

We LEAD



In order to SUCCEED

2023-2024 Student Handbook

Principal: Dr. Deborah Nauß

Assistant Principal: Mr. Dwayne Blazina & Mrs. Angela McCaslin

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Lehigh Acres, FL 33936

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Website: <http://hpe.leeschools.net>

Twitter: @GWeaverHipp



District Mission

To ensure that each student achieves his/her highest personal potential

District Vision

To be a world-class school system

School District of Lee County Board Members

[Armor Persons](#), District 5 (Chair)

[Sam Fisher](#), District 1 (Vice Chair)

[Melisa W. Giovannelli](#), District 2

[Chris Patricca](#), District 3

[Debbie Jordan](#), District 4

[Jada Langford](#), District 6

[Cathleen Morgan](#), District 7

General Board Office Correspondence BoardOffice@leeschools.net

Dr. Christopher Bernier, Superintendent

School Personnel and Program Hours

Office Hours.....	7:00 AM - 3:30 PM
Teacher Hours.....	7:25 AM - 2:55 PM
Gator's Nest Morning Care.....	6:30 AM - 7:25 AM
Gator's After School Program.....	2:10 PM - 6:00 PM

School Bell Times

1 st Bell - School Doors Open.....	7:30 AM
2 nd Bell - School Day Starts.....	7:55 AM
Tardy Bell.....	7:55 AM
Dismissal Bell.....	2:10 PM

Breakfast ~ Announcements Times

Breakfast Begins in the Cafeteria.....	7:30 AM
Breakfast Ends.....	7:50 AM
GATOR News Announcements.....	7:50 AM
Afternoon Dismissal	2:10 PM



WELCOME to G. Weaver Hipps!

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 Monthly School Newsletter
3. School Website: **hpe.leeschools.net**
4. Teachers' Google Classrooms and school email address
5. Twitter Address: **@GWeaverHipps**
6. Parent Messenger (you must register to receive these)
7. SAC/PTO Meetings
8. School Planner - Check Daily
9. PeachJar Notices/Flyers sent electronically
10. FOCUS(MOST IMPORTANT for grades, report cards, Health Documents)

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 website, logging in to FOCUS.

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
- ☐ Attend school events
- ☐ Look for the weekly progress packet every Friday
- ☐ Schedule a parent/child/teacher conference
- ☐ 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.

Dr. Deborah Nauss, Principal AND

Assistant Principals Mr. Dwayne Blazina and Mrs. Angela McCaslin.

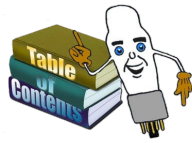


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ABSENCES OR TARDINESS and ATTENDANCE **POLICY**

ABSENCES - All student absences or tardies must be supported by a valid excuse. When your child is going to be absent from school, please call the school between 7:15 A.M. and 8:30 AM, at 368-7042. Students must bring a written note from the parent containing the date of the absence and the reason in order to have an excused absence. **Students are expected to be in their classrooms, ready to learn, when the Tardy Bell rings at 7:55AM.** All tardies are unexcused unless the parent writes a note explaining the reason for the tardy. **Late bus riders will not be marked tardy if the bus runs late. Six tardies per quarter is considered excessive.**

(see Student Attendance Policy 2.77) A tardy is any amount of "loss of instructional time," including leaving before the 2:10 PM bell. Please try to arrange your appointments after this time.

TARDINESS - A student will be considered tardy if he/she arrives at school after 7:55 AM, the start of the instructional day. Late arrivers will report directly to the office before going to their classrooms. Students arriving late must be escorted to the school doors by a parent to sign them in

<p>School Board</p> <p>Policy 4.16</p>	<p>The School Board of Lee County</p> <p>Student Attendance for Grades PreK-12:</p> <p>ATTENDANCE MATTERS every school day counts. Regular and punctual school attendance is crucial for a student's academic success.</p>
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Patterns of Non-Attendance

- (a) Non-attendance for instructional activities is established by tardiness, early sign-outs, or absences for all or any part of the day.
- (b) **For enforcement of compulsory school attendance purposes, three unexcused tardies or unexcused early sign-outs may, at the discretion of the school principal, be considered equal to one day of absence.**
- (c) For enforcement of compulsory school attendance purposes, unless acceptable documentation is presented/submitted, an accumulation of daily unexcused absences or tardiness, or early sign-outs that equal 5 days in a calendar month or 10 days within a 90 calendar day period may be exhibiting a pattern of non- attendance as determined by the Child Study Team.
- (d) If the student exhibits a pattern of nonattendance (excused or unexcused), principals may request documentation for subsequent absences. Non-attendance for instructional activities is established by tardiness, early sign outs, or absences for all or any part of the day.
- (e) "Habitual truant" means a student who has 15 unexcused absences within 90 calendar days with or without the knowledge or justifiable consent of the child's parent, is subject

to compulsory school attendance, and is not exempt from compulsory attendance by meeting the criteria for exemption.

Absences

(a) Excused Absences - Students must be in school unless the absence has been permitted or excused for one of the reasons listed below: (refer to 2021-2022 updated COVID Procedures and Expectations on www.leeschools.net)

1. Illness of the Student
2. Illness of an immediate family member
3. Death in the immediate family
4. Religious holidays of the student's own faith
5. Required court appearance or subpoena
6. Special event: Examples of special events include important public functions, conferences, state/national competitions, as well as exceptional cases of family need. The student must request and receive permission from the principal/designee at least five days prior to the event.
7. Scheduled medical or dental appointment
8. Students having, or suspected of having, a communicable disease or infestation which 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.
9. Students on field trips and students who attend alternative to suspension programs are not considered absent.

(b) Unexcused Absences - Absences not excused as defined in the previous section, are considered unexcused.

1. Students without a completed Certificate of Immunization indicating compliance with the current required schedule of immunizations will not be allowed to attend classes until this document is provided or a waiver is obtained. Absences due to non-compliance with immunization requirements shall be considered unexcused.
2. Students transferring to Lee County who are considered homeless, children of a military family or are under the care of the Division of Children and Families, have a 30 day waiver of both health examination and immunization requirements.

(c) Make up Work

1. Excused Absences: Make-up work for grades is allowed for all absences. Immediately upon return to school, the student will be given the number of days absent plus one additional day to make up all work missed.

(d) Tardiness - Tardiness is defined as a student not being in the classroom when the class is scheduled to begin at 7:55 a.m.

1. Parents must follow the same process to excuse a tardy as they do to excuse an absence.
2. Excessive tardiness shall be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Non-attendance for instructional activities is established by tardiness, early sign-outs, or absences for all or any part of the day.
3. Tardiness to any class without documentation may be considered unexcused.
4. Habitual tardiness is defined as being tardy six times within a quarter.
5. Principals have the discretion to excuse tardiness for extenuating circumstances.
6. Unless excused under the provisions of this policy, accumulated tardiness will be recorded as unexcused absences.

(e) Early Sign-Outs - Early sign-outs are defined as a parent or guardian signing out a child before the end of the school day.

1. No student shall be released after 1:30 p.m. day unless the principal/designee determines it is an emergency.
 2. Excessive early sign-outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance.
 3. Unless excused under the provisions of this policy, accumulated early sign-outs will be recorded as unexcused absences.
- (f) Dismissal Changes- For the **RARE OCCASION when an emergency occurs** and you have a need to make a change to the way your child is going home one afternoon, After four emergencies, a meeting with administration will be scheduled. The dismissal change must be in writing. For safety reasons, we will only accept this notice via an email to GWHdismissal@leeschools.net . The email must be received by 1:30 p.m. and include the following:
1. Child's name
 2. Parent name and contact (will be confirmed in FOCUS)
 3. Teacher name and grade
 4. Emergency Reason for change
 5. Describe the change i.e. "usually Bus #123, but today Parent Pick-up Line"



ADDRESS CHANGES

What if your child needed you, and we couldn't reach you? It is the responsibility of each parent to update the information in FOCUS as well as complete contact information forms for the teacher. Call the school office with any questions about updating your FOCUS account with address changes and provide the office with proper documentation. Having accurate information facilitates communications between school and home and is absolutely essential in times of emergency. Our office staff will gladly assist you to create and update your username/PIN in FOCUS where all of your child's information can be viewed.



ANNOUNCEMENTS

The morning program contains many important announcements in the life of the school. We begin with the Pledge of Allegiance and a minute of silence, followed by important school information such as: school lunch of the day, staff and student birthdays, and special awards. While announcements are being made, everyone is expected to be seated, remain silent, and listen carefully. Teachers are prepared to begin teaching at the conclusion of the announcements. Any necessary afternoon announcements are made by the principal or assistant principal over the public address system just prior to dismissal and contain important reminders for staff and students.



ARRIVAL TIMES

Students may arrive no earlier than 7:30 AM. Students arriving prior to 7:30 AM must be enrolled in our Morning Gator's Nest Morning Program. Teachers are not on duty until 7:30 AM when school doors open and supervision for students begins. All students enter the school through the double-door entrance near the bus ramp. They are provided breakfast in the Cafeteria.

Bus Transportation: School buses will arrive on campus at approximately 7:25 AM. Students are lined up on the sidewalk and enter the school through the double-door entrance as soon as they arrive. Download the Bus App to ensure you can view your child's bus each morning and afternoon.

Parent Drop-off: The Parent Drop-off process begins at 7:30 when school staff are on duty. Please refrain from using our neighboring businesses to drive to the school entrance. Parents stay in their car and pull up to a cone where the child's door will be opened to allow them to exit the car. Students will line up on the sidewalk to walk towards the ramp area through the gate. They will enter the school through the double-doors. The safety of all children is of utmost importance during the process and requires all parents to support us by **staying in their cars**, refraining from cell phone use, and asking your child to be prepared to exit the door closest to the curb. For your safety and the safety of all children, if you have school business that requires you to be assisted by the office staff, please park in the Visitor parking spaces. At 8:00 a.m. our drop off process will be completed. The staff will come into the school which will allow parents to park and walk up to the door to ring the bell to communicate with the office staff. Students that arrive LATE will need to be escorted to the door and signed in by the parent to receive a late pass.

Walkers: Children that live close to the school and do not have a bus assigned to them may choose to walk or ride their bike to school. These bike riders and walkers should arrive at the locked gate where they will be met at 7:30 AM. A "walker form" must be completed and approved by an administrator so that appropriate supervision of students will be arranged at the gate.

"Lee County District Schools provide supervision of students on premises 30 minutes before and after the school day and school activities the student is authorized to participate in. Parents should not rely on school supervision beyond these times." (F.S. 232.25)

ARTICLES PROHIBITED IN SCHOOL

Please check your child's backpack each morning prior to sending them to school. Students need us to help them learn what is appropriate for school.

If any of the following items are brought to school, they will be confiscated and sent to the office and reported to an administrator or designee. These items will only be returned to the parent.

Examples include:

- Toys of any kind including but not limited to trading/collectable cards, electronics, lasers, toy guns, candy, gum, or soda,
- Any items that are not required for learning
- See Lee County Code of Conduct for additional information.



Gator's Nest

BEFORE AND AFTER SCHOOL PROGRAM

Gator's Nest Program 2022-2023

Morning Care: 6:30-7:30 a.m.

After School Care: 2:10-6:00 p.m.

NO services on Early Dismissal Days

G. Weaver Hipps Elementary provides our students with a safe and enriching environment before school and after school. Gator's Nest Program is a fee-based program for students in kindergarten through fifth grade who are enrolled at G. Weaver Hipps Elementary. Students must be able to function in a group with a supervision ratio of 15:1 and be self-sufficient in bathroom procedures.

The Gator's Nest Program is a **pre-pay** service. Payment is due prior to participation.* Children will NOT be accepted into Gator's Nest with an unpaid balance.

For more information, please view our website at www.hpe.leeschools.net or call 239-768-7042 and ask for our Gator's Nest Staff. We will be happy to provide you with a flyer and answer questions.



	The School Board of Lee County
POLICY 4.141	The School Board of Lee County is committed to a safe and orderly environment for all students and staff. It is policy of The School District of Lee County that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

Bullying is repeated, unwanted, aggressive behavior that involves a real or perceived power imbalance. Bullying can occur in-person or through digital technologies. Key points to consider:

- Someone who bullies' power can be derived from physical size, strength, verbal skill, popularity, or gender.
- A person being bullied may feel tormented, helpless, and defenseless.

- Bullying can include hitting, name-calling, threatening, intimidating, kicking, spreading rumors, teasing, pushing, tripping, excluding someone from a group, or destroying someone's things.
- Cyberbullying can include using email, social media, blogs, chat rooms, text messaging, or other online digital methods of communication.

If you or your child have any concerns or questions, please notify your child's teacher or an administrator immediately.



BUS CHANGE REQUESTS

Students are assigned to a bus according to the area in which they live. Please review your child's bus stop with him/her before the first day of school. Students may not change buses or a bus stop without permission from school administration and transportation. Written transportation form requests to have a bus stop location changed by transportation have up to a 10 day turn-around for review. Due to District Policy, We cannot grant permission for students to ride home on different buses with friends or relatives. Such requests will not be approved.

BUS RULES & REGULATIONS



RIDING THE BUS IS A PRIVILEGE. DO NOT ABUSE IT.

Students are expected to follow all bus rules and procedures to keep them and others safe. GWH students are taught about the expectations. Administrators will follow the Lee County Code of Conduct for violation consequences. Basic bus safety includes following:

- Follow all bus driver and attendant instructions
- Stay seated in assigned seat
- Keep hands and feet to yourself
- No eating or drinking on the bus

Any student who continuously refuses to follow the bus rules, and receives repeated written referrals, may be denied the privilege of riding the school bus. Students who damage any part of the bus will receive an invoice equal to the cost of repairing the bus from the transportation department. Parents will be asked to pay the finance department of the Lee District School Board as restitution for the damages.



CAFETERIA

In order to get the most from the school day, all students should begin the day with a good breakfast. Both our breakfast and lunch programs are free for all enrolled students. Lunches brought from home should be nutritious and well-balanced as well. **Candy, gum and carbonated soda drinks are prohibited** due to the explosive nature of the beverage. Also, please note: **Glass containers of any kind and knives are also prohibited to be packed in lunches.**

The school cafeteria is an excellent place to demonstrate good manners which have been learned in the home. Students are expected to return all trash to the trash can and to clean up around their area before being dismissed. Lunch time is a good time for students to softly talk with a peer seated near them. This helps make lunch at school an enjoyable experience. No visitors are allowed in the cafeteria. If you would like to make arrangements to eat lunch with your child, please contact the office early in the morning so that your child can be scheduled with the teacher to be brought to an office family table to eat with you.



CAR RIDER ARRIVAL PROCEDURE

Children may be dropped off at 7:30 AM. **Remember, the tardy bell rings at 7:55 AM.** Allow time for your child to eat breakfast and walk to class. Teachers are on duty at 7:30AM, therefore, supervision is not available prior to 7:30 AM. Adults must stay in the car when dropping off children in front of the school. Use only the right lane and pull up all the way up as directed to a cone. This allows several cars to unload at once. Children should only exit from the right side of your vehicle. If your child is able to disembark without assistance, please do so. You don't need to wait for a staff member to open your car door. Do not pull out of the right lane until a staff member instructs you to move. As described in the ARRIVAL process, we are focused on safety first for all students and staff. Thus, no other areas should be used to drop off children. Students dropped off will enter the gate to the right of the front entrance. Students will enter the building through the double doors by the bus ramp to go to the cafeteria for breakfast or go directly to their classrooms.



CELL PHONES

Students may not use cell phones for any purpose during the school day. School Board Policy prohibits the use of cell phones in class, during the instructional day, or on the bus.

If parents want their children to carry cell phones, understand they do so at their own risk. The school is not responsible for lost, stolen or damaged cell phones. All phones are to be turned off and stored in backpacks during the school day. Cell phones will be confiscated if "seen" or "heard" by school personnel. Parents must come to the school to retrieve the phone. **See the Code of Conduct for additional information regarding cell phones.**

CLINIC/MEDICATION

Students who are ill should be kept at home for the day, as the clinic is not equipped to keep sick or injured students. We are following the most current health/safety protocols/guidelines established for Lee County Schools which can be viewed on our website www.hpe.leeschools.net. If students become ill during the day, they will be sent to the school clinic and a parent will be contacted. It is critical to have all contact information up to date in FOCUS so we can communicate with you in a timely fashion. All necessary Health Documents must be completed in FOCUS in order for a student to receive clinic services. Updated student information will allow a reliable person to pick up your child in case you are not able to be reached. A school nurse (RN) is available two days per week; a fulltime trained health assistant is available five days per week.

Please cooperate by picking up your child promptly. Please do not send students to school requesting medical treatment. A health care plan must be developed for children with specific medical needs. Guidelines for calling parents are as follows:

1. A temperature over the current recommended degrees
2. Vomiting and/or diarrhea
3. Head injury
4. A communicable disease
5. An injury requiring more than first aid



CLINIC ~ MEDICATION

Medication: For students who must take medication, the Parent Permission for Medication Form (MIS 398), available from the school nurse, must be filled out. Medication must be brought to school fully labeled in the original container from the pharmacy. Parents should personally bring the medication to school to ensure the safety of all students. If any medication is needed for more than a 2-week period, the Doctor's Permission for Medication Form (MIS 401) must also be completed.

Students may not bring most over-the-counter medication to take during school hours. Please contact the nurse regarding headache medicine. Parents are required to bring medication to the school clinic accompanied by a Doctor's Permission for Medication Form. This includes all cough drops and children's aspirin or Tylenol. School officials may not dispense any medication without this form. Students may not have any medications in their book bags or desks during the day. All medication is dispensed only by the proper authority (School Nurse or School Clinic Assistant). This is very important for the safety of all of our students. Students may not take any medications home from school. All medication must be picked up by parent(s).

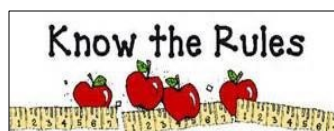
Screenings: Parents must complete HEALTH Permission forms in FOCUS. As part of the School Health Services Program, students may receive Vision and Hearing Screening in grades Pre-K - 5. The ability to learn can be affected by vision, hearing, or general health. Health screening tests

are not diagnostic but are designed to identify students who may have a problem of which they are not aware and requires further evaluation by a doctor or other health professional.

CONFERENCE TIMES

Teachers are available during their planning time for conferences, as well as before and after school. Please check with your child's teacher for his/her conference times when requesting a conference. It is the policy of this school administration to have the counselor, academic coaches, or an administrator present at parent/teacher conferences as an added resource person. Teachers need ample planning time to prepare lessons and gather materials. We respectfully request that conferences be scheduled in advance by either the parent or the teacher, and time to confirm the appointment is given. If a scheduled conference cannot be kept, please notify the school office so the teacher may reschedule.

DISCIPLINE



We believe that all students can behave in school and model leadership skills throughout the day. An orderly atmosphere must exist in order for maximum learning to take place. All students have a responsibility to behave in a manner which prevents teachers from teaching or students from learning.

Please take time for you and your children to familiarize yourselves with the behavioral expectations and consequences for the grade level. Feel free to contact the teacher, counselor, dean of students, or an administrator if you have any questions or concerns regarding how discipline is handled at GWH.

The "Code of Conduct" is available online for all students in the Lee County School System. You will find it helpful to understand both general and specific rules and expectations for student conduct at all levels of the school system and the consequences for serious breaches of conduct. We follow these consequences when handling discipline problems, so it is very important to read and review it with your child. **We are a Leader in Me School and institute Positive Behavior Interventions and Supports.**



DISMISSAL PROCEDURE

We ask your cooperation at dismissal to ensure a safe, quick and efficient process. We value our families and welcome you to visit our school; however, we must have procedures to control the environment during this critical time. Dismissing 840 students safely is our main goal. We need all adults to follow the plan. Thank you for your help and please understand these procedures are in place to provide a safe, quick dismissal for all our students.

Using the Car Rider zone correctly is the safest way to pick up your child. Please refrain from making arrangements with your child that requires them to go against the school safety plan.

Car Rider Pick Up Procedure: Car riders will be dismissed to the back side of the school at approximately 2:10 PM following the afternoon announcements. Parents should follow the following procedure:

Enter the main driveway entrance to the school after 1:30 PM.

Proceed through the posted parent pick up zone.

Drive up all the way around to the back of the school as directed.

You MUST display your "dismissal hang tag" and remain in your car at all times.

Your child will be called and helped into your car.

Stay in line and wait until the car in front of you moves forward to exit.

Please stay in line once your student is loaded and wait for the line to move forwards.

Refrain from using your cell phone while in line.

No Smoking on school property.

Your child's name and family name is displayed clearly on the "hang tag" in BIG PRINT and should be hung in the windshield so that it is visible as we call names. Anyone attempting to pick up a student without a GWH issued hang tag will be asked to drive to the office and show their ID.



DISMISSAL PROCEDURE ~ CONTINUED

Walker/Biker Pick Up Procedure: Student Walkers and Bikers Form should be completed and submitted at the office for administration review and approval. Students will be met at the pedestrian gate behind the bank in the morning at 7:30 a.m. After school, these students will report to the office and wait until the bus ramp has cleared to safely be escorted to the same gate. Students will walk or ride their bike from the exit gate. **Under no circumstances will anyone be allowed to walk through the front or side parking lots. If you arrive by car, you are required to stay in the car line.**

Rainy days: Due to the school bus schedule, students may have to board buses in the rain in order for transportation to stay on schedule. Students will not board during a severe lightning/thunderstorm, nor will walkers, bikers and car riders be dismissed during severe weather. **Please develop a "severe weather" plan with your child. Knowing your schedule, and what you would do if severe weather threatens at dismissal time helps children to remain calm in stormy weather.** Make your child aware when to go ahead and ride or walk home and whether or not you'll be at the bus stop during rainy or otherwise bad weather. We will always let children use the phone to call a parent if they are unsure of what to do. A parent messenger will be sent out to parents to alert them if severe weather cause an extreme delay in safely loading the buses. Be sure you are registered to receive these messages and have downloaded the "Where's The Bus" app.

Important: *An emergency change of dismissal plan for your child to be switched from their regular after school dismissal means of transportation requires a parent to notify the office via email. An emergency "change of dismissal" email must be received prior to 1:30 p.m. in order to safely locate and inform the teacher. Calls to the school office regarding change of plans will NOT be accepted due to safety concerns. An unexpected emergency is understandable and*

will be documented up to four times per year. If you have extenuating circumstances that cause you to have more than four, please meet with an administrator.



DRESS CODE

G. Weaver Higgs Elementary prides itself on the appearance of the building as well as the students and staff. The following dress requirements reflect our belief that our school is a place for teaching and learning. Please familiarize yourself with the G. Weaver Higgs Elementary School Based Dress-Code Policy.



VOLUNTARY UNIFORM POLICY 2022-2023

Shirts/Blouses:

Any solid color, knit polo style
Short or long-sleeved, or Oxford

Bottoms:

Solid color-Navy blue or Khaki
Shorts/Pants/Jumpers/Skort/
Skirts/Capris

Shoes:

Sneakers

DRESS CODE ~ CONTINUED

School Wide Dress Code Expectations



Students may wear:

- Any pants or jeans, fastened at the waist when needed
- Any shirt except see-through, open-sided, or those that advertise drugs, tobacco, alcohol, or have any profanity, obscenity, graphic violence or gang insignia
- Any long shorts (**below the fingertips with the arms held at the sides**)
- Skirts, dresses, or capri pants that are an appropriate length (**below the fingertips with the arms held at the sides**)
- Closed-toe shoes with backs, tennis/running shoes are preferred for safety
- If tights, leggings or jeggings are worn, then the top/shirt must extend below the fingertips to cover the upper thigh and buttocks area.

Students may not wear:

- Oversized clothes, including baggy pants, overalls with unfastened straps and pant legs worn below the shoe. NOTE: Florida Statute requires schools to adopt dress codes barring clothes that "expose underwear or body parts in an indecent or vulgar manner."

(continued) Students may not wear:

- Tank tops, halter tops, low necklines, sun dresses, bare midriff, strapless tops, pajamas
- High heels, platforms, flip flops, croc style shoes, Heelys, slippers

- Body paint and/or body writing, sunglasses, hair rollers, hair paint/gel, **unnatural/dyed hair color, extreme hairdo** that is disruptive to class
- Intentionally altered or ripped clothing, ripped or shredded jeans or anything with holes
- Apparel such as hats, hair nets, bandanas, headbands with distractions, excessive/large jewelry, **fake fingernails**
- Make -up
- Apparel, emblems, insignias, badges, or symbols that promote the use of alcohol, drugs, tobacco or any other illegal activity
- Sweatshirts, jackets, coats during the school day (can be worn outside when cold weather permits)

This list is meant as an example and is not intended to be all inclusive. According to Florida State Statute, the principal has sole discretion over what is or is not appropriate attire for school functions. Any items of clothing that are deemed as interfering with the educational process will be dealt with in accordance with procedures in the Student Code of Conduct. **The school administration shall have the right to appraise any current fashion or fad and determine whether it is appropriate for school wear.**



EMERGENCY/HEALTH ~ INFORMATION CARD

All parents are asked to complete necessary health documents in FOCUS. It is essential for the school to have current telephone numbers for parents or guardians and alternate contact people in the event that an emergency occurs. Accurate telephone numbers are extremely important in maintaining the most efficient parent communications. If any information changes during the school year, parents are asked to update their account in FOCUS and to notify the office and teacher as soon as possible about the corrected information.



FIELD TRIP CHAPERONES

At times, chaperones may be needed to support a school field trip experience. The number one job of a chaperone is to supervise the safety and well-being of the children in his/her charge. Chaperones cannot bring other children with them and are not allowed to ride the school bus. Chaperones must be over the age of 18 and are expected to follow the same requirements of staff and therefore are expected to dress appropriately and may not smoke or drink alcohol at any time during the trip. (School Board Policy 2.182) Chaperones must have a current volunteer application on file. All chaperone IDs are run through the office Keep N Track system before being allowed to chaperone.



FIELD TRIP POLICY

In order for any student to participate in any field trip it is important that everyone understands the criteria for participation. All students participating in field trips must comply with the conduct required by School Board Policy and the *Code of Conduct for Students*. Field trips are a privilege and must be earned by each student invited to participate. If a student is unable to successfully comply with the guidelines in the classroom, then schools cannot risk the behavior during the special circumstances that occur during field trips. Since it is our belief that all students should receive the opportunity to attend the field studies and trips, each child will be allowed to attend the field trip unless the following criterion is not followed.

Criteria:

1. Students must show leadership.
2. Students must show respect for authority.
3. Students must work together as a team member and avoid aggression.
4. Students must be able to be safe at all times. If there are any safety situations, medical or otherwise, the Principal will confer with the parent.

Any student who chooses to conduct himself inappropriately on the field trip will either be sent home at the parents' expense or not be allowed to attend the next field trip. **Principal or designee will make the final decision on any child's participation in a field trip.** Students who miss a field trip because of inappropriate behavior may earn the right to attend the next field trip by demonstrating the correct behavior. The Code of Conduct expectations will be followed on field trips just as they are in the building.



HAZARDOUS WEATHER/HURRICANES

The School District of Lee County will always consider student and staff safety of primary importance when making a decision to close school when severe weather threatens. Unless there is a clear threat of danger, the decision to close school will be made as soon as possible and announced through ParentLink, NBC-2, WINK, 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.



HOMEWORK

Homework is considered to be an important part of learning. It reinforces skills and materials learned in class, prepares students for upcoming class topics, teaches students to work independently, aids in evaluating student progress, and provides a daily opportunity for parents to encourage their children to succeed in school. While homework is usually in the form of written assignments, it may take many forms: students may be asked to complete assignments using their assigned Chromebook. **Please note all students will have homework on Monday - Thursday of each school week.**

The amount of homework should not exceed the student's abilities to accomplish it in a reasonable amount of time. For daily homework assignments, it is recommended that teachers follow these guidelines: K/1st, 10-15 minutes; 2nd/3rd, 20-25 minutes; 4th/5th, 30-35 minutes. However, each grade level has an individual homework policy that should be followed. Students are held accountable for homework assignments at this school, therefore, missing homework assignments are reflected in the grade book, and are factored in when calculating "effort" grades. This is to reinforce responsibility for assignments and help the students to realize the importance of the assignments.



INSURANCE

A pupil protection plan is made available to all students by a reputable insurance company. This provides, at a nominal cost, medical care for injuries sustained in all school activities. Purchase of this plan is optional. The school receives no financial support from this service.

Sometimes accidents happen at school that require medical attention. Costs related to these injuries are the responsibility of the parents.

Healthy Kids Insurance is also available for those families who qualify. This coverage is provided through Health Option, Inc. Please call Healthy Kids toll-free at 1-888-FLA-KIDS for further information.

LEADER IN ME

The Leader in Me by Steven Covey is an innovative, school-wide model that emphasizes a culture of student empowerment and helps unleash each child's full potential. By applying ***The 8 Habits of Highly Effective People***, by Stephen Covey, teachers and students internalize timeless leadership principles that foster the skills necessary for success in the 21st century.

The 7 Habits and Key Concepts

Habit 1: You're in charge.
Be Proactive

Habit 2: Have a plan.
Begin with the End in Mind

Habit 3: Work first, then play.
Put First Things First

Habit 4: Everyone can win.
Think Win-Win

Habit 5: Listen before you talk.
Seek First To Understand, Then to Be Understood

Habit 6: Together is better.
Synergize

Habit 7: Balance feels best.
Sharpen the Saw





LOST AND FOUND

Parents are requested to label all items such as sweaters, jackets, lunch boxes, backpacks, and any other item your child might misplace. Students should check first with their teacher, then with the main office for lost items. Any item with the students first and last name clearly marked **inside** will be returned immediately upon being found. Students have an additional opportunity to view unclaimed clothing in the cafeteria. Unclaimed, unlabeled clothing articles are kept until the end of each semester (January and May) and then donated to local charities.



MTSS - Multi-Tiered System of Support (Child Study Team)

If a student experiences academic, attendance, behavior, social/emotional, medical and/or other difficulties, our MTSS Team is organized to meet and address these concerns. Generally, the student's teacher initiates the referral, but parents and other staff members may also request a meeting. The student's teacher, parents, and the Intervention Specialists will attend the meetings. Depending upon the individual needs of each student referred, additional members invited to attend may include: School Social Worker, ESE teachers, School Psychologist, School Nurse, Speech Pathologist, Equity Coordinator, and Administrators. Parents may contact the MTSS Coordinator for more information. MTSS Team meetings are scheduled on an as-needed basis and last approximately thirty minutes. Invitations to attend meetings are sent home with students.



NON - DISCRIMINATION POLICY STATEMENT

It is the policy of the Lee County Public Schools not to discriminate on the basis of sex, race, color, age, religion, national origin, handicap or marital status in its educational programs, activities or employment policies as required by Title IX*, Title VI, Title VII, Age Discrimination Act of 1967 and Section 504 of the Rehabilitation Act of 1973. Established grievance procedures and appropriate discrimination complaint forms are available from the equity coordinator at each school.

Complaints/inquiries regarding compliance with these regulations may be directed to:

The Equity Coordinator at each school or to: Director, Educational Equity and School Boundary Assignments, Lee County Public Schools, 2855 Colonial Boulevard, Fort Myers, FL 33966 or Director of the Office of Civil Rights, Department of Health, Education and Welfare, Atlanta, Georgia 30323. Title IX Regulation is kept on file at the library in each school.

Parent Communication



Dear Families,

Over the last year, The School District of Lee County transitioned our Back to School Forms from paper to digital. No more filling out small white emergency cards by hand as the Directory Information and the Student Emergency and Health Information forms will be online and accessible through the FOCUS parent portal. In addition, FOCUS lets you access your child's grades, library book options, attendance and assignments.

To access all of that information, parents must have a FOCUS account. If you do not have a FOCUS account, instructions for creating one are located here: [SDLC - 35778 FOCUS-How to Sign Up-Flyer.pdf](#)

In addition, we have created a video series to help you better understand how to create an account and how to navigate the portal.

Here are the links:

HOW TO SIGN UP FOR A FOCUS ACCOUNT: <https://youtu.be/BPYylwYaynU>

PARENT NAVIGATION OF THE PORTAL: https://youtu.be/3KaH1_DVzOQ

School Website: <https://hpe.leeschools.net/>

WheresTheBus: There is a link on the school website to a document describing how to set WheresTheBus up. The link for their website is <https://www.wheresthebus.com/>

Twitter: <https://twitter.com/gweaverhipps/>

School Messenger: Used to send messages home to parents. Here is a link to the school district website talking about School Messenger and a link to a document to help parents set up School Messenger.

https://www.leeschools.net/district_services/school_messenger_emergency_notification_system

https://hpe.leeschools.net/UserFiles/Servers/Server_691169/File/SchoolMessenger_App_Parent_User-Web_08012018.pdf

Lee County School District Mobile App: The mobile app has links to a lot of the web pages parents can use all in one play.

Android: <https://play.google.com/store/apps/details?id=com.relianceco.cma.LeeCountySD>

Apple: <https://apps.apple.com/us/app/school-district-of-lee-county/id1441993712>

PARENT TEACHER ORGANIZATION (PTO)

The G. Weaver Hipps Elementary Parent Teacher Organization has played an important role over the years in promoting the welfare of the students and staff at G. Weaver Hipps Elementary. Parents, teachers, and other community citizens are urged to join and participate in this active group. It meets during the year to discuss school needs and to assist with school-wide projects. No special skills are necessary because everyone helps one another and learns together. We hold our meetings in person or for your convenience, you are welcome to Zoom. Each month the meeting is held on a rotating basis at either 3:00 p.m. or 5:00 p.m.



PARTIES ~ BIRTHDAYS



Class parties are usually held before a major holiday, and are planned by the teachers on a particular grade level to integrate the special lessons in the curriculum with the party theme. Different grade levels may celebrate different holiday seasons, but all students will have at least two parties per year, Winter Holiday and End of Year. **(Store bought, labeled food can only served due to possible food allergies.)**

If your child is having a birthday on a school day, and you would like to send in a treat for the entire class, please notify the teacher at least **two school days in advance**. **The teacher will schedule the treats during the class lunch time in the cafeteria.** Please bring the treats to school first thing in the morning. You may bring in one of the following: STORE BOUGHT Cupcakes or cookies. **Please do not send in a cake, anything requiring cutting and/or portioning, presents, decorations, balloons, or candles/matches/lighters. Do not send in any drinks. For health and safety reasons, only store-bought items may be sent in.**

Remember our primary purpose is teaching and learning, so birthday parties are not an appropriate use of learning time. If your child is having a home birthday party and will be distributing invitations, cards should be for all students in his/her class and not a select few. Please have your child give the invitations to the teacher so they may be passed out. We cannot give out personal information such as addresses and phone numbers of other students (district policy).

PHYSICAL EDUCATION



One of our major goals at G. Weaver Higgs is to provide a positive, successful, and enjoyable learning environment in which all children have maximum practice time at the appropriate level. This type of atmosphere is very conducive to the total development of the student. We believe that the basic aim in Physical Education is to contribute to your child's optimum physical, mental, social, and emotional growth.

Safety at all times is a primary concern when your child attends P.E. class. The proper footwear, consisting of a closed toe, closed heel, and no higher than 1/2 inch, rubber soled (sneaker type) shoe, is appropriate for active participation, as well as comfort to the "learning by moving" student. Refer to ***Student Dress Code*** for appropriate footwear. If your child is going to wear a skirt or jumper to school, they should bring shorts to put on or wear underneath for P.E. class.

Any student who is unable to participate in certain activities, or the entire P.E. class, please provide the office with a note from a physician with the following: the medical problem, what activities may not be done, and when participation can resume.



PROTECTION FROM THE SUN

To help prevent students from over-exposure to sun, caps and sunglasses are approved to be included in school attire during outdoor activities only. When students come indoors, these articles must be removed and placed in the student's own book bag or other designated storage area which keeps these items separated. Hat and sunglasses should be clearly labeled with student's name. **Sunscreen should not be sent to school, but may be applied at home. If the heat index is predicted to be unhealthy, students will remain indoors.**



REPORT CARDS AND STUDENT INTERIM REPORTS

Parents are informed of student progress in the following ways:

- Grades are posted to FOCUS every Thursday.
- Weekly Communicator Folders are used to inform parents of student progress in grades K-5. Work samples and important memos will be sent home every Friday in the orange home-school communicator folder. Please check this folder weekly for items to be signed and returned.
- Report Cards are posted in FOCUS for students and parents to view at the end of each nine week period. This interim report indicates an academic and effort grade for each subject. Attendance information and grade level ability also are reported on this form. Please schedule a parent/teacher conference with your child's teacher if you need more information when report cards are available online.

All elementary schools in the Lee County District School System have implemented a grading scale that reflects how a student is performing on grade level work. Grades will be determined by using the Florida State Grading Scale:

GRADES K-5

A	90 - 100
B	80 - 89
C	70 - 79
N	60 - 69
U	59 - below



RESPECT FOR EQUIPMENT AND FACILITIES

Each student is encouraged to assume responsibility for the care of school property. Malicious damage must be repaired or replaced at the student's expense. In addition, appropriate disciplinary procedures are invoked in the event that malicious intent is determined. This policy includes school bus seats and all other property of the School Board of Lee County. Please refer to the *Code of Conduct* handbook for more information.

SAFETY DRILLS

Safety drills are held regularly throughout the school year. Students are asked to remember these basic rules.

1. Follow the posted instructions in each classroom when leaving the building in case of an emergency.
2. Listen to your teacher's directions.
3. Move quickly and quietly to your designated area.



SAFETY PATROL

Boys and girls from the fifth grade may complete an application for the safety patrol. No experience is necessary - on the job training is provided! Safety patrol members are required to have satisfactory grades in academics and effort and be of good character and citizenship in school. Students wearing the badge and belt of the safety patrol spend a lot of time and energy before and after school helping younger students to move around campus safely. They deserve our courtesy and respect. This is an important leadership role at GWH!

SCHOOL ADVISORY COUNCIL (SAC)

The purpose of the School Advisory Council is to promote communication and understanding among the school's administration, faculty, students, the School Board, parents and community as a whole; to promote the interest and involvement of citizens, in a meaningful way, in educational affairs and operation problems and needs of individual schools and the school system; to promote the utilization of a valuable human resources within the County for the purpose of improving upon the effectiveness and the efficiency of individual schools, school programs and the school system as a whole. Membership on the Advisory Council is open to all parents and interested citizens in the attendance area of the school. **Meetings, dates, and times will be posted on the school calendars that are sent home monthly to involve the community and staff in providing input to the principal regarding school affairs.**

The functions of the Advisory Committees may include but are not limited to:

- *Participating in the decision making process by advising in and assisting with educational needs, establishing priorities, planning the educational program, defining goals and evaluating the school and its academic effectiveness.
- *Facilitating communication among school, parents and community.
- *Informing and advising school staff of community conditions.
- *Assisting in providing support to parents, teachers, students, and community for school programs.
- *Participation in the preparation of the Annual Report of School Progress.
- *Advising of the impact of property development and zoning changes in the vicinity of the school on the safety, welfare, and educational opportunities of students.
- *Defining problems or issues and participate in dialogue with the principal.



SECURITY ON CAMPUS

Student security is a very high priority at G. Weaver Hipps Elementary. All of our security procedures are applied indiscriminately to all parents and visitors on campus. Have your ID ready at the front door of the school when you arrive. The new OpenGate system will be in affect at GWH at both the student and front entrances for children and adults. Please see our website for the districtwide communication about this system.

After the first day of school, parents are not allowed to walk their child to class. Students will enter the school through the double doors by the bus ramp to walk to either the cafeteria for breakfast or to walk directly to their classroom. If you have a concern or information which needs to be communicated to the teacher, it may be addressed through the office staff or you may request an appointment with the teacher. Please do not ask to interrupt the teacher during instructional time.

Volunteers must have completed paperwork on file with our Volunteer Coordinator, sign in upon arrival at school, and wear the proper volunteer identification. All volunteer names are put through the FDLE Data Base and are required to be pre-approved.

All students leaving school prior to dismissal must be signed out through the front office prior to 1:30 p.m. Missing any time from instruction is never encouraged. Please make appointments after school hours.



SIGN-OUT PROCEDURES OF STUDENTS

Students who are consistently signed out early miss important instructional time. This loss of school time will affect your child's education. Prolonged unexcused early sign-outs will be referred to the School Social Worker and will result in unexcused absences. **Three sign outs and/ or three tardies will be recorded as an unexcused absence.** Please plan appointments accordingly.

PLEASE NOTE THE FOLLOWING:

If any person OTHER than the parent or guardian is to pick up the student, they must be documented in FOCUS by the parent in advance. ***STUDENTS WILL BE RELEASED TO EITHER PARENT UNLESS CURRENT LEGAL CUSTODY PAPERS ARE ON FILE IN THE STUDENT'S PERMANENT FOLDER.***



TELEPHONE CALLS

Students will not use the telephone for personal calls. Students will not be called out of instructional time. Students may not use cell phones for any purpose during the school day. All phones are to be turned off and stored in backpacks. If a cellphone is used by a student during school hours, it will be confiscated and parent must come to the school to pick it up.

Teachers are unable to take telephone calls during their instructional time. The office will be happy to forward your call to the teacher's voicemail. Your call will be returned at the teacher's earliest convenience within 24 hours. You are also welcome to email the teacher.

TEXTBOOKS



Lost textbooks must be found and returned or paid for by the student as they are the property of the School District of Lee County. The average cost of a hardbound student textbook is \$80.00. Textbooks are assigned to each student at the beginning of the school year. Teachers keep records of each student and the textbook I.D. numbers assigned to them. It is the responsibility of each student to keep his/her books in good shape.

TOYS



Toys, stuffed animals, trading or collectable cards, electronic games and other similar devices are not allowed on campus. Refer to the ***Code of Conduct*** for specific rules and consequences. The school will not be responsible for lost or broken items.

VOLUNTEERS



Volunteers are a valuable asset to our educational programs. We welcome parents to join our volunteer program. If you are interested in becoming one of our volunteers, please see our Volunteer Coordinator, your child's teacher, or an administrator. All volunteers must complete a Volunteer Application form each year and go through a screening process. Also, they will attend the Volunteer Orientation in order to be assigned as a Volunteer. Volunteers may or may not be assigned to their child's classroom as assignments are based on class needs and how your child reacts to your presence. Volunteers will be required to adhere to a professional dress code suitable for an elementary school setting. Babies, toddlers and preschoolers may not accompany a volunteer in the classroom during the instructional day as this creates a distraction for some students. Any volunteer who may create a disruption in the classroom or school will be asked to leave the school and be dismissed from volunteer service.



ZERO TOLERANCE

Students, staff, parents/guardians or any other person shall not make any verbal, written or electronically communicated (e-mail) threat, suggestion or prediction of violence against any person or group of persons or to any district-owned facility. Violation of this policy shall result in immediate suspension or expulsion and referral to the appropriate law enforcement agency.

Please do everything you can to help your child understand the seriousness of this policy. Your expectations for acceptable behavior in school are important for your child's success in school. Please see the ***Code of Conduct*** for Students for more information on this topic.

All students and adults entering the building will walk through the new Open Gate safety feature.

Parents and students are encouraged to report any suspicious activity through Fortify, an online reporting system designed to provide law enforcement with information. It can be found on our webpage and throughout our school building on posters for students to view.