

Orientation Program

A



At Heights Terrace,

We will not judge anyone by the color of their skin or language that they speak, but by the content of their character.

En Heights Terrace,

Nosotros no juzgaremos a ninguna persona por el color de su piel o el lenguaje que habla, pero por el contenido de su carácter.

Nursing Services

- School Nurse: Mrs. Sherry Daughtry
 - Policies and Procedures





- School Counselor: Mrs. Lee
 - Policies and Procedures





ENTRANCE PROCEDURES BUS STUDENTS

Students who take the bus to and from school will enter and exit the building when the bus arrives and leaves the school.

WALKERS / PARENT PICK UP OF STUDENTS EATING BREAKFST GRADES K-6

Students should arrive at the school no earlier than 8:25 and no later than 8:50. Parents are reminded that the late bell rings at 8:50. Students who want to eat breakfast MUST arrive before 8:50.

WALKERS / PARENT PICK UP OF STUDENTS NOT EATING BREAKFST GRADES K-6

Students should arrive at the school no earlier than 8:40 and no later than 8:50. Doors open for those not eating breakfast at 8:45. Parents are reminded that the late bell rings at 8:50.

DISMISSAL PROCEDURES

BUS STUDENTS -

Bus students are dismissed to their bus when it arrives at the school

KINDERGARTEN and 2nd GRADE WALKERS AND PARENT PICK UP – 3:08

Kindergarten and 2nd grade students are dismissed directly from their classroom door. Parents should wait outside of their child's classroom door. Parents should be timely and have proper ID until the teacher knows who you are. If the kindergarten or 2nd grade student has an older sibling, they will be called to the kindergarten room and be dismissed through the classroom door.

1st GRADE WALKERS AND PARENT PICK UP - 3:12

1st Grade Students are dismissed through Exit B. Older siblings are paged to the 1st grade student's class where they will both exit from EXIT B.

3rd and 6th GRADE WALKERS AND PARENT PICK UP 3:14

3rd grade and 6th walkers and parent pick-ups are dismissed from EXIT B

4th and 5th GRADE WALKERS AND PARENT PICK UP 3:16

4th and 5th walkers and parent pick-ups are dismissed from the MAIN ENTRANCE







At Heights Terrace,	En Heights Terrace,
we will not judge anyone by the color of their skin	Nosotros no juzgaremos a ninguna persona por el
or language that they speak,	color de su piel o el lenguaje que habla, pero por
but by the content of their character.	el contenido de su carácter.

CONTACT LIST	Lista de Contactos			
Main Office	Oficina principal			
Phone- 570-459-3221 ext. 24500	Phone- 570-459-3221 ext. 24500			
Security Office	Oficina de seguridad			
Phone- 570-459-3221 ext. 24500	Phone- 570-459-3221 ext. 24500			
Phil Latella- Principal	Phil Latella- Director principal			
Phone- 570-459-3221 ext. 24505	Phone- 570-459-3221 ext. 24505			
Email- latellap@hasdk12.org	Email- latellap@hasdk12.org			
Kevin Schadder- Assistant Principal	Kevin Schadder- Asistente del director			
Phone- 570-459-3221 ext. 24501	Phone- 570-459-3221 ext. 24501			
Email- schadderk@hasdk12.org	Email- schadderk@hasdk12.org			
Ruth Gonzalez- Bilingual Liaison	Ruth Gonzalez - traductora bilingüe			
Phone- 570-459-3221 ext. 24502	Phone- 570-459-3221 ext. 24502			
Email- gonzalezr@hasdk12.org	Email- gonzalezr@hasdk12.org			
Sherry Daugherty- Nurse	Sherry Daugherty- Enfermera			
Phone- 570-459-3221 ext. 24591	Phone- 570-459-3221 ext. 24591			
Email- daughertyd@hasdk12.org	Email- daughertyd@hasdk12.org			
Chelsea Malloy- Counselor	Chelsea Malloy- Consejera escolar			
Phone- 570-459-3221 ext. 24516	Phone- 570-459-3221 ext 24516			
Email- malloyc2@hasdk12.org	Email- malloyc2@hasdk12.org			



School Supplies Needed

Homeroom:

4th - 6th Grade Heights-Terrace Elementary

2023-2024 Supply List

Quantity	School item
1	Clear or mesh backpack (district policy)
1	One inch 3-ring binder (only this size, no zipper binders)
1	12-pack of colored pencils only
1	24-pack of sharpened pencils with erasers
1	Box of tissues
1	Folder with holes
1	Set of headphones (no Airpods or large Beats/gaming headphones)

English Language Arts:

Quantity	School item
1	three-subject notebook OR three single subject notebooks
1	Folder with holes
1	Silent reading book of your choice!

Mathematics:

Quantity	School item
2	Composition notebooks (no spirals)
1	Pack of wide-ruled loose-leaf paper (also called filler paper)
1	Folder with holes

Science/Social Studies:

Quantity	School item
1	Two-subject notebook OR two single subject notebooks
2	Folders with holes
1	Multi-pack of highlighters

Optional: bottle of hand sanitizer and sanitizing wipes



Cloth pencil cases Pencils Erasers 3 notebooks Highlighter 1 small box of crayons



Electronic Device Policy #237 >Use of electronic devices (ex. Cell phones/ music listening devices)---NOT ALLOWED during the school day ---device will be confiscated /held in office

>6th Grade- Students will hand their phones to the homeroom teacher who will lock them in a secure box. Students will receive their phones back at the end of the day. HTEMS reserves the right to do this is all grades if the situation warrants

Progressive discipline will be enforced if electronic devices and/or behaviors disrupt the educational environment

SCHOOL COMPUTER INSURANCE / SEGURO DE COMPUTADORES ESCOLARES





COMMUNICATION

- Skyward (Email and Phone Calls)
- Remind (Text Messaging Service)



SKYWARD What is it ?

Skyward gives parents the ability see their child's grades, attendance records, receive communication from the school, emergency procedures, and more. Now more than ever it is critical that the school is able to communicate with parents in a safe, secure, and immediate manner. There are going to be times when we NEED you to know something immediately:

Examples:

- •A bus breaks down and will not be arriving on time
- •An unexpected weather event that forces the school to close
- •A mechanical function that requires the school to close
- •Any unforeseen emergency where parents need to be alerted immediately



postmaster@outlook.com To: postmaster@outlook.com

Wed 8/

☐ Important Information about... ∨ Outlook Item

Delivery has failed to these recipients or groups:

The recipient's mailbox is full and can't accept messages now. Please try resending your message later, or contact the recipient directly.

HOW TO ACCESS SKYWARD

1. Go to http://www.hasdk12.org/ (Primero vaya al <u>http://www.hasdk12.org/</u>) Then click the "Skyward" logo (Después haga un click en el logo del programa "Skyward"



2. Login to skyward with your username and password (Inicie la sesión del programa "skyward" usando las credenciales que se les dieron.

Login ID:		
Password:		
	Sign In	

HOW TO ACCESS SKYWARD (Continued)

3. Change your password. (must be at least 6 characters long.) (En su primer inicio de sesión se le pedirá establecer una contraseña nueva. Su nueva contraseña debe ser al menos 6 caracteres de largo.

4. Click the **My Account button** to change your email and phone numbers. Please do this as your phone number changes. Once in Skyward you can see your child's attendance, grades, test scores and more. (Haga clic en el botón "My Account" o "Mi cuenta" para cambiar su correo electrónico y números de teléfono. Por favor haz esto cada vez que su número de teléfono cambie. Una vez en Skyward, puede ver la asistencia de su hijo, las calificaciones, los puntajes de las pruebas y más.)



ALL PARENTS WILL RECIEVCE THEIR USERNAME AND PASSWORD

Student Name (Nombre) «F» «L» > Grade «Gr» > Homeroom «hr»

Parent or Guardian's Name Nombre del Padre o Gurdián

- YOUR SKYWARD USERNAME (SU NOMBRE DE USUARIO DE SKYWARD) «user»
- YOUR SKYWARD PASSWORD (SU CONTRASEÑA DE SKYWARD) «pass»

HOW TO ACCESS SKYWARD

1. Go to http://www.hasdk12.org/ (Primero vaya al <u>http://www.hasdk12.org/</u>) Then click the "Skyward" logo (Después haga un click en el logo del programa "Skyward"



2. Login to skyward with your username and password above. (Inicie la sesión del programa "skyward" usando las credenciales que se les dieron.

Login ID:	
Password.	

3. Change your password. (must be at least 6 characters long.) (En su primer inicio de sesión se le pedirá establecer una contraseña nueva. Su nueva contraseña debe ser al menos 6 caracteres de largo.

4. Click the My Account button to change your email and phone numbers. Please do this as your phone number changes. Once in Skyward you can see your child's attendance, grades, test scores and more. (Haga clic en el botón "My Account" o "Mi cuenta" para cambiar su correo electrónico y números de teléfono. Por favor haz esto cada vez que su número de teléfono cambie. Una vez en Skyward, puede ver la asistencia de su hijo, las calificaciones, los puntajes de las pruebas y más.)



HEIGHTS TERRACE VERY IMPORTANT PLEASE READ

Please review this information for accuracy and return as soon as possible Correct contact information is critical! If we don't have correct contact information we will not be able to contact you in an emergency.

El documento que le enviamos adjunto con esta nota es un documento muy importante para nosotros,por favor verifique su informacion si esta correcta. Telefono,direction ect.Si no esta correcto por favor de actualizar su informacion y enviarla a la escuela lo mas pronto possible.

su mormación y	enviaria a i	a escuela lo mas promo po	Jaanne,
✓Student «First» «Last» Grade	«Gr»	Homeroom «HR»	
✓Our records show that you live at: (dia «Address»	recion)		
✓Telephone #1 (telefono #1) «Phon	e1» √⊺	elephone #2 (telefono #	#2) «Phone2»
✓Telephone #3 (telefono #3) «Phone	e3»		
✓Contact Name #1 «Parent1» Conta	act Name	#2 «Parent2»	
Email Address -«Email»			
SIGN AND R	ETURN	l (Firmar y Regre	sar)
THE INFORMATION IS ALL COR	RECT (L/	INFOMACION ES CO	RRECTA)
I HAVE MADE THE FOLLOWING	CHANGE	S (HICE ALGUNOS C	AMBIOS)
Parents Signature			
My Correct Address is (Mi Direction Co	orecto)		
Correct Primary Phone is (telefono #1	correcto)		
Correct Secondary Phone is (telefono #	#2 correct	o)	
Additional Emergency Phone Number	s we may	call	
Un numero de emergencia adicional p	ara Ilama	-	









Elementary Bell Schedule

		HTEMS BEL 2022	L SCHEDULE				
	KE	<u>-GULAR</u>	<u>SCHEDUI</u>	<u>.</u> E			
Middle Scho	ool Grades 7-	Elementa	ry Grades K-6		LU	INCHES	K-6
Period	Times	Period	Times		eriod	Times	Grades
Breakfast	7:25-7:45	Breakfast	8:25-8:45		4	11:05-11:40	5-6
Enter Building	7:45	Enter	8:45		5	11:50-12:25	3-4
Late Bell	7:50	Late Bell	8:50	1 [6	12:35-1:10	1-2
Homeroom	7:47-7:58	Homeroom	8:47-9:00		7	1:15-1:50	K
1	8:00-8:50	1	9:00-9:40	1 -			
2	8:52-9:42	2	9:40-10:20				
3	9:44-10:34	3	10:20-11:00				
4 Lunch	10:36-11:06	4	11:02-11:42]			
5	11:14-12:04	5	11:44-12:24				
6	12:06-12:56	6	12:26-1:06			1.00	\mathbf{x}
7	12:58-1:48	7	1:08-1:48		ļ		5)
8	1:50-2:40	8	1:48-2:28		-/		4
Dismissal	2:40	9	2:28-3:08				
		Dismissal	3:16-3:40		V		

TWO HOUR DELAY SCHEDULE

Middle School Grades 7-			Elementary Grades K-		
Period	Times		Period	Times	
Breakfast	9:25-9:45		Breakfast	10:25-10:45	
Enter Building	9:45		Enter Building	10:45	
Late Bell	9:50		Late Bell	10:50	
Homeroom	9:47-9:58		Homeroom	10:47-10:55	
1	10:00-10:33		1	10:55-11:22	
2	10:35-11:08		2	11:23-11:50	
3	11:10-11:43		3	11:51-12:18	
4- Lunch	11:45-12:15		4	12:20-12:50	
5	12:17-12:50		5	12:50-1:20	
6	12:52-1:25		6	1:20-1:50	
7	1:27-2:00	1	7	1:50-2:20	
8	2:02-2:35		8	2:20-2:47	
Dismissal	2:40		9	2:48-3:15	
		-	Dismissal	3:15-3:40	

LU	LUNCHES K-6			
Period	Times	Grades		
4	12:20-12:50	5-6		
5	12:50-1:20	3-4		
6	1:20-1:50	1-2		
7	1:50-2:20	к		
	LU Period 4 5 6 7	LUNCHES Period Times 4 12:20-12:50 5 12:50-1:20 6 1:20-1:50 7 1:50-2:20		



IMPORTANT PHONE CALLS WILL NOT BE ACCEPTED TO CHANGE A CHILD'S DISMISSAL PROCEDURE

NO SE ACEPTARÁN LLAMADAS TELEFÓNICAS **IMPORTANTES** PARA CAMBIAR EL PROCEDIMIENTO DE SALIDA DE UN NIÑO

Dismissal Form

Child's Name

Homeroom Teacher

My child has my permission to walk home from school without an adult. I will assume full responsibility for this decision. I understand it is not the responsibility of the school for any accident, injury or other harm that may come to my child. Please understand the school does not recommend this option and highly discourages you doing so.

Grade

My child will be picked up after school by a responsible adult or older sibling. In matters surrounding custody, it is strongly advised that only adults who have parent permission should come to the school to pick up the child. In matters involving child custody, it is strongly advised that parents or caretakers arrive at the school early to prevent any possible problems.

If eligible for transportation, my child will ride the bus home. I understand that the school will always put my child on the bus UNLESS I write a note stating differently. Phone calls will NOT be honored: you must provide a signed and dated note to change your child's dismissal option. This is for your child's safety.

Parent's Signature

Lateness to School

- Elementary School Students need to be in HR/Pd. 1 by 9:00
 - Breakfast in the cafeteria from 8:25 8:50
- Excessive lates will result in after-school detentions or possibly suspension from school

Parents <u>must</u> call for absences and late arrivals (570) 459-3221 ext. 24500

- Los estudiantes de escuela primaria deben estar en HR/Pd. 1 a las 9:00
 - Desayuno en cafetería de 8:25 8:55
- Tardanzas excesivas resultarán en detenciones después de la escuela o posiblemente suspensión de la escuela

Los padres deben llamar por ausencias y llegadas tarde al (570) 459-3221 ext. 24500



Students Eligible for Bussing



IMPORTANT TELL YOUR CHILD TO GET OFF AT THE CORRECT BUS STOP! PLEASE TELL THEM THEY SHOULD NOT STOPAT A FRIEND'S HOUSE BEFORE COMING HOME! **IIMPORTANTE** DÍGALE A SU HIJO QUE BAJE EN LA PARADA DE AUTOBÚS CORRECTA! iPOR FAVOR DÍGALOS QUE NO DEBEN PARAR EN LA CASA DE UN AMIGO ANTES DE VOLVER A CASA!



BACK PACK

	Parent
	Pick- Up
Child's Name Grade	Child's Name Grade
Lunch Card Number	Lunch Card Number
This child attends the	This shild strends the
HTS TERRACE ELEMENTARY/MIDDLE SCHOOL	HEIGHTS TERRACE ELEMENTARY/MIDDLE SCHOOL
In an emergency call the following numbers; (570) 459-3221 ext. 24500 –school (570) 459-3221 ext. 3134- transportation	In an emergency call the following numbers; (570) 459-3221 ext. 24500 –school (570) 459-3221 ext. 3134- transportation (570) 459-3221 ext. 3132- transportation





PTA

- Betsy Durso is the PTA President
 - Discuss issues, share ideas, concerns, fundraising to provide building improvements, curriculum based programs, and social events
 - Provides opportunities to meet other parents and teachers
 - Memberships- PLEASE JOIN!



Positive Behavior Support at Heights Terrace Elementary Middle School



HAWK PRIDE produces the following outcomes:

A school-wide positive behavior program that teaches pride, respect, safety, and responsibility



Unity in our school community





Apoyo al Comportamiento Positivo en Escuela Primaria/ Secundaria Heights Terrace



HAWK PRIDE produce los siguientes resultados:

🗬 Un programa de comportamiento positivo en toda la escuela que enseña orgullo, respeto, seguridad y responsabilidad



Mayor tiempo de aprendizaje comprometido para los estudiantes



Unidad en nuestra comunidad escolar







P ROUD to be me

(Liking and Caring about yourself)

R ESPECT for others

(Treating others how I want to be treated)

I will be READY

(Having what I need, being on time)

D o the SAFE thing

(Free from danger, harm or injury)

E veryone can LEARN!



PROUD to be me (Orgulloso de ser yo) **R** ESPECT for others (Respeto por los demás) \mathbf{I} will be READY (Estaré listo) D o the SAFE thing (Haz lo más seguro) t veryone can LEARN! (itodos pueden aprender!)









- Misses 3 or less homework assignments per month
- Has O suspensions , bus write-up's or office referrals a month
- Receives 3 or less behavior yield cards or warnings from ANY teacher
- Listens to and is respectful of others everywhere and always
- Completes classwork in a timely manner and according to their ability
- Keeps materials and work space neat and orderly
- Shows PRIDE in the Bathroom / Halls /Cafeteria
- Showing PRIDE means always telling the truth

STAR STUDENTS



- No entrega 3 o menos tareas al mes
- Tiene cero suspensiones o referidos a la oficina al mes.
- Reciba 3 o menos carta de conducta de cualquier maestro
- Escuche y sea respetuoso del otro donde sea y siempre.
- Completa el trabajo de la clase en un tiempo oportuno y de acuerdo a su habilidad.
- Mantiene los materiales y el lugar de trabajo limpio y ordenado.
- Mostrar PRIDE significa decir siempre la verdad.



CAN YOU HELP US ? PUEDES AYUDARNOS ?

Parents,

As we begin a new school year, our supply of extra underwear, socks, and clothing is very low. As you know children, especially in the younger grades, have accidents and require an immediate change of clothing.

If you would be willing, please consider donating a new package of children's underwear or socks. If you have any used sweatpants, tee shirts, or other clothing in good condition, please consider donating them to the school so we can keep our littles dry.

Padres,

A medida que comenzamos un nuevo año escolar, nuestro suministro de ropa interior, calcetines y ropa extra es muy bajo. Como usted sabe, los niños, especialmente en los grados más pequeños, tienen accidentes y requieren un cambio de ropa inmediato.

Si está dispuesto, considere donar un nuevo paquete de ropa interior o calcetines para niños. Si tiene pantalones deportivos, camisetas u otra ropa usada en buenas condiciones, considere donarlos a la escuela para que podamos

Puede mantener a nuestros pequeños secos.

Attendance Policy #204

- It is the responsibility for a family to provide a written excuse for absence.
- The Attendance Team will meet to create an attendance plan for three unexcused absences.
- More than six unexcused absences will be considered as truant and be submitted to a local judge.
- Es responsabilidad de la familia proporcionar una excusa por escrito para la ausencia.
- El Equipo de Asistencia se reunirá para crear un plan de asistencia para tres ausencias injustificadas.
- Más de seis ausencias injustificadas se considerarán como ausencias injustificadas y se someterán a un juez local.



HASD DRESS CODE ADOPTED 8-11-2022

All clothing must be appropriately sized for the student, that is, clothing must be no more than one (1) regular size larger than the student actually measures. Extra-wide, extra-full, extra-long, baggy or sagging pants and shorts are not acceptable. Jeans are permitted as long as there are no holes in them. If jeans have holes, you must wear some undergarment, no skin should be showing.

Toda la ropa debe tener el tamaño adecuado para el estudiante, es decir, la ropa no debe ser más de una (1) talla regular más grande de lo que el estudiante realmente mide. Los pantalones y bermudas extra-anchos, extra llenos, extralargos, holgados o caídos no son aceptables. Los jeans están permitidos siempre y cuando no haya agujeros en ellos. Si los jeans tienen agujeros, debe usar algo de ropa interior, no debe mostrarse la piel.

Only clear or mesh backpacks are permitted in K-8 school buildings, in accordance with school guidelines. Solo se permiten mochilas transparentes o de malla en los edificios escolares K-8, de acuerdo con las pautas escolares.

Articles of Noncompliance - Artículos de Incumplimiento

No hoodies/jackets during school hours /No hay sudaderas con capucha / chaquetas durante el horario escolar
No holes in jeans/clothing that exposes skin/ Crop Tops / Sin agujeros en los jeans / ropa que exponga la piel / Tops cortos
No underwear showing - pants must be around waist/. No se muestra ropa interior: los pantalones deben estar alrededor de la cintura
No sliders, crocs, platform shoes/Sin deslizadores, crocs, zapatos de plataforma

Discipline Guidelines

The following discipline guidelines apply to student in all grades K through 12:

1. First Offense - At the direction of the principal, the student shall be retained in the office until the student/parent/guardian provides a proper change of clothing, not to exceed one (1) day. If a parent/guardian is unable to provide a change of clothing, the school will issue something in compliance, when extra clothing is available. Primera ofensa – Bajo la orden del director, el estudiante será retenido en la oficina hasta que el estudiante / padre / tutor proporcione un cambio de ropa adecuado, que no exceda un (1) día. Si un padre/tutor no puede proporcionar un cambio de ropa, la escuela emitirá algo en cumplimiento, cuando haya ropa adicional disponible.

2. Second Offense - The student shall receive in-school suspension.[4] Segunda ofensa – El estudiante recibirá suspensión en la escuela.[4]

3. Third Offense - This and all subsequent violations shall result in loss of privileges and/or out-of-school suspension.[4]. Tercera ofensa: esta y todas las violaciones posteriores resultarán en la pérdida de privilegios y / o suspensión fuera de la escuela.[4]

OK





Non-Compliant





Lateness to School

- Elementary School Students need to be in HR/Pd. 1 b 9:05
 - Breakfast in cafeteria from 8:30 8:55
- Excessive lates will result in after-school detentions or possibly suspension from school

Parents <u>must</u> call for absences and late arrivals (570) 459-3221 ext. 24500



THANK YOU FOR ATTENDING!

Questions?

HASD WEB SITE: www.hasdk12.org/heights

- Important District/school information -Información importante del distrito/escuela
- Skyward to check students' progress -Hacia el cielo para comprobar el progreso de los estudiantes
- > Come to school and be on time -Ven a la escuela y sé puntual.



SCHOOL STARTS Tuesday, September 5th

