for grade level assessments.

Information regarding performance on below grade level assignments will be provided through conferences, notes, progress reports, and/or alternative reporting systems, **but will not be included in the calculation for report card grades**. This means that students who are performing **minimally or substantially below grade level** in reading, writing and/or math will receive N's or U's as noted above until they demonstrate success **on grade level** academic assignments.

For those students with disabilities whose IEP indicates “Alternate Assessment,” the above grading procedures are adjusted to satisfy the requirements of the IEP.

It is important for you to have a clear understanding of the academic performance of your child based upon his or her grade level. The above grading procedures may not affect your child. We strongly encourage you to contact your child’s teacher and to work together to ensure the success of your child’s education throughout his or her school experiences.

Should you have additional concerns, please contact your child’s teacher and discuss how you can support your child at home. You can also discuss the need for additional help or strategies in the MTSS process.

HARASSMENT

It is the policy of the Lee County School District to maintain learning and working environments free from harassment and violence. Any form of harassment and violence is prohibited. Harms Marsh is committed to providing an environment free from intimidating, hostile, or offensive behavior as outlined in the *Student Code of Conduct*.

No form of harassment will be tolerated whether it is related to, but not limited to: race, religion, nationality, language, physical appearance, gender, sexual orientation, and/or mental capacity. Harassment can take the form of, but is not limited to, verbal and/or written remarks, gestures, innuendos, gossip, symbols or physical contact that are unwelcome, harmful, annoying, bothersome, and/or physically, emotionally, or academically injurious.

It is a violation of this policy for any student to harass another student or any employee through conduct or communication. Our administration will administer consequences deemed appropriate including warnings, mediations, detentions, or suspensions to end harassment and violence in order to prevent reoccurrence.

All concerns relating to harassment should be reported to a teacher, administrator, or the School Resource Officer. Students should not assume the school is aware of a particular problem and should bring concerns to the attention of an adult on campus to resolve the issue.

STATEMENT OF NON-DISCRIMINATION POLICY

The School District of Lee County does not discriminate on the basis of gender, race, color, religion, sex sexual orientation, national or ethnic origin, marital status, or disability, in the provision of educational programs, activities or employment opportunities and benefits that it operates, pursuant to the requirements of Title IX, Title VII, Age Discrimination Act of 1967 and Section 504 of the Rehabilitation Act of 1973, 1992, Americans with Disabilities Act and the Florida Educational Equity Act of 1984. This policy extends to both employment by and admission to The School District of Lee County. Inquiries concerning Title IX, Title VI, Title VII, Age Discrimination Act of 1967 and Section 504, or the Americans with Disabilities Act should be directed to the Director of Equity and Recruitment and/or the Director of Personnel Services. Established grievance procedures and appropriate discrimination

complaint forms are available from the Office of Personnel and Student Services or the Equity Coordinator at each school. Charges of violations of this policy should also be directed to the Director of Equity and Recruitment and/or the Director of Personnel Services or the Director of Student Services. Complaints/inquiries regarding compliance with these regulations may be submitted in writing.

HOMEWORK TIPS FOR PARENTS



- **Make sure your child has a quiet, well-lit place to do homework.**
Avoid having your child do homework with the television on or in places with other directions, such as people coming a
- **Make sure the materials your child needs, such as paper, pencils and dictionary, are available.**
Ask your child if special materials will be needed for some projects and get them in advance.
- **Help your child with time management.**
Establish a set time each day for doing homework. Make sure your child does his/her homework before bedtime. Think about using a weekend morning or afternoon for working on big projects, especially if the project involves getting together with classmates.
- **Be positive about homework.**
Tell your child how important school is: The attitude you express about homework will be the attitude your child acquires.
- **When your child does homework, you do homework.**
Show your child that the skills they are learning are related to things you do as an adult. If your child is reading, you read too. If your child is doing math, balance your checkbook.
- **When your child asks for help, provide guidance, not answers.**
Giving answers means your child will not learn the material. Too much help teaches your child that when the going gets rough, someone will do the work for him or her.
- **When the teacher asks that you play a role in homework, do it.**
Cooperate with the teacher. It shows your child that the school and home are a team. Follow the directions given by the teacher.
- **If homework is meant to be done by your child alone, stay away.**
Too much parent involvement can prevent homework from having some positive effects. Homework is a great way for kids to develop independent, lifelong learning skills.
- **Stay informed.**
Talk with your child's teacher. Make sure you know the purpose of homework and what your child's class rules are.
- **Help your child figure out what is hard homework and what is easy homework.**
Have your child do the hard work first. This will mean he will be most alert when facing the biggest challenges. Easy materials will seem to go fast when fatigue begins to set in.
- **Watch your child for signs of failure and frustration.**

Let your child take a short break if she is having trouble keeping her mind on an assignment.

- **Reward progress in homework.**

If your child has been successful in homework completion and is working hard, celebrate that success with a special event (i.e.: pizza or a walk to the park) to reinforce the positive effort.

INCLEMENT WEATHER

The School District of Lee County will always consider student and staff safety of primary importance when deciding to close school when severe weather threatens. Unless there is a clear threat of danger, the decision to close school will be made around 4:00 a.m. and announced through NBC-2, WINK-5, ABC-7 TV morning news shows and via NOAA Weather Alert Radios. Parents and staff should listen to local media beginning at 5:00 a.m. for the latest information pertaining to school closing during severe weather months. School Messenger is another way to communicate vital information.



LOST AND FOUND

The lost and found is located in the clinic. A student who loses something should notify a staff member and check the Lost and Found as soon as possible. If a student finds something, it should be given to a teacher. Harns Marsh Elementary is not responsible for lost articles. Large sums of money, cell phones, wireless headphones, game systems, electronic devices, and other valuables should be left at home. Each year, many items are not claimed. Items not claimed after 30 days will be donated to charity.



PARENT DROP-OFF AND PICK UP

The front of the school (PPU) is the designated area for morning drop-off and afternoon pick-up and not to park. Please note, there is **NO ADULT** supervision before 8:25 am. No student is allowed to be dropped off prior to 8:25 am. The bus ramp is strictly for buses.

For afternoon pick-up, your child/children will be waiting in the parent pick-up area for their rides at 3:10 PM. **Please, do not come to the office to sign out your child early to avoid pick-up.**

No one is permitted to park in the parking lot and walk up their student(s). For everyone's safety; do not use cell phones in PPU areas, drive slowly, and be patient. **Students will not be permitted to be signed out after 2:30 p.m. because it disrupts normal dismissal procedures.** (School Board Policy 4.16 [3 E])

Car Line- We have approximately 350 cars that pass through the parent-pickup line. *During the first week of school parent pick-up will take longer due to children getting used to the routine and the number of students not assigned a bus yet. Please be patient until the routine is established.*

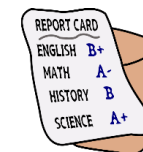
- Car signs **must** be placed on the front right side of the dashboard with the student's name and grade clearly visible. If you do not have a car sign for a specific student, you will not be allowed to take this child home until we can verify you are authorized to transport that student.
- Drivers must remain in their vehicles at all times
- Student's will not be dismissed to persons who walk up to the building to avoid the line. We all want to be done quickly, please be considerate of others.
- Pull forward as directed by staff members. We can be more efficient and get everyone out in a timely manner if all drivers are paying attention and pull forward closing gaps.
- Students should enter and exit vehicles from the sidewalk. Doing otherwise jeopardizes the safety of students and our staff members.
- You can help by encouraging your child to sit quietly and listen for their names. Most days are caused by repeating a child's name more than 3 times. Kindergarteners need to be able to recognize their legal first and last name.



REPORT CARDS AND INTERIM REPORTS

A report on the progress of each student is issued every nine weeks. Interim reports are now electronic and are no longer sent home. An electronic message will be sent to remind parents to check your child's academic grades, however, students and parents are encouraged to monitor grades consistently on Focus Parent Portal.

We will NOT be printing paper copies of interims anymore. A School Messenger message will go out on a set date announcing the availability, and a guarantee of, fully-updated grades, along with instructions for accessing Focus. Parents will be invited to stop by the main office or contact their student's homeroom teacher for a printed version.



SAC (SCHOOL ADVISORY COUNCIL)

This team has representatives from all areas of the school: staff groups, parents, and community members. This team prepares the School Improvement Plan and Parent Involvement Plan and will be involved in the implementation of these plans. In September, our SAC members will work together to design the School Improvement Plan for the school year. (School Board Policy 2.061):

SCHOOL NEWSLETTER

A monthly School Newsletter will be sent via Peachjar, accessible from the school website, or hard copies are provided in the front office. Newsletters include information regarding special events and other important information.

SCHOOL RESOURCE OFFICER

Our School Resource Officer (SRO) is a sworn Deputy with the Lee County Sheriff's Office and serves as a resource in matters concerning law enforcement. School Resource Officers often council students, parents, and staff and serve as positive role models on campus. They may also assist with school clubs and activities. Students may contact the SRO with confidential information and remain anonymous.



SCHOOL WEBSITE

Harns Marsh Elementary maintains a website at <https://hme.leeschools.net>. This site is updated regularly with information about the school, staff, upcoming events, and links to school district information.

SIGNING STUDENT(S) OUT OF SCHOOL

Students must remain on campus from their arrival until officially dismissed at the end of the school day. If a student must leave before dismissal, he/she must be signed out by a parent /guardian through the main office. A valid ID must be provided. If the students are signed out for medical reasons, please present the appointment card at the time of the sign-out. Students cannot sign themselves out no matter what their age (School Board Policy 4.21). Parents of students with arrival and dismissal patterns, may be required to attend a mandatory attendance hearing with the social worker (School Board Policy 4.16 [5 A]). *Students will not be permitted to be checked out after 2:30 p.m. because it disrupts normal dismissal procedures.*

TEACHER CONFERENCE

If you ever have any questions about your child's progress or any reports, please do not hesitate to call your child's teacher or the school administration, so that we may clarify and assist you. **ALL issues should be addressed with the student's teacher first.**



Teacher conferences can be scheduled for 8:00—8:30 AM or during teacher planning times. Communication between home and teachers is very important. In addition, student led conferences are scheduled after the first quarter. This is an excellent opportunity for parents/guardians to obtain information about their child’s progress.

Should you need a translator, you will need to schedule this conference during a time when a translator is available here at school. We will do our best to accommodate your requests, but it is not always possible to have a translator available without an appointment.

WITHDRAWALS AND TRANSFERS

The parent/guardian must initiate a withdrawal or transfer of a student. Such requests may be made in person with the registrar in the front office, by telephone, or through written communication. *All school property must be returned, all fees must be paid, and a withdrawal form must be completed by the parent prior to leaving the school.*

VOLUNTEER PROGRAM

Harns Marsh Elementary is fortunate to have dedicated volunteers who take time out of their busy schedules to assist our teachers and our office staff. Volunteerism is open to all parents. If you are interested, please stop by the front office with a valid driver’s license and complete a Volunteer Application.



WALKER/BIKER TRANSPORTATION

Students who ride bikes to school are responsible for bringing their own bike lock. The school is not responsible for unlocked bikes left on the bike rack. All students riding bikes must wear D.O.T. approved bicycle helmets or they will have their bike riding privileges taken away. Students who walk or bike will not be dismissed in heavy rains or when lightning is within 10 miles of the school. **ALL walker/bikers must have a signed walker/ biker contract prior to being dismissed from school.**

